



## COMMON COUNCIL MEETING AGENDA

TUESDAY, FEBRUARY 04, 2025 AT 7:00 PM

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

**Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 282 485 6600 Passcode: 53098 One tap mobile +16469313860

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. MINUTES OF COUNCIL MEETING HELD**

A. Meeting minutes from January 21, 2025

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

*Members of the public who wish to address the Council must register their request in writing before the meeting begins. Each individual who requests to address the Council will be permitted up to three minutes for their comments.*

**6. REPORTS**

A. Public Works Commission minutes from January 14, 2025

B. RDA minutes from January 15, 2025

C. Park, Recreation, and Forestry minutes from January 20, 2025

D. Town Square Programming Commission minutes from January 22, 2025

E. Public Works meeting minutes from January 28, 2025

F. Downtown Main Street Reconstruction Task Force minutes from January 28, 2025

**7. COMMUNICATION & RECOMMENDATIONS**

A. February 18, 2025 Council meeting moved to February 17, 2025 (Monday) due to the Spring Primary Election

B. Bridge Update

**8. MISCELLANEOUS BUSINESS**

A. Payroll Summary - January 8, 2025 through January 12, 2025

**9. ORDINANCES**

A. Ord. 25-01 - Adopt the Planned Development (PD) - General Development Plan (GDP) under Section 550-152 for Area C(b) of Bielinski Hunter Oaks Development (PINs: 291-0815-0642-006, 291-0815-0642-007) (Sponsor: Mayor McFarland From: Plan Commission, Second Reading)

B. Ord. 25-02 - Amend the City of Watertown General Ordinances to Reflect Departmental Changes (Sponsor: Chairperson Board From: Public Works Commission, Second Reading)

**10. RESOLUTIONS**

A. Convene into closed session per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted

by the body with respect to litigation in which it is or is likely to become involved (Riverside Park Restroom)

B. Reconvene into open session

C. Exh. 9704 - Resolution to Terminate Contract #8-24, Riverside Park Restroom-Structure  
(Sponsor: Ald. Board From: Public Works Commission)

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

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

## **12. ADJOURNMENT**

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

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

**Common Council Minutes  
January 21, 2025**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, January 21, 2025. This meeting was open for attendance in the council chambers as well as virtually.

**ROLL CALL**

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Board, Bartz, Blanke, Smith, Schmid, Wetzel (arrived at 7:02) and Moldenhauer (virtual). City staff present were City Attorney Steven T. Chesebro (virtual), Chief David Brower, Finance Director Mark Stevens, Streets Superintendent Stacy Winkelman, Public Works Director Andrew Beyer, Zoning Administrator Brian Zirbes (virtual), Parks Director Kristine Butteris (virtual), and City Clerk Megan Dunneisen.

**PLEDGE OF ALLEGIANCE**

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

**MINUTES OF PRECEDING MEETING**

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, January 7, 2025. There being none, minutes were accepted as presented.

**COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

No comments were received.

**REPORTS**

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

The following reports were received and filed: Finance Committee minutes from December 9, 2024, Senior Center Advisory Board minutes from December 10, 2024, Park, Recreation, and Forestry minutes from December 16, 2024, Finance Committee minutes from December 17, 2024, RDA minutes from December 18, 2024, Town Square Programming Commission minutes from December 18, 2024, Finance Committee minutes from December 23, 2024.

**COMMUNICATIONS & RECOMMENDATIONS**

Employee Recognitions Mayor McFarland gave employee reconsideration to Steve Naatz - Public Works, Water Division Bruce Williams - Public Works, Street Division for 25 years. Ryan Abbott - Police Department for 15 years, Luke Hensley – Police Department for 10 years. Stacy Winkelman also gave recognition to Bruce Williams and recognized Carl Schuett on his retirement. The Fire Department November Monthly Report, 2024 Building Safety & Zoning Annual Report and 2023 Park, Recreation, and Forestry annual report were presented. Mayor McFarland gave a Bridge Update.

**NEW BUSINESS**

Ald. Lampe made a motion to approve Miranda Kube to the Historic Preservation and Downtown Design Commission – serving her first partial term expiring December 2026 replacing John Klink, Kerry Kneser to the Park, Recreation, and Forestry Commission– serving his first partial term expiring May 2025 replacing Brian Konz, Jacob Maas to the Redevelopment Authority – serving his first full term expiring January 2030, Charity Chandler to the Library Board – serving her first partial term expiring July 2026, seconded by Ald. Board and carried by unanimous voice vote.

**MISCELLANEOUS BUSINESS**

Paid Invoices Report, Payroll Summary - December 11, 2024, through December 24, 2024, and December 25, 2024, through January 7, 2025, and Cash and Investments - December 31, 2024, were presented.

**ORDINANCES**

Ord. 25-01 - Adopt the Planned Development (PD) - General Development Plan (GDP) under Section 550-152 for Area C(b) of Bielinski Hunter Oaks Development (PINs: 291-0815-0642-006, 291-0815-0642-007) (Sponsor: Mayor McFarland From: Plan Commission, First Reading). Ald. Blanke moved for adoption of ordinance 25-01 on its first reading, seconded by Ald. Bartz and carried by roll call vote: Yes-9; No-0; Abstain-0.

Ord. 25-02 - Amend the City of Watertown General Ordinances to Reflect Departmental Changes (Sponsor: Chairperson Board From: Public Works Commission, First Reading). Ald. Board moved for adoption of ordinance 25-02 on its first reading, seconded by Ald. Wetzel and carried by roll call vote: Yes-9; No-0; Abstain-0.

**RESOLUTIONS**

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

**Administrative error on the numbering of these resolutions – numbers were changed to continue in sequence correctly.**

Exh. ~~9573~~ **9699** - Resolution to enter into agreement with Jefferson County Register of Deeds for the return of recorded instrument in electronic format (Sponsor: Mayor McFarland From: Finance Committee). Ald. Moldenhauer moved to adopt resolution 9699, seconded by Ald. Davis and carried by roll call vote: Yes-8; No-1 (Schmid); Abstain-0.

Exh. ~~9574~~ **9700** - Resolution to approve the contract for County Library Services with Jefferson County (Sponsor: Ald. Wetzel From: Library Board of Trustees). Ald. Wetzel moved to adopt resolution 9700, seconded by Ald. Lampe and carried by unanimous voice vote.

Exh. ~~9575~~ **9701** - Resolution to purchase solar array system from Eagle Point Solar for Water Systems Wastewater Division (Sponsor: Ald. Board From: Public Works Commission). Ald. Board moved to adopt resolution 9701, seconded by Ald. Bartz and carried by roll call vote: Yes-8; No-1 (Schmid); Abstain-0.

Exh. ~~9576~~ **9702** - Resolution for 2024 Write off consideration (Sponsor: Mayor McFarland From: Finance Committee). Ald. Davis moved to adopt resolution 9702, seconded by Ald. Lampe and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. ~~9577~~ **9703** - Resolution to recognize the retirement of Carl Schuett (Sponsor: Mayor McFarland). Ald. Wetzel moved to adopt resolution 9703, seconded by Ald. Blanke and carried by unanimous voice vote.

**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. Bartz moved to adjourn, seconded by Ald. Board, and carried by unanimous voice vote at 7:40 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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

**City of Watertown  
Public Works Commission Meeting  
January 14, 2025**

1. CALL TO ORDER

Meeting called to order at 5:30 p.m. by Chair Steve Board.

Alders Bartz, Board, and Wetzel, and Commissioner Thompson present.

Also present: Alders Lampe and Muldenauer, City Attorney Steven Chesebro, DPW Director/Engineer Andrew Beyer, Water Systems Manager Peter Hartz, Stormwater Project Manager Maureen McBroom, Assistant Water Systems Manager Tim Hayden, Engineer John Butt of Mead & Hunt, Stacy Winkleman Solid Waste Manager, Stacey Walther of Steigerwaldt Land Services, inc., Zach Goodrow Watertown Daily Times, Kristine Butteris Director Parks and Recreation, Project Manager Richie Pelz, citizens Brian Konz, Barb Dinlehman, MaryJane Wieland, and Rod Wieland. Also, Zach Goodrow of the Watertown Times, and Ken Krause of Eagle Point Solar.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

- Everyone who would like to address the Committee will be permitted up to three minutes for their comments.

***No comments received.***

3. REVIEW AND APPROVE MINUTES

A. Public Works minutes from December 10, 2024

***Motion by Bartz, supported by Thompson to approve the minutes of December 10, 2024 with corrections. Motion carried unanimously.***

4. BUSINESS

- A. Review and take possible action: Award Solar Panel Project for WWTP to Eagle Point Solar for \$886,050.

Water System Manager Pete Hartz presented the bid summary of the six (6) proposals, selection is based on best output of proposal.

***Motion by Thompson, supported by Bartz to award the WWTP Solar Project to Eagle Point Solar for a total of \$886,050. Motion carried unanimously.***

- B. Review and take possible action: Approve 2024 Utility bill write-off of account refunds & credits.

***Motion by Bartz, supported by Wetzel to approve the 2024 utility bill write-off of account refunds and credits totaling \$72,370.22. Motion carried unanimously.***

- C. Review and take possible action: approve purchase of a 31 cubic yard side load refuse truck for the DPW - Solid Waste Division.

A 2024 budget item carried forward. Proposal includes a \$60,000 trade-in for current vehicle.

