



COMMON COUNCIL MEETING AGENDA

MONDAY, APRIL 01, 2024 AT 7:00 PM

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

*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 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 March 19, 2024

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.](#) Transit minutes from November 27, 2023

[B.](#) Site Plan Review minutes from March 11, 2024

[C.](#) Plan Commission Minutes from March 11, 2024

[D.](#) RDA Minutes March 13, 2024

[E.](#) Board Of Health - Minutes from March 13, 2024

[F.](#) Parks, Recreation, and Forestry minutes from March 18, 2024

7. COMMUNICATION & RECOMMENDATIONS

[A.](#) Watertown Family Connections update

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

[C.](#) Watertown Department of Public Health 2023 Annual report

8. NEW BUSINESS

[A.](#) Review and take action: Appointment of Election Inspectors term ending Dec 2025

[B.](#) Convene into closed session per § 19.85(e) [Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (potential sale of public property at 315 Mary St.)]

[C.](#) Reconvene into open session

[D.](#) Review and take action: approval of potential sale of City-owned land at 315 Mary St. as part of a development agreement

9. MISCELLANEOUS BUSINESS

[A.](#) Payroll Summary - March 6-19, 2024

10. ORDINANCES

- A. Ord. 24-10 - Amend Chapter 428 Public Events, Article II Special Events License, Sections 428-8C.(1), 428-8C.(1)(e)[1], 428-8D and 428-8E., Outdoor Open Container Entertainment Event Permit (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, 2nd Reading)
- B. Ord. 24-11 - Amend Chapter 228, Article I, Section 228-1 & 228-2 of the City of Watertown General Ordinances (Sponsor: Mayor McFarland From: Finance Committee, 2nd Reading)
- C. Ord. 24-12 - Amend Chapter 550: through the removal and addition of language to § 550-25F(1)(a)[2], § 550-25F(2)(b), § 550-25F(2)(c), § 550-32C(2), § 550-33C(2), § 550-15, and § 550-126A (Sponsor: Mayor McFarland From: Plan Commission, 1st Reading)

11. RESOLUTIONS

- A. Exh. 9598 - Resolution supporting submittal of STP Local funding application - Boomer Street, South Road (Sponsor: Mayor McFarland From: Finance Committee)
- B. Exh. 9599 - Resolution to support targeted runoff management grant funding for shoreline stabilization at Fannie Lewis Park (Sponsor: Mayor McFarland From: Finance Committee)

12. 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.

13. ADJOURNMENT

Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email mdunneisen@watertownwi.gov, or by phone 920-262-4006.

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

**Common Council Minutes
Tuesday March 19, 2024**

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, March 19, 2024. 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, Blanke, Smith, Schmid, Wetzel and Moldenhauer. Absent were Ald. Board and Bartz. City staff present were City Attorney Steven T. Chesebro, Fire Chief, Deputy Fire Chief Rauterberg, Police Chief David Brower, Finance Director Mark Stevens, Public Works Director Andrew Beyer, 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, March 5, 2024. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

Jacob Maas of 416 N. Washington Street spoke on Exh. 9597 - Introductory resolution to preliminary approve the nomination of the Masonic Temple (2 East Main Street) as a locally designated landmark and being in favor of this resolution.

PUBLIC HEARING

Mayor McFarland called the public hearing to Amend Sections § 550-25F(1)(a)[2], § 550-25F(2)(b), § 550-25F(2)(c), § 550-32C(2), § 550-33C(2), § 550-15, and § 550-126A through removal and addition of language to order at 7:03pm, there being no further comment Mayor McFarland closed the public hearing at 7:03pm.

REPORTS

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

The following reports were received and filed: Licensing Board minutes from February 14, 2024, Parks, Recreation, and Forestry minutes from February 19, 2024, Senior Center Advisory Board minutes from February 20, 2024, Plan Commission minutes from February 26, 2024, Finance Committee meeting of February 26, 2024, Town Square Programming Commission Minutes from March 6, 2024, Public Safety and Welfare Committee Minutes from March 6, 2024, Parks, Recreation, and Forestry minutes from March 11, 2024, Finance Committee minutes from March 11, 2024, Public Works minutes from March 12, 2024, Tourism minutes from March 14, 2024.

COMMUNICATIONS & RECOMMENDATIONS

Employee recognition was given to Doug Zwieg in the Public Works Department Building Safety and Zoning Division for twenty-five years, Mark Hady Public Works Department Building Safety and Zoning Division for ten years, Charles Schroeder in the Recreation, Park, & Forestry Department for five years, Dokota Lenske with the Police Department for five years, and Julie Jacobson with the Library for five years.