***Motion by Bartz, supported by Thompson to approve the purchase of a 31 Cubic Yard Side Load Refuse truck to EnvironTech Equipment totaling \$341,877.***

***Motion carried unanimously.***

- D. Update, no action required: Dewey Avenue Reconstruction Project

Director Beyer provided an update of the 2026 Dewey Avenue Reconstruction Project. Roadway is to be expanded to 32 feet back-of-curb to back-of-curb, reducing the boulevards to eight (8) feet. Roadway will be 8" thick concrete, sidewalks will be five feet wide to meet ADA. Project is an 80/20 cost share with WisDot. Project will include sanitary, water, and storm sewer systems, and a temporary limited easement with the property owners for grading purposes.

- E. Review and take possible action: Nominal Payment Parcel Report for the 2026 Dewey Avenue Reconstruction Project.

Temporary Limited Easement will be utilized to provide opportunities for the contractor to grade properties. 54 Parcels are impacted, anticipated cost will be \$200 for residential parcels and \$300 for a commercial property. Initial cost anticipated to be \$11,550.

***Motion by Thompson, supported by Wetzel to approve the negotiation of the Nominal Payment easements for the 2025 Dewey Avenue Reconstruction Project.***

***Motion carried unanimously.***

- F. Review and Discuss: Street and Utility 5-year Capital Improvement Program

Director Andrew Beyer and Project Manager Richie Pelz presented the five year Capital Improvement Plan (CIP). Focus of plan is on twelve areas: Utility & Roadway Reconstruction; Utility Maintenance; Resurfacing Projects; Roadway Maintenance; Bike & Pedestrian Improvements; Sidewalk Repair; Bridge & Dam Maintenance; Drainage Projects; Seawall & Shoreline Management; WisDot Program Coordination; Grant Funding; and Engineering Design. Commission reviewed the five-year project summary of the CIP. ***No action taken.***

- G. Review and take possible action: Lake Victoria vegetation control request.

Residents around Lake Victoria are seeking support from the city for weed control. The lake and Heiden Pond are separated by a land "bridge", with an overflow culvert. Heiden Pond does receive some stormwater runoff from both Franklin and Boomer streets. The city does not currently support weed control at any location. Lake Victoria is considered a waterway of the state.

***Motion by Thompson, supported by Bartz to table this item until such time as ownership responsibilities are established and a policy is established for vegetation control of bodies of water under the City's auspices.***

***Motion carried unanimously.***

- H. Convene into closed session per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Update on Riverside Park Restrooms)

***Motion by Wetzel, supported by Bartz to move into closed session.***

***Motion carried by roll call vote.***

- I. Reconvene into open session.

***Motion by Bartz, supported by Thompson to reconvene into open session.***

***Motion carried unanimously.***

## 5. ADJOURNMENT

Motion by Wetzel, supported by Thompson to adjourn.

***Motion carried unanimously.***

Meeting adjourned at 7:25 p.m..

Respectfully submitted by Steve Board, Chair.



**Wednesday, January 15, 2025, 6:00 pm**

In-PERSON/VIRTUAL MEETING

Room 2044, City Hall

**By Phone or Zoom Meeting:**

<https://us06web.zoom.us/join>

For the Public, Members of the media and the public may attend by calling: (US) +1 (646)931-3860

Meeting ID: 617-065-5357

Pass Code: 959083

All public participants' phones will be muted during the meeting except during the public comment period where applicable.

**RDA STRATEGIC PRIORITIES**

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

2) Facilitating quality development in downtown, and

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

1. Pledge of Allegiance

2. Roll Call

A. Present: Mason Becker, Ald. Lampe, Ald. Board, Ryan Wagner, Jacob Maas, Dave Zimmermann, and Ryan Nowatka

B. Virtual: Karissa Hurtgen, RINKA representatives

C. Absent: None

D. Other attendees: 1 resident

3. Determination of Quorum and Call to Order at 6:02 pm

4. Approval of meeting minutes

A. Regular Board Minutes 12.18.24

**Nowatka motioned to approve**

**Board seconded the motion. Motion carried unanimously.**

5. No public comment

6. Old Business:

A. **Downtown River Corridor Planning.**

a. Update on the branding concept. Steve Morales from RINKA shared a presentation from the last steering committee. He discussed the selected logo concept. The consensus of the board was to continue moving forward with the selected concept. Next steering committee meeting is being scheduled.

B. **Beltz Grants.**

a. Becker shared an update on the Rafah Bowls project.

b. Becker shared an update on 2025 funds that still need to be allocated.

C. **111 S. Water St.**

a. Becker discussed the Phase II ESA for the N First parking lot and continued conversations with the developer. The current pre-development agreement goes through March 1<sup>st</sup> with the opportunity for extensions.

D. **Bentzin Family Town Square: Historic Art Wall & plaques**



- a. Becker reached out to Barton Bentzin and is waiting to hear back from him. ZTI should be pouring concrete for this in the next week or two, weather permitting.

7. New Business:

A. Review and approve RDA chair and vice-chair for 2025.

- a. Becker called for nominations for chair.

**Wagner nominated Ryan Wagner for the board chair, seconded by Maas.**

**Nominations closed with no other nominations received. Wagner was unanimously elected chair for 2025**

- b. Wagner called for nominations for vice-chair.

**Wagner nominated Nowatka, seconded by Lampe.**

**Nominations closed with no other nominations received. Nowatka was unanimously elected vice-chair for 2025.**

- c. Members of the board thanked Hurtgen for her service as vice chair and her continued membership on the board.

8. Status Reports:

A. **Housing Rehab Grants:**

- a. A check is expected to be cut soon for a completed project.
- b. Becker mentioned that he will check in with Roxanne Witte from Thrive ED and plan for a PR push in the first quarter.
- c. Wagner expressed an interest in seeing quarterly press releases on this topic. Becker will work on follow-ups.

B. **Social media/messaging update:**

- a. There was discussion of a proposed social media messaging calendar for 2025.
- b. Becker will add some more points regarding the Home Rehab Grants. The board gave consensus to move forward as planned. Any other comments or suggestions can be emailed to Mason.

C. **Council update:**

- a. Board shared feedback from the last Downtown Business Meet-up at the library. Twenty-three questions were asked. Some of the questions included subjects like potential property assessments and lateral connections. Next meetup likely after the new Main St. Director is hired.
- b. Lampe discussed the upcoming elections, including the spring primary in February.

D. **Executive Director update:**

- a. Becker gave a general development update on the information that was presented in the memo in the agenda packet. He discussed the situation with some national brands closing locations across the country. Also noted, recent small business openings.
- b. Items for next agenda: members should email Becker with ideas. Mason also noted the possibility of a special RDA meeting to discuss Rock River District cost estimates from RINKA, if they are ready ahead of the next regular meeting.
- c. Next meeting is February 19, 2025, at 6 pm.

9. Adjournment at 6:55 pm

**Board motioned to adjourn.**

**Zimmermann seconded the motion. Motion carried unanimously. Meeting adjourned.**

## PARKS, RECREATION & FORESTRY COMMISSION

### MINUTES

Monday, January 20, 2025

#### 1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on January 20, 2025. The meeting was called to order by Kyle Krueger. Members present: Ald. Jonathan Lampe, Brad Clark, Kyle Krueger, Julie Chapman, Jennifer Clayton, Emily Lessner. Also present: Kristine Butteris, Andrea Draeger, Stephanie Juhl, Jeff Doyle, and Jarrod Folkman.

#### 2. Review and approval of minutes:

Jennifer Clayton motioned to approve the December 16, 2024 Parks Recreation and Forestry and December 10, 2024 Senior Center Advisory Board minutes as written. Brad Clark seconded. Motion carried.

#### 3. Review and approval of financial reports

Julie Chapman motioned to approve the November 2024 financial reports. Brad Clark seconded. Motion carried.

#### 4. Citizens to be heard

Leslie Krueger and Jean Osterhaus, Caring Crafters, stated that the Caring Crafters group has been at the Watertown Senior & Community Center for 14 years. They make items to donate to local non-profit organizations, hospitals, etc.

#### 5. Business

##### A. Review and take action: Caring Crafters Classification

A facility use agreement was drafted and presented to Caring Crafters, new for rentals in 2025. This facility use change does include a \$50 administrative fee and security deposit as Caring Crafters was deemed a class 2 organization by this commission previously. Caring Crafters create handmade items and all are donated to non-profit organizations, hospitals, etc. Caring Crafters is requesting a reclassification to class 1 in order to remain a community resource and opportunity for citizens to give back. Brad Clark motioned to reclassify Caring Crafters as class 1. Emily Lessner seconded. Motion carried.

##### B. Review and take action: Event Fee Adjustment

For the past two years, the 4<sup>th</sup> of July Committee has come before the Parks, Recreation & Forestry Commission to ask for a reduction in rental fees for their special event. Their rental consist of Riverside Park Shelters (seven), 10 additional picnic tables, 24 orange boards, Amplified Music Permit, Screens for Upper Pavilion, 12 additional trash cans, and one row of snow fence and standards totaling \$1,042.00. They have asked for an adjustment from \$1,042.00 to \$500.00. It was recommended to reduce fees by 50 percent each year instead a flat \$500 fee. Brad Clark motioned to reduce fees for the 4<sup>th</sup> of July event by 50%. Julie Chapman seconded. Motion carried. Ald. Jonathan Lampe abstained.

##### C. Review and take action: discount for Thursday night market vendors

In 2024, we held four Thursday Night Markets at the Bentzin Family Town Square with a vendor fee of \$25/market. There was no incentive for a vendor to register for all four markets. The proposed \$15 discount per vendor is a minimal expense compared to the potential increase in registrations and operational efficiencies gained from early commitments. Our goal is to encourage vendor participation across all events, creating a consistent and engaging experience for attendees while fostering stronger relationships with our vendors. To incentivize full-series

participation, we propose offering a \$15 discount to vendors who commit to register for all five events upfront. The fee would be \$25/event or \$110 if a vendor registers for all five (includes a \$15 discount). Emily Lessner motioned to table the discount for Thursday Night Market vendors until the next meeting. Jennifer Clayton seconded. Motion carried.

Section 6, Item C.

**D. Review and take action: Thursday Night Market fee waiver**

In 2024, we held Thursday Night Markets at Bentzin Family Town Square. Last year, we asked if we could waive booth fees for produce farmers. Our recommendation is to waive all fees for produce farmers for the next three years through the 2027 summer season. Julie Chapman motioned to waive booth fees for produce farmers through the 2027 summer season. Emily Lessner seconded. Motion carried.

**E. Review and approve: 2023 annual report**

The 2023 annual report was emailed to the commission members. Brad Clark motioned to approve the 2023 annual report. Julie Chapman seconded. Motion carried.

**F. Review and discuss: park, recreation, and forestry commission member**

The department is currently seeking a new commission member to serve as chair of the Parks, Recreation, and Forestry Commission. This position has served on the Plan commission as well. The department would like the commission's input on the concept to review and update the responsibilities of the Parks, Recreation, and Forestry Commission Chair's role and responsibilities. Removing the responsibility to sit on the Plan Commission would open the position to more candidates. The general recommendation was to offer the option to split the two roles.

**6. Director's Report:**

**A. Project updates: parks**

The Parks & Open Spaces Plan contract as been approved and the company is currently reviewing information through GIS. The parks crew is currently work on chipping trails. An update on Lake Victoria included discussion at a public works meeting and may be recommended to return to this commission for further discussion or approval.

**B. Project updates: forestry – urban forestry budget modification**

Every year the Parks, Recreation, and Forestry Department applies for a DNR Urban Forestry Grant to fund a portion of Ash treatments, tree removal and plantings, safety training courses for staff, forestry equipment and our tree programs, as well as tree planting and care educational opportunities for the community and staff time. This grant is a 50/50 matching grant up to \$50,000. We did not receive the DNR Urban Forestry Grant for the year 2025. We would need \$14,160 to continue our Ash treatments, safety training, and tree purchases for our Right Tree, Right Spot program, and will be looking for Finance Committee approval of \$14,160 to be moved from Contingency Funds to Urban Forestry Expenses.

**C. Project updates: aquatics**

All projects are currently complete for the filtration system.

**D. Project updates: town square**

**E. Project updates: senior & community center**

The generator will likely not be installed until spring, though the gas line hookup has been moved. The paging system should be complete. New partitions are being installed in the restrooms.

**F. Update on programming: recreation**

Winter programming has begun – open gym, ice skating at Silver Creek. In February we will add time to open gym for people with special needs and sponsored through local businesses. The Afterschool Adventure Arena is starting again, and we are getting ready for spring with spring break programming and into spring sport programming. We are looking to add some additional programming based on feedback, such as a soccer refresher or extension of the session.

**G. Update on programming: town square**

Thursday Night Market prep, summer event prep, and other seasonal activities are being planned.

**H. Update on programming: senior and enrichment**

The December holiday party was sold out with a successful lunch through Glenn's Catering. Our soup sale was successful and generated about \$450 in donations. We will continue to include seasonal/holiday event and programming ideas when possible.

**I. Update on programming: aquatics****7. Adjournment – Next meeting date February 17, 2024**

Julie Chapman motioned to adjourn the meeting. Jennifer Clayton seconded. Motion carried.



## TOWN SQUARE PROGRAMMING COMMISSION MINUTES

WEDNESDAY, JANUARY 22, 2025 AT 12:00 PM

514 S. FIRST STREET, WATERTOWN ROOM

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 563 709 0828 Passcode: 53094 One tap mobile +16469313860

All public participants' phones will be muted during the meeting except during the public comment period.

### 1. Call to order – 12:01

- a. Hertel
- b. Schneekloth
- c. Bartz
- d. Juhl
- e. Online –Kaufmann and Butteris

### 2. Review and approval of minutes

- A. Town Square minutes from December 18, 2024 – Schneekloth motion, Kaufmann 2<sup>nd</sup>

### 3. Review and approval of financial reports

- A. Review and approve financial report – November – Ericka Schneekloth motion, Hertel 2<sup>nd</sup>

### 4. Citizens to be heard

*Each individual who requests to address the Council will be permitted up to three minutes for their comments.*

**John Kadish – No comments**

### 5. Business

- A. Review final 2023 Annual Report – Working on 2024 hoping to have out month of March, Bartz notes: pg. 28 – P&R should take more credit for Riverfest set up and take down, 2024 Bridge impact and weather events, include something about the lengthy process of the riverside restrooms.
- B. Review new MOU from Library – November release, only point involving Town Square was main street restrooms. Note we are awarded use of library restrooms for events at the square.
- C. Review stats from 2024 events
  - \$37,000 raised between grants and sponsors for Town Square.
  - Concessions in Parks – new charge in 2024 - \$6,200 in revenue, 160 food trucks booked and 138 of them came to the square. Road Closures highlighted – 18 times closed (labor would actually reflect 36 closures because having to OPEN and CLOSE) closed 37 days, 22 events. Asked for Food Truck feedback on events
  - Tracked all events – 11 alcohol events, noted number of attendees, etc.
  - Thursday Night Markets – Food trucks, entertainment fees, marketing, booth fees - \$3,200 overall profit – We do have a sponsor for this 2025 season.
  - Non-city and partnered events – working on growing our partnered and non-city events
  - \$9,000 under budget for the Summer Concert series in 2024 after grants and sponsorships
  - Beer Sales reports – not a huge money maker for nonprofits, we do need to work on leveraging that revenue. Ins., trailer, \$250 in parks fee – for nonprofits. – Rotary still has to have a discussion on Beer Sales.

**6. Event Coordinator's report**

**A. Event Coordinators Report**

2025 list of events – Oct 16<sup>th</sup> is going to move to a Sat. Oct 4<sup>th</sup> Fall Market – working with Main St. Market to do joint advertising.

July 20<sup>th</sup> – added Cousins Main Lobster – Eagles Tribute band on a Sunday.

Music at the Museum June 16<sup>th</sup>, July 21<sup>st</sup>, August 18<sup>th</sup>. – All on Food Truck Mondays – maybe consider changing these dates for that reason.

Applied for the chamber grant 2025

We built new “orange” boards

Working on Ordinances, FD Grand opening, FD/PD Battle of the badges, Glow Run.

Advertising for the Nonprofits at the Beer tent?? Need enticement to get them to take on this task.

Thursday Night Markets – getting paperwork in RecDesk to start forms and streamline things.

**7. Adjournment –Hertel motioned, Schneekloth**

## Public Works Commission Tuesday, January 28, 2025

### 1. Call to Order

Meeting was called to order by Chair Steve Board at 5:30 p.m.

Roll call was taken, with Alders Board, Bartz, Smith, and Wetzel, and Commissioner Thompson present.

Also present were City Attorney Steven Chesebro, DPW Director/Engineer Andrew Beyer, Stacy Winkleman Solid Waste Manager, DPW Project Manager Chris Newberry, and one unidentified online caller.

### 2. Comments and Suggestions from Citizens Present

***No comments received.***

### 3. Review and Approve Minutes

#### A. Public Works Commission minutes from January 14, 2025

***Motion by Bartz, supported by Thompson, to approve the minutes of January 14, 2025, as presented.***

***Motion carried unanimously.***

### 4. Business

#### A. Review and take possible action: 2024 Annual Quarry Report.

The commission reviewed the 2024 City of Watertown Annual Nonmetallic Mining Operations Report for Brandt Quirk Park Quarry, presented by DPW Project Manager Chris Newberry.

***Motion by Thompson, supported by Wetzel, to accept the 2024 City of Watertown Annual Nonmetallic Mining Operations Report as submitted.***

***Motion carried unanimously.***

#### B. Review and take possible action: purchase of tandem axle dump truck chassis, body, and plow equipment for DPW – Street Division.

Stacy Winkleman Solid Waste Manager recommended the purchase of a 2025 International HV615 chassis from Lakeside International of Milwaukee, Wisconsin for \$160,516.00. Furthermore, we are recommending purchasing the body and snowplow equipment from Burke Truck & Equipment of Madison, Wisconsin for \$152,855.00 for a total purchase price of \$313,371.00.

There is \$150,000.00 budgeted in 2025 account # 05-54-11-70 and \$150,000.00 budgeted in 2025 account #16-58-16-60. There are sufficient funds in the storm water utility fund balance to cover the \$13,371.00 cost over budget.

Vehicle is anticipated to be in service early in 2026.

***Motion by Board, supported by Smith, to approve the purchase of a 2025 International HV615 chassis from Lakeside International of Milwaukee, Wisconsin for \$160,516.00. Furthermore, we are recommending purchasing the body and snowplow equipment from Burke Truck & Equipment of***

**Madison, Wisconsin for \$152,855.00 for a total purchase price of \$313,371.00.**

**Motion carried unanimously.**

- C. Convene into closed session per §19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Riverside Park Restrooms).

**Motion by Wetzel, supported by Bartz, to convene into closed session.**

**Motion carried unanimously by a roll call vote.**

- D. Reconvene into open session.

**Motion by Smith, supported by Thompson, to reconvene into open session.**

**Motion carried unanimously by roll call vote.**

- E. Review and take possible action: Riverside Park Restrooms.

**Motion Board, supported by Bartz, to submit a resolution to the city council to terminate contract #8-24, Riverside Park Restroom Structure.**

**Motion carried unanimously.**

5. Adjournment

**Motion by Wetzel, supported by Thompson, to adjourn.**

**Motion carried unanimously.**

Meeting adjourned at 6:37 p.m.