Ald. Blanke moved to approve the appointment of Erica Schneekloth to the Town Square Programming Commission serving a partial three-year term ending May 2026 (replacing Katie Keepman), seconded by Ald. Lampe, and carried by unanimous voice vote.

Note - April 2, 2024, Council Meeting will be moved to April 1, 2024, due to the Spring Election
Mayor McFarland gave an update on the Town of Emmet Annexation to include the Town ending negotiations with the City and wanting to proceed with original agreement (property annexed by September 2024).

ACCOUNTS PAYABLE

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

Accounts Payable for February 2024 were presented.

MISCELLANEOUS BUSINESS

Payroll Summary - February 21, 2024, through March 5, 2024, and Cash and Investments - February 29, 2024, were presented.

LICENSES:

Ald. Lampe moved to approve the application for Temporary Class "B" license from Fiesta Cultural Org at Bentzin Family Town Square for the Dueling Pianos event on Saturday June 29, 2024 from 5pm - 9pm, seconded by Ald. Smith and carried by unanimous voice vote.

Ald. Smith moved to deny the application for an operator's license from Jessica L Raatz due to a Cat. I violation in the City of Watertown Licensing Guidelines, seconded by Ald. Ald Board, and carried by unanimous voice vote.

ORDINANCES

Ord. 24-10 - Ordinance to Amend Chapter 428 Public Events, Article II Special Events License, Sections 428-8C.(1), 428-8C.(1)(e)[1], 428-8D and 428-8E., Outdoor Open Container Entertainment Event Permit (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, 1st Reading). Ald. David moved for adoption of ordinance 24-10 on its 1st reading, seconded by Ald. Lampe and carried by roll call vote: Yes-7; No-0; Abstain-0.

Ord. 24-11 - Amend Chapter 228, Article I, Section 228-1 & 228-2 of the City of Watertown General Ordinances (Sponsor: Mayor McFarland From: Finance Committee, 1st reading). Ald. Lampe moved for adoption of ordinance 24-11 on its 1st reading, seconded by Ald. Blanke and carried by roll call vote: Yes-7; No-0; Abstain-0.

RESOLUTIONS

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

Exh. 9590 - Resolution to approve Fund 05 Budget Modification (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9590, seconded by Ald. Schmid and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9591 - Resolution to approve Fund 24 Budget Modification (Sponsor: Mayor McFarland From: Finance Committee). Ald. Blanke moved to adopt resolution 9591, seconded by Ald. Wetzel and carried by roll call vote: Yes-7; No-0; Abstain-0.

Exh. 9592 - Resolution to approve transit lease - addition of two vehicles (Sponsor: Ald. Schmid From: Transit Commission). Ald. Schmid moved to adopt resolution 9592, seconded by Ald. Wetzel and carried by unanimous voice vote.

Exh. 9593 – Resolution to authorize submittal of 2023 Annual Stormwater Report (Sponsor: Ald. Wetzel From: Public Works Commission). Ald. Wetzel moved to adopt resolution 9593, seconded by Ald. Smith and carried by unanimous voice vote.

Exh. 9594 - Resolution to Authorize Write off of Uncollected Debts (Sponsor: Mayor McFarland From: Finance Committee). Ald. Moldenhauer moved to adopt resolution 9594, seconded by Ald. David and carried by unanimous voice vote.

Exh. 9595 - Resolution to Authorize Write-Off of Uncollectible Delinquent Personal Property Taxes (Sponsor: Mayor McFarland From: Finance Committee). Ald. Blanke moved to adopt resolution 9595, seconded by Ald. Schmid and carried by unanimous voice vote.

Exh. 9596 - Resolution to Update City of Watertown Animal License Fee Schedule (Sponsor: Mayor McFarland From: Finance Committee) Ald. Moldenhauer moved to adopt resolution 9596, seconded by Ald. Davis and carried by roll call vote: Yes-6; No-1; Abstain-0.

Exh. 9597 - Introductory resolutions to preliminary approve the nomination of the Masonic Temple (2 East Main Street) as a locally designated landmark (Sponsor: Mayor McFarland From: Historic Preservations & Downtown Design Commission). Ald. Smith moved to adopt resolution 9597, seconded by Ald. Moldenhauer and carried by roll call vote: Yes-7; 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. Moldenhauer moved to adjourn, seconded by Ald. Schmid, and carried by voice vote at 7:32p.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>

TRANSIT COMMISSION
November 27, 2023
5:30 pm

The Transit Commission met on the above date and time in person and virtually with the following members present: Michelle Bainbridge, Ald. Schmid, Laurie Grosenick, Tom Hahn, Absent was David Applegarth. Also in attendance was City Clerk Megan Dunneisen.