Respectfully submitted by Steve Board, Chair



**DOWNTOWN MAIN STREET RECONSTRUCTION TASK FORCE****Tuesday, January 28, 2025****2:30 pm IN-PERSON/VIRTUAL MEETING****Room 2044, City Hall, 106 Jones St, Watertown, WI****Virtual Meeting Info:** <https://us06web.zoom.us/join> Meeting ID: 617 065 5357 Passcode: 53094

One tap mobile +16469313860

<https://us06web.zoom.us/j/6170655357?pwd=96tcitGxXtZD4na19NqSUHQuENC2yf.1>

1. Call to order at 2:32 pm.
  - a. Attendance- Present: Andrew Beyer, Ald. Board, Laurie Hoffman, Mike Trego, Ald. Moldenhauer, Andy Grinwald & Steph Mazzoni. Mayor McFarland joined at 2:34. A resident.  
Virtual: Two residents, a resident caller, Watertown Daily Times, Amber Smith  
Absent: Mason Becker, Ryan Wagner, & Michele Elias
2. Approval of prior meeting minutes
  - a. Approval of Minutes 12.17.24  
**Motioned by Hoffman, seconded by Moldenhauer, carried unanimously.**
3. Opening for public comment.
  - a. None
4. Old Business
  - a. Main Street bridge closure update- Beyer/ McFarland
    - i. Girders were delivered and installed. Seven main ones, two fascia.
    - ii. WiDOT meeting tomorrow. Deck should begin being formed this week.
    - iii. Opening still slated for early spring
  - b. Transportation Network Evaluation -Beyer
    - i. RA Smith is finalizing. Once traffic is open on Main Street, they will begin data collection on Main Street at 3<sup>rd</sup> and 4<sup>th</sup> Streets, Madison to Western.
    - ii. Will also be looking at turning lanes
  - c. Downtown Business Meetup recap- Beyer
    - i. Mason and Andrew attended the meeting Jan 6<sup>th</sup> along with other taskforce members. Update was well received.
      1. Most of the questions were on the construction timeline and access.
    - ii. The Mayor attended a state meeting yesterday and was talking to another mayor, who reconstructed their Main St. recently.
      1. We will do a case study with them on what they did and possibly tour other cities that have reconstructed their Main Streets too.
    - iii. There will be community involvement meetings hosted by WIDOT when the time comes.
5. New Business
  - a. Newsletter update: Review current draft
    - i. Email Mason any changes by this week.
  - b. Update on Watertown Main Street WEDC Grant application
    - i. Mason will follow up at next meeting.
    - ii. Ald. Board said there will be an announcement at the end of the month. They received more than they were expecting.
6. Confirm next meeting date:
  - a. Regular meeting date: March 25, 2025, at 3:00pm (tentative)
- b. Adjournment at 3:15 pm **Motioned by Moldenhauer, seconded by Grinwald, carried unanimously**

# PAYROLL SUMMARIES

For the Period of: 1/8/2025 1/21/2025

Section 8, 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	51 3	4,017.00	241.75	12,968.78	12,888.01	183,000.00	161,346.43
Fire	24 3	2,960.00	305.75	13,686.80	12,243.28	170,000.00	95,709.17
Municipal Court	1 1	100.00	-	-	-	-	3,310.56
Mayor	1 -	80.00	-	-	-	-	3,562.89
Bldg. Inspection	3 3	288.50	-	-	-	-	9,971.42
Attorney	2 1	220.00	-	-	-	-	7,929.01
Finance	6 -	480.00	-	-	510.90	1,500.00	15,592.00
Media	2 3	194.50	-	-	-	-	5,046.45
Administration	2 2	236.50	-	-	-	-	7,793.36
Engineering	4 3	445.00	-	-	-	-	13,153.79
Health	8 3	756.50	-	-	-	3,000.00	26,141.51
Library	9 13	1,057.00	1.00	31.07	-	-	25,396.54
Municipal Building	1 -	80.00	-	-	108.77	1,546.00	1,933.60
Solid Waste	7 -	560.00	2.50	94.15	389.22	3,000.00	14,090.95
Street	22 -	1,760.00	10.75	485.57	1,210.58	35,500.00	55,665.91
Park	9 -	720.00	2.00	84.96	151.92	11,500.00	18,923.38
Forestry	2 -	160.00	-	-	-	-	4,568.00
Park/Rec Admin	7 1	587.25	-	-	-	520.00	17,904.10
Recreation and Pools	- 32	257.75	-	-	-	3,038.00	3,856.52
Wastewater	10 -	800.00	6.50	275.95	1,593.74	19,000.00	25,965.52
Water Dept.	9 -	720.00	3.25	194.02	893.00	23,501.00	25,837.35
Crossing Guards	- 9	106.00	-	-	-	-	1,192.50
Police Reserve	- 5	16.75	-	-	-	-	140.09
Alderpersons (2nd PR)	- 9	9.00	-	-	-	-	4,756.68
<b>TOTALS</b>	<b>180 FT 91 PT</b>	<b>16,611.75</b>	<b>573.50</b>	<b>27,821.30</b>	<b>29,989.42</b>	<b>455,105.00</b>	<b>549,787.73</b>

**TO ADOPT THE PLANNED DEVELOPMENT (PD) – GENERAL DEVELOPMENT PLAN (GDP)  
UNDER SECTION 550-152 FOR AREA C(b) OF BIELINSKI HUNTER OAKS DEVELOPMENT  
(PINs: 291-0815-0642-006, 291-0815-0642-007)**

**Sponsor: Mayor McFarland  
From: Plan Commission (Positive Recommendation)**

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

**SECTION 1.** The following flexibilities have been identified by the City of Watertown Plan Commission in regard to the amended Bielinski Hunter Oaks Planned Development – General Development Plan:

\* \* \*

**This amended GDP includes the following:**

**Area C(b): Specific to Parcel No. 291-0815-0642-006 & 291-0815-0642-007  
Amended to Single Family Small Lots (average lot size of 6,817 sq.ft.).**

- 1. Declares the GDP will serve as the Precise Implementation Plan (PIP) for Area C(b).**
- 2. Sets the minimum street frontage at 45ft.**
- 3. Sets the minimum lot width at 45ft.**
- 4. Sets the front yard setback at 24ft.**
- 5. Reduces the number of lots from 53 to 44.**
- 6. All other terms of the approved GDP on June 20, 2023 and approved amendment on August 20, 2024 stay the same.**

\* \* \*

**SECTION 2.** There were no conditions identified by the City of Watertown Plan Commission & Site Plan Review Committee regarding the amended Bielinski Hunter Oaks Planned Development – General Development Plan.

**SECTION 3.** The Common Council of the City of Watertown approves the Bielinski Hunter Oaks General Development Plan, inclusive of full and continuous compliance with the submittal documents, the list of flexibilities and conditions provided in the submittal, and with any conditions identified by City Staff and the Plan Commission

**SECTION 4.** All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed

**SECTION 5.** This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	Jan. 21, 2025		Feb. 4, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
VACANT				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED \_\_\_\_\_February 4, 2025\_\_\_\_\_

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

APPROVED \_\_\_\_\_February 4, 2025\_\_\_\_\_

\_\_\_\_\_  
MAYOR

# ORDINANCE TO AMEND THE CITY OF WATERTOWN GENERAL ORDINANCES TO REFLECT DEPARTMENTAL CHANGES

**SPONSOR: CHAIRPERSON BOARD  
FROM: PUBLIC WORKS COMMISSION**

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

SECTION 1. § 7-1A(5) is hereby amended to read:

(5) ~~Engineering Department.~~ Public Works Department

- (a) The Engineering ~~Department~~ Division is a dedicated source of information and assistance relating to the planning, design, coordination, contracting and supervision of construction and capital improvements, as well as a means to obtain current information on public utilities, maps, and construction records. The Engineering Division oversees the Stormwater Utility and the Annual Street Capital Improvement Program.
- (b) The Building Safety and Zoning ~~Department is charged with performing inspections and providing enforcement of building regulations and City codes to ensure safe, quality development in the City.~~ Division is the city's planning agency and administers city plans, ordinances, and regulations pertaining to the development of the City of Watertown. Building, Safety and Zoning enforces zoning, subdivision, building, floodplain, sign, and other codes. The Division also performs reviews and approvals for development projects, issues permits, and handles enforcement issues. The Division supports the safety and quality of life for the residents and visitors of the City of Watertown through the implementation of the City of Watertown Building plans and Zoning Codes.
- (c) The Street Division is responsible for cleaning, servicing, maintaining, and installing municipal infrastructure in coordination with the Engineering ~~Department~~ Division to ensure safe and functional public spaces.
- (d) The Solid Waste ~~Department~~ Division is responsible for the finances and operation of the Solid Waste Utility. The Solid Waste Division is responsible for the efficient collection, processing, and disposal of solid waste, recyclable goods, and electronic waste throughout the City ensuring compliance with environmental regulations.
- (e) The Water ~~Department~~ Division is responsible for the finances and operation of the City Water Utility. The Water Utility is responsible for the maintenance and upgrading of Water Utility buildings, grounds, water distribution system, drinking water supply wells, and drinking water treatment plants.

(f) The Wastewater Division is responsible for the finances and operation of the City Wastewater Utility. The Wastewater Division is responsible for the maintenance and upgrading of Wastewater Utility buildings, grounds, sanitary sewer collection system and wastewater treatment plant.

SECTION 2. § 7-1A(11), § 7-1A(11) (a), § 7-1A(12), § 7-1A(12) (a) are hereby repealed.