1. **CALL TO ORDER** – Hahn called the meeting to order at 5:33pm.
2. **REVIEW & APPROVE MINUTES** – Motion was made by Ald. Schmid to approve minutes of September 25, 2023, seconded by Grosenick, and carried by unanimous voice vote.
3. **COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT** – None
4. **REVIEW RIDERSHIP/FINANCIAL STATISTICS**
 - A. Taxi Stats were presented.
5. **BUSINESS:**
 - A. Ald. Schmid made a motion to approve applying for the yearly capital grant for one ADA Mini Van, seconded by Bainbridge and carried by unanimous voice vote.
 - B. Ald. Schmid made a motion to approve applying for the yearly operating grant, seconded by Grosenick and carried by unanimous voice vote.
 - C. Ald. Schmid made a motion to approve the transit fleet lease for 2024 with passenger transit, seconded by Grosenick and carried by unanimous voice vote.
 - D. Dunneisen gave an update on the purchases of 2 replacement vans – still in progress.
6. **REVIEW CITIZEN COMMUNICATIONS AND REPORTS**
 - A. Quarterly driver report – no report
 - B. Quarterly vehicle maintenance report was presented.
 - C. Complaint log was presented.
7. **SET NEXT MEETING DATE** – January 29, 2023 at 5:30 pm
8. **ADJOURNMENT** - Motion was made by Hahn to adjourn meeting, seconded by Ald. Schmid, and carried by unanimous voice vote at 5:59 pm.

Respectfully submitted,
Megan Dunneisen, City Clerk

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SITE PLAN REVIEW COMMITTEE
March 11, 2024

Section 6, 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: Mayor Emily McFarland; Brian Zirbes of Building, Safety & Zoning; Doug Zwieg of Building, Safety & Zoning; Andrew Beyer of Engineering; Maureen McBroom of Stormwater Utility; Stacy Winkelman of the Street Department; Mike Zitelman of the Water/Wastewater Department; Kristine Butteris of Park & Rec; Strategic Initiatives and Development Coordinator Mason Becker; and Jeff Meloy of the Police Department. Also in attendance were Nikki Zimmerman, Ritchie Piltz, Jon Lange of YMCA, Ken Krahe of MSI General, Brad Seubert of Harwood, Mark Natzke of Zimmerman Architectural Studios, and Nathan Peters of GWCHF.

1. Call to Order

The meeting was called to order by Chairperson Brian Zirbes.

2. Approval of Minutes

A. Review and take action: Site Plan Review Minutes Dated February 12, 2204

Motion was made by Maureen McBroom and seconded by Doug Zwieg to approve the February 12, 2024 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 672 Johnson Street – Group Development

Nate Peters of the Collective was present to explain the project. This project will include 2 units and a common place. There will be roughly 110,000 square feet total. A new YMCA with a new aquatic center will be part of this development. There will be multiple phases of this project.

The following was presented by staff:

- | | |
|--------------------------|--|
| Building: | The building plans will have to be approved at state. |
| Engineering: | Requested clarification of Phase 1 and Phase 2. This was answered in conjunction with the stormwater clarification. |
| Stormwater: | The stormwater will be Phase 1 will be the replacement of the old high school facilities, Phase 2 will be the aquatic center. The stormwater facilities will be separated between these 2 phases. Approval will be contingent upon submission and approval of the erosion control and stormwater permit. |
| Streets and Solid Waste: | City does not provide garbage services for commercial properties. |
| Water/Wastewater: | No comments. |
| Police: | No comments. |
| Zoning: | No comments. |
| Parks: | No comments. |

Motion was made by Doug Zwieg and seconded by Emily McFarland to recommend approval of this proposal to Plan Commission contingent upon feedback from the Fire Department and contingent upon approval of building plans at state and submission and approval of the erosion control and stormwater permit.

Unanimously approved.

B. Review and take action: 1207 Boomer Street – proposed 1,086 sf building addition

Ken Krahe from MSI General was present to explain the proposed project. This will be for an addition for additional blasting.

The following was presented by staff:

- | | |
|--------------------------|---|
| Building: | Provide architectural, stamped drawings when submitting the building permit. |
| Engineering: | Coordinate with the airport during construction. |
| Stormwater: | If the project gets to be 3,000 square feet or more, an erosion control and stormwater permit will be required. |
| Police: | No comments. |
| Streets and Solid Waste: | No comments. |
| Water/Wastewater: | No comments. |

- Zoning: No comments.
- Parks: No comments.
- Mayor: The Fire Department should provide their feedback.

Motion was made by Kristine Butteris and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission contingent upon feedback from the Fire Department.