SECTION 3. § 33-5B(1) is hereby amended to read:

(1) The following City officials may issue citations with respect to those specified ordinances which are directly related to their official responsibilities:

- (a) City Attorney.
- (b) Fire Chief.
- (c) Health Officer.
- (d) Building Inspector.
- ~~(e) Electrical Inspector.~~
- (e) Assistant Building Inspector
- (f) Water Systems Manager.
- (g) Truancy Abatement Officer.
- (h) Operations Manager
- (i) Assistant Operations Manager.
- (j) Zoning Administrator.
- ~~(k) Plumbing Inspector.~~
- ~~(l)~~ (k) Community Service Officer.
- ~~(m) Building Safety and Zoning~~ (l) Code Compliance Officer.
- ~~(m) Director of Public Works/City Engineer~~

SECTION 4. The title of Chapter 60 is hereby amended to read:

Chapter 60 ~~Engineering Department~~ Public Works Department

SECTION 5. Section 60-1 is hereby amended to read as follows:

**§ 60-1 Supervision.**

The ~~Engineering Department~~ Public Works Department shall be supervised by the Public Works Director/City Engineer ~~, who shall be responsible for providing engineering services for all City departments as may be required. This shall include the planning, design, supervision, coordination and contracting of all construction projects undertaken by the City, except as otherwise set forth in this Code or specified by the Public Works Commission. In addition, the Public Works Director/City Engineer shall supervise the~~

~~City's Building Inspectors.~~ and consist of six Divisions: Engineering; Building Safety and Zoning; Streets; Solid Waste; Water; and Wastewater.

~~§ 60-2 Monitoring of Rock River:~~

~~The Public Works Director/City Engineer shall also monitor the flow and elevations of the Rock River. He shall take all necessary steps to ensure safe operation of the two dams within the City, including notification of the Director of Emergency Management and other state and federal officials whenever dangerous conditions arise.~~

§ 60-2 Roles, Responsibilities, and Duties

A. Engineering Division

The Engineering Division shall be responsible for providing engineering services for all City departments as may be required. This shall include the planning, design, supervision, coordination and contracting of all construction projects undertaken by the City, except as otherwise set forth in this Code or specified by the Public Works Commission.

- 1) The Public Works Director/City Engineer shall also monitor the flow and elevations of the Rock River and take all necessary steps to ensure safe operation of the two dams within the City, including notification of the Director of Emergency Management and other state and federal officials whenever dangerous conditions arise.

B. Building Safety and Zoning Division

The Building Safety and Zoning Division shall be responsible for the administration of city plans, ordinances, and regulations pertaining to the development of the City. This shall include the enforcement of zoning, subdivision, building, floodplain, sign, and other codes and the implementation of the City's Comprehensive Plan and other land use plans.

C. Streets Division

The Streets Division shall be responsible for the maintenance, reconstruction and cleaning of streets, the removal of snow and ice therefrom, the maintenance of bridges and storm sewers, and the performance of such other services as may be required by the Public Works Commission.

D. Solid Waste Division

The Solid Waste Division shall be responsible for the collection of garbage, refuse materials, and recycling.

E. Water Division

The Water ~~Department~~ Division is responsible for the finances and operation of the City Water Utility. The Water Utility is responsible for the maintenance and upgrading of Water Utility buildings, grounds, water distribution system, drinking water supply wells, and drinking water treatment plants.

- F. The Wastewater Division is responsible for the finances and operation of the City Wastewater Utility. The Wastewater Division is responsible for the maintenance and upgrading of Wastewater Utility buildings, grounds, sanitary sewer collection system and wastewater treatment plant.

SECTION 6. Chapter 97, Chapter 174, and Chapter 193 are hereby repealed.

SECTION 7. Section 253-5C is hereby amended to read:

- C. An order from the ~~Municipal~~ Building Inspector shall specify the time within which the owner of the building is required to comply with the order and shall specify repairs, if any. If the owner fails or refuses to comply within the time prescribed, the Building Inspector or other designated officer may proceed to raze the building through any available public agency or by contract or arrangement with private persons, or to secure the building and, if necessary, the property on which the building is located if unfit for human habitation, occupancy or use. The cost of razing or securing the building may be charged in full or in part against the real estate upon which the building is located, and if that cost is so charged it is a lien upon the real estate and may be assessed and collected as a special charge. Any portion of the cost charged against the real estate that is not reimbursed under § 632.103(2), Wis. Stats. from funds withheld from an insurance settlement may be assessed and collected as a special tax

SECTION 8. § 253-7 is amended to read:

§ 253-7 ~~Inspection Division~~ Building, Safety, and Zoning Division

There is established the ~~Inspection Division~~ Building, Safety, and Zoning Division, which shall be under the jurisdiction of the ~~Building Inspector~~ Zoning Administrator.

SECTION 9. § 253-8 is amended to read:

§ 253-8 Powers and duties of Building Inspector.

The Building Inspector shall have the power and ~~it shall be his~~ duty to enforce the provisions of this chapter and all other ordinances of the City of Watertown and all laws and orders of the State of Wisconsin which relate to building construction, and for these purposes ~~he~~ shall have the right at all reasonable times to enter buildings and premises.

SECTION 10. Section 253-51 is hereby amended to read:



§ 253-51 Definitions.

~~For the purpose of this article, the following words and phrases are defined and shall be construed to mean, unless the context in which they are used clearly indicates an intent to the contrary, as follows:~~

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

**A. FILL**

The act of placing, setting down or depositing solid fill on land for the purpose of, or which has the resultant effect of, changing the existing contour of or raising the elevation of such land or any part thereof.

**B. FILLING**

See "fill."

**C. FILLING PERMIT**

Required to engage in the act of filling on a specified parcel of land.

**D. FILL, SOLID**

Earth, clay, soil, ground, stones, rocks and broken concrete, if the same does not exceed 18 inches in diameter; cinders (consisting of the residue from the combustion of coal and not less than 1/8 inch in diameter); or any mixture or combination of the foregoing.

**E. INSPECTOR**

The ~~Building Inspector and/or~~ Public Works Director/City Engineer or designee.

**F. MATERIALS, FLAMMABLE AND COMBUSTIBLE**

Includes oils and oil lights, sweepings from garage floors, barrels, boxes or other containers containing oil or other similar liquids, rags, clothes, paper, shavings, paper or cardboard boxes or cartons, grease, paints, varnish or other similar substances, any of which are likely to be readily flammable or combustible.

**G. PERSON**

Includes any natural person, firm, corporation or partnership.

SECTION 11. Section 282-1 is hereby amended to read:

§ 282-1 Definitions.

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

**A. ELECTRICAL INSPECTOR**

The Building Inspector or Assistant Building Inspector shall be the Electrical Inspector.

**B. ELECTRICAL CONTRACTOR**

Any person who is licensed by the State of Wisconsin as an electrical contractor.

**C. ELECTRICAL WORK**

Includes the installation, superintending or inspection of electrical wiring and equipment for the production, modification, regulation, control, distribution, utilization or safeguarding of electrical energy for mechanical, chemical, heating, lighting or similar purposes.

SECTION 12. Section 282-2-3B is hereby amended to read:

#### § 282-2 **Electrical Inspector**

- A. The Electrical Inspector shall be ~~a person of good moral character, duly licensed as an electrical contractor or journeyman electrician according to the Wisconsin Statutes. He shall be well versed in local ordinances, Wisconsin Statutes and rules and regulations of~~ certified by the Wisconsin Department of Safety and Professional Services and /or the State of Wisconsin ~~Department of Health Services which pertain to electricity or the duties of his office.~~
- B. Duties and authority. The Electrical Inspector shall be under the direction of the ~~City's Inspection Division~~ Zoning Administrator and the Public Works Director/City Engineer and shall have control of the installation and inspection of electrical work within or in connection with all buildings in the City.

SECTION 13. Section 325-3B is hereby amended to read:

- B. Composition of Commission. The Commission shall be composed of seven regular members appointed by the Mayor and confirmed by a majority vote of the Common Council. The Building Inspector or Zoning Administrator ~~and City Planner shall function~~ may serve as additional nonvoting advisory members as needed. Each citizen member must either reside in the City or have an established business in the City and have, to the extent practicable, a knowledge of and interest in historic preservation and revitalization.

SECTION 14. Section 325-3C is hereby amended to read:

- C. Commission organization. The Commission, at its first meeting and during each May thereafter, shall elect a Chairperson, Vice Chairperson and Secretary, the latter shall record the meetings of the Commission. ~~The Building Inspector or City Planner may function in the role of Secretary.~~ The Commission shall meet at least once every two months or as otherwise required in this chapter. All meetings shall be subject to the State's Open Meeting Law,<sup>11</sup> and a copy of the minutes of each meeting shall be forwarded to the City Clerk.

SECTION 15. Section 332-C(1) is hereby amended to read:

- (1) Enforcement officer. It shall be the duty and responsibility of the Health Officer, Building Inspector, Fire Inspector, ~~Electrical Inspector~~ and Public Works Director/City

Engineer or their designees, either severally or as a group, to enforce the provisions of this chapter as herein provided.

SECTION 16. Section 419-3 is hereby amended to read:

§ 419-3 Definitions.

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

**A. PLUMBING INSPECTOR**

The Building Inspector or Assistant Building Inspector shall be the Plumbing Inspector.

~~A. Definition of "plumbing."~~<sup>[1]</sup> **B. PLUMBING**

(1) In this chapter, "plumbing" means and includes:

- (a) All piping, fixtures, appliances, equipment, devices and appurtenances in connection with water supply systems, water distribution systems, wastewater drainage systems, reclaimed water systems, and stormwater use systems, including hot water storage tanks, water treatment devices, and water heaters connected with these systems, and also includes the installation thereof.
- (b) The construction, connection, installation, service or repair of any drain or wastewater piping system that connects to the mains or other terminal within the bounds of or beneath an area subject to easement for highway purposes, including private on-site wastewater treatment systems and stormwater treatment and dispersal systems, and the alteration of any such systems, drains or wastewater piping.
- (c) The construction, connection, installation, service or repair of water service piping that connects to the main or other water utility service terminal within the bounds of or beneath an area subject to easement for highway purposes and its connections.
- (d) The water pressure system other than municipal systems as provided in Ch. 281, Wis. Stats.
- (e) A plumbing and drainage system so designed and vent piping so installed as to keep the air within the system in free circulation and movement; to prevent with a margin of safety unequal air pressures of such force as might blow, siphon or affect trap seals, or retard the discharge from plumbing fixtures, or permit sewer air to escape into the building; to prohibit cross-connection, contamination or pollution of the water supply and distribution systems; and to provide an adequate supply of water to properly serve, cleanse and operate all fixtures, equipment, appurtenances and appliances served by the plumbing system.

(2) "Plumbing" does not include any of the following:

- (a) A rainwater gutter or downspout down to the point that it discharges into a plumbing system, a subsoil drain, or a foundation drain.
- (b) A process water reuse system if the process water reuse system is not connected to any plumbing fixture or appliance.
- (c) A stormwater culvert under a roadway or walkway that is placed there only to equalize the water level from one end of the culvert to the other end.
- (d) The practical installation of process piping within a sewage disposal plant.

~~B. "Master and journeyman plumbers"~~ **C. MASTER AND JOURNEYMAN PLUMBERS**  
~~are a~~Any persons duly licensed as such by the State Department of Safety and Professional Services, pursuant to Ch. 145, Wis. Stats.

~~C. A "plumbing apprentice"~~ **D. PLUMBING APPRENTICE**  
~~is a~~Any person other than a master or journeyman plumber registered as such with the State Department of Safety and Professional Services.

~~D. "Fixtures"~~ **E. FIXTURE**  
~~s~~shall include all types of fixtures or appliances which are directly connected to the water supply or drainage system.

SECTION 17. Section 419-4 is hereby amended to read:

**§ 419-4 Plumbing Inspector**

- A. Qualifications. The Plumbing Inspector shall be ~~a person of good moral character, duly licensed as a master or journeyman plumber according to the Wisconsin Statutes. He shall be well versed in local ordinances, Wisconsin Statutes, and rules and regulations of~~ certified by the State Department of Safety and Professional Services ~~which pertain to plumbing or the duties of his office~~ and/or the State of Wisconsin.
- B. Duties and authority. The Plumbing Inspector shall be under the direction of the ~~Building Inspector~~ Zoning Administrator and the Public Works Director/City Engineer and shall have the control of the supervision and inspection of plumbing and drainage work within or in connection with all buildings in the City of Watertown.

SECTION 18. Section 424-3 is hereby amended to read:

**§ 424-3 Code official.**

- A. General. An official of the ~~Department of~~ Building, Safety and Zoning Division ~~of the City is appointed as the executive official in charge hereof and~~ shall be known as the "code official."
- B. Appointment. The code official shall be the Zoning Administrator or their designee. ~~appointed by the Mayor of the City, subject to approval by the Common Council.~~
- ~~C. Deputies. In accordance with the prescribed procedures of the City and with the concurrence of the Common Council, the code official shall have the authority to~~

~~appoint a deputy(s). Such employees shall have powers as delegated by the code official.~~

SECTION 19. Section 424-14 is hereby amended to read:

§ 424-14 General definitions.

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

A. ABANDONED STRUCTURE

A vacant structure when it is without obvious supervision by an owner, tenant, lessee, mortgagee or person in charge and the structure or any portion thereof is in such a condition as to constitute a danger, nuisance or in any way a hazard to the public. Abandonment may also be constituted by, but not limited to, any one or more of the following conditions which may exist:

- ~~A.~~ 1) Failure to answer notices;
- ~~B.~~ 2) Failure to pay taxes;
- ~~C.~~ 3) Failure to make appearances at court hearings;
- ~~D.~~ 4) Failure to properly board up broken windows or open doors, secure basements, reinforce and secure walls which may have caved-in or buckled on subject properties;
- ~~E.~~ 5) Failure to properly secure walls which are subject to buckling or caving onto adjacent or adjoining properties.
- ~~F.~~ 6) Failure to remove accumulated debris declared as a health or fire hazard.

B. ANCHORED

Secured in a manner that provides positive connection.

C. APPROVED

Means approved by the code official.

D. ATTRACTIVE NUISANCE DOCTRINE

The failure to observe a legal duty; one which contemplates the guarding against some danger which is neither common or obvious; the liability of an owner or mortgagee of ordinary prudence and foresight to recognize the unreasonable risk of harm to children or adults who may be enticed or lured to the premises and under normal reasoning power cannot conceive danger to themselves; where owner has created a dangerous condition attractive to children and adults and has not taken such precautions as a reasonably prudent person would take to prevent injury to such persons. (Also see "nuisance.")

E. BASEMENT

That portion of a building which is partly or completely below grade.

F. BATHROOM

A room containing plumbing fixtures, including a bathtub or shower.

G. BEDROOM

Any room or space used or intended to be used for sleeping purposes in either a dwelling or sleeping unit.

H. BLIGHTED CONDITIONS

Conditions existing on property which is unsecured, left open to the elements and without apparent and latent supervision by the owner or mortgagee; such conditions include but are not limited to: the exterior of premises is in disrepair; premises is regularly occupied by vagrants or uninvited persons; contains unduly or uncommon amounts of litter about the premises; fallen exterior building apertures about the property; broken windows; accumulation of debris on the premises, the value of the subject real property would be greater if the building was removed, or assessed land value is greater than assessed improvement value; the building has fire damage which has remained unrepaired for a period of more than one year.

I. BOARDED

A boarded building secured against entry by apparatus which is visible off the premises, and the apparatus is neither lawful or customary to install on occupied structures.

J. BUILDING/STRUCTURE

See definition in § 253-1.

K. CITY

The City of Watertown, Jefferson and Dodge Counties, Wisconsin.

L. CODE OFFICIAL

The official in the City's Building, Safety and Zoning Division who is charged with the administration and enforcement of this chapter or any duly authorized representative; ~~also known as "City Building Inspector".~~

M. COMMITTEE

The Public Safety and Welfare Committee of the Common Council of the City of Watertown.

N. CONDEMN

To adjudge unfit for occupancy.

O. CONTINUING VIOLATIONS

Whenever any building or structure exists or is allowed by the owner to be in constant violation of specific requirements or prohibitions applicable to such building or structure, as provided in building regulations under municipal ordinances or state codes.

P. DANGEROUS STRUCTURE

Any structure, whether occupied or unoccupied, which is found to have any or all of the conditions or defects hereinafter described to the extent that life, health, property or safety of the public or its occupants are endangered:

~~A.1)~~ Live/dead load stress: whenever the stress in any materials, member or portion thereof, due to all dead and live loads, exceeds more than 90% of the materials' yield stress or is more than 1 1/2 times the working stresses allowed in the Building Code for buildings of similar structure, purpose or location.

~~B.2)~~ Fire, earthquake, flood and other causes: whenever 50% or more of a structure has been damaged by fire, earthquake, wind, flood or by any other cause, to such an extent that the structural strength or stability thereof is materially less than it was before such catastrophe and is less than the minimum requirements of the Building Code for buildings of similar structure, purpose or location.

~~C.3)~~ Falling timbers and unsecured ornamentalations: whenever cornices, parapets, walls, signs, gutters, downspouts, windows, supports or walls with peeling paint, rotting wood, holes and other forms of material decay are likely to fail or become detached or dislodged, or to collapse, and thereby injure persons or damage property.

~~D.4)~~ Wind pressure: whenever any portion of a building, or any member, appurtenance or ornamentation of the exterior thereof, is not of sufficient strength or stability as determined by a qualified and licensed engineer, architect or inspector or is not anchored, attached or fastened in place so as to be capable of resisting a window pressure of 2/3 of that specified in the Building Code for buildings of similar structures, purpose or location without exceeding the work stresses permitted in the Building Code for such buildings.

~~E.5)~~ Buckling conditions: whenever any portion thereof was wrecked, warped, buckled or settled to such an extent that wall or other structural portions have materially less resistance to winds or earthquakes than is required in the case of similar construction specified in the Building Code. Or whenever the exterior walls or other vertical structural members list, lean, split or buckle due to defective materials or deterioration to such extent that a plumb line passing through the center of gravity does not fall inside the middle 1/3 of the base.

~~F.6)~~ Interior/exterior maintenance: when, upon inspection by the code official, there is found a visible lack of interior or exterior maintenance of 50% or more deterioration of any of the following components of a building or structure set forth in this chapter or their appropriate code.

G. Damaged supports, exclusive of foundation: whenever the building or structure, exclusive of foundation, shows 33% or more damage or deterioration of its supporting member or members existing or 50% damage or deterioration of its nonsupporting members existing, either in the interior or exterior of the structure.

~~H.7)~~ Fire resistance: whenever any building or structure which, whether or not erected in accordance with all applicable laws and ordinances, does not meet the fire-resisting qualities or characteristics required by the Building Code in the case of a constructed building of like nature, height and occupancy.

~~I.8)~~ Utilities: whenever any building or structure is found to have deteriorated, damaged or inadequate and faulty electrical wiring, gas connections or heating apparatus.

~~J.9)~~ Weather elements: ineffective waterproofing of exterior walls, roofs and foundations, broken windows or doors and deterioration of exterior plasters or mortar, so as to allow rain, snow or other effects of the weather to enter the building.



~~K.10~~ Debris: whenever any portion of the debris of a building or structure remains on a site for more than 30 days after the demolition or destruction of the building or structure.

Q. DERELICT BUILDING

Any building, structure or portion thereof containing any of the conditions set forth under "neglected," "abandoned structure" or "dangerous structure," which may be either occupied or unoccupied, or meets any of the following criteria:

- ~~A.~~ 1) Has been ordered vacated by the code official;
- ~~B.~~ 2) Has been issued a correction notice by the code official;
- ~~C.~~ 3) Has been posted for violation more than once in any twelve-month period and such violations have not been corrected;
- ~~D.~~ 4) Is unsecured; or
- ~~E.~~ 5) Is not boarded.

R. DETACHED

When a structural element is physically disconnected from another and that connection is necessary to provide a positive connection.

S. DETERIORATION

To weaken, disintegrate, corrode, rust or decay and lose effectiveness.

T. DWELLING UNIT

A single unit providing complete, independent living facilities for one or more persons, including permanent provisions for living, sleeping, eating, cooking and sanitation.

U. EASEMENT

That portion of land or property reserved for present or future use by a person or agency other than the legal fee owner(s) of the property. The easement shall be permitted to be for use under, on or above a said lot or lots.

V. EQUIPMENT SUPPORT

Those structural members or assemblies of members or manufactured elements, including braces, frames, lugs, snuggers, hangers or saddles, that transmit gravity load, lateral load and operating load between the equipment and the structure.

W. EXTERIOR PROPERTY

The open space on the premises and on adjoining property under the control of owners or operators of such premises.

X. GARBAGE

The animal or vegetable waste resulting from the handling, preparation, cooking and consumption of food.

Y. GUARD

A building component or a system of building components located at or near the open sides of elevated walking surfaces that minimizes the possibility of a fall from the walking surface to a lower level.



Z. HABITABLE SPACE

Space in a structure for living, sleeping, eating or cooking. Bathrooms, toilet rooms, closets, halls, storage or utility spaces, and similar areas are not considered habitable spaces.

AA. HOUSEKEEPING UNIT

A room or group of rooms forming a single habitable space, equipped and intended to be used for living, sleeping, cooking and eating, which does not contain, within such a unit, a toilet, lavatory and bathtub or shower.

BB. IMMINENT DANGER

A condition which could cause serious or life-threatening injury or death at any time.

CC. INFESTATION

The presence within or contiguous to a structure or premises of insects, rats, vermin or other pests.

DD. INOPERABLE MOTOR VEHICLE

A vehicle which cannot be driven upon the public streets for reasons including but not limited to being unlicensed, wrecked, abandoned, in a state of disrepair, or incapable of being moved under its own power.

EE. LABELED

Equipment, materials or products to which have been affixed a label, seal, symbol or other identifying mark of a nationally recognized testing laboratory, inspection agency or other organization concerned with product evaluation that maintains periodic inspection of the production of the above-labeled items and whose labeling indicates either that the equipment, material or product meets identified standards or has been tested and found suitable for a specified purpose.

FF. LET FOR OCCUPANCY or LET

To permit, provide or offer possession or occupancy of a dwelling, dwelling unit, morning unit, building, premises or structure by a person who is or is not the legal owner of record thereof, pursuant to a written or unwritten lease, agreement or license, or pursuant to a recorded or unrecorded agreement of contract for the sale of land.

GG. NEGLECT

A structure possessed of any or all conditions as may be set out and defined in "dangerous structure," "abandoned structure" and "nuisance" and subject to being declared a neglected/derelict, abandoned or dangerous building.

HH. NUISANCE

A structure or building in such a state of deterioration or abandonment that is a blighting influence on neighboring properties. The fact that buildings on neighboring properties are abandoned or deteriorated is not a defense. Existence of three or more of the following conditions is sufficient to establish a prima facie case that the structure or building is a nuisance:

- ~~A-1~~ 1) The building has been vacant for more than five years.

- ~~B.2)~~ The building has not had insurance coverage during at least 12 months of the preceding 24 months.
- ~~G.3)~~ Cost of renovation of building would exceed value of the building if renovated.
- ~~D.4)~~ Owner has not paid property taxes within the past three years.
- ~~E.5)~~ Code officials have found the building to be unsecured and have ordered same to be secured at two or more occasions within the past two years, or it is presently unsecured.
- ~~F.6)~~ Building's heat, plumbing or electrical is inoperable or in a state of substantial disrepair.
- ~~G.7)~~ Building has unsafe, hazardous or unsanitary conditions and has been previously cited in violation of state or local building, fire or health codes.
- ~~H.8)~~ Whenever there is a lack of maintenance of a building's environment, e.g., fences, gates, sidewalks, steps, signs, outbuildings, deteriorating and falling landscaping or premises overgrown with weeds and vegetation; and/or there is an accumulation of refuse, garbage or other conditions which renders a building or property a health or fire hazard.
- ~~I.9)~~ All or any portion of the building or structure is located within the floodplain.

## II. OCCUPANCY

The purpose for which a building or portion thereof is utilized or occupied.

## JJ. OCCUPANT

Any individual living or sleeping in a building or having possession of a space within a building.

## KK. OPENABLE AREA

That part of a window, skylight or door which is available for unobstructed ventilation and which opens directly to the outdoors.

## LL. OPERATOR

Any person who has charge, care or control of a structure or premises which is let or offered for occupancy.

## MM. OWNER

Any person, agent, operator, mortgagee, firm or corporation having a legal or equitable interest in the property; or recorded in the official records of the state, county or municipality as holding title to the property; or otherwise having control of the property, including the guardian of the estate of any such person; and the executor or administrator of the estate of such person if ordered to take possession of real property by a court.

## NN. PERSON

An individual, corporation, partnership or any other group acting as a unit.

## OO. PEST ELIMINATION

The control and elimination of insects, rodents or other pests by eliminating their harborage places; by removing or making inaccessible materials that serve as their food or water; by other approved pest elimination methods.

PP. PREMISES

A lot, plot or parcel of land, easement or public way, including any structures thereon.

QQ. PUBLIC WAY

Any street, alley or similar parcel of land essentially unobstructed from the ground to the sky, which is deeded, dedicated or otherwise permanently appropriated to the public for public use.

RR. REGISTRATION FEE

The fee required for registration of an abandoned, dangerous or derelict building.

SS. REPAIR

The reconstruction or renewal of any part of an existing building or structure for the purpose of its maintenance.

TT. REQUESTED INSPECTION

Any additional inspection which is not part of the code official's regular or mandated inspection program.

UU. ROOMING HOUSE

A building arranged or occupied for lodging, with or without meals, for compensation and not occupied as a one- or two-family dwelling.

VV. ROOMING UNIT

Any room or group of rooms forming a single habitable unit occupied or intended to be occupied for sleeping or living, but not for cooking purposes.

WW. RUBBISH

Combustible and noncombustible waste materials, except garbage; the term shall include the residue from the burning of wood, coal, coke and other combustible materials, paper, rags, cartons, boxes, wood, excelsior, rubber, leather, tree branches, yard trimmings, tin cans, metals, mineral matter, glass, crockery and dust and other similar materials.

XX. SLEEPING UNIT

A room or space in which people sleep, which can also include permanent provisions for living, eating and either sanitation or kitchen facilities, but not both. Such rooms and spaces that are also part of a dwelling unit are not sleeping units.

YY. STRICT LIABILITY OFFENSE

An offense in which the prosecution in a legal proceeding is not required to prove criminal intent as a part of its case. It is enough to prove that the defendant either did an act which was prohibited or failed to do an act which the defendant was legally required to do.

ZZ. STRUCTURE

That which is built or constructed; an edifice, monument, memorial or building of any kind or any piece or work artificially built up or composed of parts joined together in some definite manner, and which is further defined as:

A-1) PRINCIPAL STRUCTURE

A structure in which is conducted, or in which is intended to be conducted, the main or principal use of the lot on which it is located.

B-2) ACCESSORY STRUCTURE

A structure which:

~~(4)~~(a) Is subordinate to and serves a principal structure or a principal use as identified in § 550-56;

~~(2)~~(b) Any portion of a principal structure devoted or intended to be devoted to an accessory use is not an accessory structure.

#### AAA. SUBJECT STRUCTURE

Any structure as used in this chapter when referring to unsafe, dangerous, derelict, neglected or abandoned or upon which the code official has commenced abatement proceedings.

#### BBB. SUBSTANDARD

In violation of any of the requirements as set out in this chapter, the Building Code, Electric Code or Plumbing Code.

#### CCC. TENANT

A person, corporation, partnership or group, whether or not the legal owner of record, occupying a building or portion thereof as a unit.

#### DDD. TOILET ROOM

A room containing a water closet or urinal but not a bathtub or shower.

#### EEE. ULTIMATE DEFORMATION

The deformation at which failure occurs and which shall be deemed to occur if the sustainable load reduces to 80% or less of the maximum strength.

#### FFF. UNOCCUPIED

Any premises or structure not presently used for a lawful purpose or occupancy permitted by the owner.

#### GGG. UNSAFE

Any structure or building which is structurally or environmentally unsafe or not provided with adequate egress or which constitutes a fire hazard or is otherwise dangerous to human life, as previously defined under "dangerous," "abandoned," "derelict" or "neglected" structure.

#### HHH. UNSAFE APPENDAGES

Unsafe appendages include, but are not limited to, parapet walls, cornices, spires, towers, tanks, statuary or other appendages or structural members which are supported by, attached to or part of a building and which are in deteriorated condition or otherwise unable to sustain the design loads which are specified in the Building Code.

#### III. UNSAFE USE

Any use of a structure or building constituting a hazard to health, safety or public welfare by reason of inadequate maintenance, dilapidation, obsolescence, fire hazard, disaster, damage or abandonment.

#### JJJ. UNSECURED

The lack of a secure means of ingress and egress, thus allowing for occupancy or use of building or structure by unauthorized persons.

#### KKK. VACANT PROPERTY

- (1) Without legal occupancy and not maintained in a manner allowing normal human habitation with access to utility services such as light, water, heat; (2) currently unoccupied; or (3) occupied by vagrants, squatters, trespassers or other persons having no legal right to occupy premises.

#### LLL. VALUE/VALUATION

The estimated cost to replace the structure or building in kind, based on either the building valuation data reported to the code official to give an accurate assessment of building replacement costs.

#### MMM. VENTILATION

The natural or mechanical process of supplying conditioned or unconditioned air to, or removing such air from, any space.

#### NNN. WAREHOUSING

Securing a structure against vandalism, deterioration and unauthorized entry pending its return to active use or occupancy. All windows, doors and other openings shall be closed and securely locked, barricaded or otherwise secured.

~~A-1)~~ Install plywood or an acceptable material approved by the code official, to adequately secure and cover the exterior of each opening in the plywood or other acceptable material, as necessary, at each floor level for proper ventilation.

~~B-2)~~ An acceptable alternative method: install the plywood or other acceptable material on the interior of each opening and remove, repair or replace all loose and damaged window panes, sashes, frames, trim and or jambs: scrape, sand, seal, caulk and paint the exterior of each opening.

#### OOO. WEEDS

Weeds shall be defined as all grasses, annual plants and vegetation, other than trees or shrubs; provided, however, this term shall not include cultivated flowers and gardens.

#### PPP. WORKMANLIKE

Executed in a skilled manner; e.g., generally plumb, level, square, in line, undamaged and without marring adjacent work.

SECTION 20. Section 550-144 is hereby amended to read:

§ 550-144 Site Plan Review Committee.

- B. There is hereby created a Site Plan Review Committee, which shall consist of the Public Works Director/City Engineer or Assistant ~~Public Works Director~~/City Engineer, ~~City Planner~~ Zoning Administrator, ~~City~~ Building Inspector, Fire Chief, Water Systems Manager, Operations Manager, Police Chief, Director of

Parks, Recreation and Forestry or their designees, and other such members as are from time to time appointed by the Mayor.

SECTION 21. Section 457-16 is hereby amended to read:

§ 457-16 **Building address numbers to be displayed.**

- A. The owners and occupants of ~~all stores, houses, and other~~ buildings ~~abutting on any of the streets~~ within the City shall ~~cause to be placed~~ on their ~~respective stores, houses, or other~~ buildings street address numbers ~~according to the plat of said City as assigned by the Building, Safety, and Zoning Division.~~
- B. Address ~~N~~umbers must be plainly visible from the curb of the street upon which the ~~house~~ building fronts and mounted on a contrasting background. The ~~minimum~~ specifications ~~on three types of house~~ for building address numbers ~~presently available~~ shall be as follows:
- (1) Minimum individual tile ~~base~~ size of three inches high by two inches wide; nonilluminated.
  - (2) Minimum individual ~~figure~~ number size of three inches high; illuminated or nonilluminated.
  - (3) ~~Illuminated number size of 1 1/4 inches high by seven eighths inch wide.~~  
Maximum size of building address numbers shall not exceed the area requirements for an Auxiliary Wall Sign in § 550-132A(3).

SECTION 22. Section 550-154A is hereby amended to read:

- A. Designation. The Zoning Administrator ~~Building Inspector~~ or a designee ~~of the Building Inspector~~ is hereby designated as the administrative and enforcement officer for the provisions of this chapter ~~and is also herein referred to as the Zoning Administrator.~~ The duty of the Zoning Administrator is to interpret and administer this chapter and to issue, after on-site inspection, all permits required by this chapter.

SECTION 23. Wherever in the following section of the City of Watertown Ordinances the words "Inspection Division" is used, the words "Fire Department" are substituted: 253-23.

SECTION 24. Wherever in the following section of the City of Watertown Ordinances the words "Building Inspector" is used, the words "Fire Inspector" are substituted: 253-23.

SECTION 25. Wherever in the following sections of the City of Watertown Ordinances the words "Inspection Division" or "Building Inspection Division" or "City's Inspection Division" or "City Inspection Division" are used, the words "Building, Safety, and Zoning Division" are substituted: 253-22, 253-24, 282-2, 282-6, 390-10, 508-6

SECTION 26. Wherever in the following sections of the City of Watertown Ordinances the words "Inspector" or "Building Inspector" or "Public Works Director/City

Engineer, Building Inspector” are used, the words “Public Works Director/City Engineer or designee” are substituted: 253-49, 253-52, 253-53

SECTION 27. Wherever in the following sections of the City of Watertown Ordinances the words “Plumbing Inspector” or “City of Watertown Plumbing Inspector” are used, the words “Building Inspector” are substituted: 508-6, 508-7, 512-90

SECTION 28. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 29. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	Jan. 21, 2025		Feb. 4, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED \_\_\_\_February 4, 2025\_\_\_\_

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

APPROVED \_\_\_\_February 4, 2025\_\_\_\_

\_\_\_\_\_  
MAYOR

# MEMO

## Public Works

To: Common Council

From: Andrew Beyer, Director of Public Works/City Engineer

Date: January 21<sup>st</sup> 2025

Subject: Ordinance Corrections and Changes

## Background

The Public Works Department has identified numerous ordinance inconsistencies and obsolete references within City ordinances as they pertain to the Public Works Department. As a result, corrections and changes to various City ordinances are being suggested to correct these inconsistencies. All Public Works Department Divisions have provided input into these proposed changes, as has the City Attorney. The Public Works Commission reviewed and approved the proposed ordinance corrections and changes in late 2024. A summary of the proposed changes is listed below:

- Completes necessary changes to City ordinances due to the previous creation of the Public Works Department.
- Changes former 'Department' references to 'Division' within the Public Works Department- makes Engineering a Division of the Public Works Department.
- Clarifies the roles of Public Works Department Divisions.
- Corrects various definitions and definition sections.
- Clarifies and corrects the City staff that can issue citations.
- Removes or corrects references to staff positions that are obsolete or no longer exist.
- Clarifies and corrects incorrect references to staff roles in BS&Z.
- Updates and corrects the Site Plan Review Committee membership.
- Updates and clarifies building addressing requirements.
- Migrates Fire Suppression inspections to FD.



# MEMO

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## Budget Goal

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

## Financial Impact

None

## Recommendation

Approval of these ordinance corrections and changes.

**RESOLUTION TO  
TERMINATE CONTRACT #8-24, RIVERSIDE PARK RESTROOM –  
STRUCTURE**

**SPONSOR: ALDERPERSON STEVEN BOARD  
FROM: PUBLIC WORKS COMMISSION**

**WHEREAS**, on or about March 21, 2024 the City of Watertown entered into an agreement with Ray Stadler Construction Co, Inc. for the construction of a restroom structure at Riverside Park in Watertown, which included Performance Bond No. GRWI33005B issued by Granite Re, Inc.; and,

**WHEREAS**, the project was scheduled to be completed by August 9, 2024; and,

**WHEREAS**, upon inspection of the property for creation of a punch list a number of defects and unauthorized variations from the contract were identified and the City requested Ray Stadler Construction, Inc. address those concerns; and,

**WHEREAS**, on October 24, 2024 a demand letter was sent requiring identified defects to be cured and a schedule to be provided for curing the defects; and,

**WHEREAS**, on November 22, 2024 the City requested Ray Stadler Construction, Inc. to stop work on the structure due to the creation of new defects during its attempt to address existing defects; and,

**WHEREAS**, on December 5, 2024 the City submitted a notice to Granite, Re, Inc., as bond agent, and Ray Stadler Construction Inc., that it is considering finding Ray Stadler Construction, Inc. in default and requested a meeting to discuss the defects of the building; and,

**WHEREAS**, City representatives met with Granite Re, Inc. and Ray Stadler Construction, Inc. representatives to complete a meeting under Section 3 of the Performance Bond on January 10, 2025 at which Ray Stadler Construction, Inc. was provided until January 16, 2025 to respond to the City's concerns; and,

**WHEREAS**, the City has reviewed the response provided by Ray Stadler Construction, Inc. and finds it to be incomplete and without assurance that the project will be timely completed; and,

**WHEREAS**, the City finds that Ray Stadler Construction Inc. is in default for the following reasons:

1. Ray Stadler Construction, Inc. has persistently failed to perform the work in accordance with the contract documents and to timely progress with completion of the project.
2. Ray Stadler Construction, Inc. has failed to perform or otherwise to comply with material terms of the contract documents including completing the project on or before August 9, 2024.
3. Ray Stadler Construction, Inc. has repeatedly disregarded the authority of Owner and Engineer by making modifications to the plans without obtaining proper approval for the modifications.

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

The City Attorney is to send notice to Ray Stadler Construction Inc. and Granite Re, Inc. notifying both that the City will be exercising its rights under Performance Bond No. GRWI33005B and that the City will terminate the agreement with Ray Stadler Construction Inc. pursuant to Section 16.02(B)(1) of the Standard General Conditions of the Construction Contract.

The City Attorney is further directed to note that the City will agree to pay the remaining balance due on the contract to Granite Re, Inc. upon successful completion of the contract provided the construction is completed on or before April 1, 2025 and reserving the City’s claim to liquidated damages due to delay in completing the project.

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

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

ADOPTED February 4, 2025

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

APPROVED February 4, 2025

\_\_\_\_\_  
MAYOR