Unanimously approved.

C. Review and take action: 916 Labaree Street – Architectural and location review of Riverside Park restrooms

Andrew Beyer came before in 2022 as a larger project. This has now been revised to have 8 stalls on the women’s side, 4 stalls and 5 urinals, as well as a Mother’s Room and a Family restroom.

This has been approved by the Finance Committee and the hope is to begin the project in April 2024 with an end in late summer.

The following was presented by staff:

- Building: Be sure to contact the Inspection Department for inspections. A demolition permit will not need to be submitted for the current structure since it’s an accessory structure.
- Engineering: No comments.
- Stormwater: There was an erosion control and stormwater permit that was submitted and covers all of the phases. Be sure to submit updated plans for each phase to Maureen McBroom. Post construction stormwater controls will not be a part of this project.
- Police: No comments.
- Mayor: No comments.
- Streets and Solid Waste: No comments.
- Water/Wastewater: No comments.
- Zoning: No comments.
- Parks: No comments.

Motion was made by Doug Zwieg and seconded by Mike Zitelman to recommend approval of this proposal to Plan Commission with inclusion of the above items.

Unanimously approved with Kristine Butteris abstaining.

4. Adjournment

Motion was made by Andrew Beyer and seconded by Kristine Butteris 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.

**PLAN COMMISSION
MINUTES
March 11, 2024**

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

The following members were present: Mayor McFarland, Alderman Blanke, Beyer, Krueger (virtual), Lampe, Talaga, Zirbes

Also in attendance: Mason Becker, Stephanie Bratz, Rich Piltz.

1. Call to order

2. Approval of Minutes

A. Plan Commission minutes February 26, 2024

Motion to approve Plan Commission minutes was made by Lampe and seconded by Blanke, passed on unanimous voice vote.

3. Business

A. Review and take action: W7880 County Road Q – Extraterritorial Certified Survey Map (CSM)

Motion to approve the CSM was made by Lampe and seconded by Talaga, passed on a unanimous voice vote.

B. Review and take action: 916 Labaree Street – Architectural and location review of Riverside Park restrooms

The Commission reviewed the revised plans for the Riverside Park restrooms.

Motion was made to proceed with the revised plans by Lampe and seconded by Blanke, passed on a unanimous voice vote.

C. Review and take action: Plan Commission confirmation of zoning code interpretation – Density Standards

Brian Zirbes presented the current interpretation of the zoning code in regard to density standards with specific detail on infill developments and Maximum Gross Density (MGD) and was requesting the commissions input on this interpretation.

Motion was made to confirm the interpretation of Density Standards as presented to the commission by Talaga and seconded by Lampe, passed on a unanimous voice vote.

D. Convene into closed session per Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session. (Town of Emmet Boundary Agreement)

Motion was made by Lampe and seconded by Beyer to convene to closed session, passed on a unanimous roll call vote.

E. Reconvene to open session

Motion was made by Talaga and seconded by Lampe to reconvene to open session, passed on a unanimous voice vote.

4. Adjournment

Motion to adjourn was made by Lampe and seconded by McFarland and passed on a unanimous voice vote.

Respectfully Submitted,

Alderman Brad Blanke

All materials discussed at this meeting can be found at:

<https://cms4files.revize.com/watertownwi/March%2011,%202024%20PC%20Packet.pdf>



Wednesday, March 13, 2024, 6:00 pm
 In-PERSON/VIRTUAL MEETING
 Room 0041, City Hall

By Phone or GoToMeeting:
<https://global.gotomeeting.com/join/471703029>
 For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412
 Access Code: 471-703-029
 All public participants' phones will be muted during the meeting except during the public comment period where applicable.

RDA STRATEGIC PRIORITIES

1) ~~400 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: Becker, Bartz, Nowatka, Maas, Hurtgen, Zimmermann, Lampe and Wagner
 - B. Absent: None
 - C. Other attendees: Deb Reinbold, Steph Juhl, Ald. Steve Board, and an online resident Ian P.
3. Determination of Quorum and Call to Order at 6:01 pm by Chair Ryan Wagner
4. **Review/Approve:** Minutes of Previous Meetings – February 21, 2024
 - A. **Zimmermann motioned to approve.**
Nowatka seconded the motion. Motion carried unanimously.
5. Public Comment: None
6. New Business: None
7. New Business:
 - A. Update from Steph Juhl on the 2024 Bentzin Family Town Square planning and events
 1. Farmers markets, concerts, other events planned.
 2. Thanked the RDA for their sponsorship
 - B. Presentation from Deb Reinbold, Thrive ED/JCEDC on the economic activity in Watertown and throughout the county.
 1. Two major projects are coming to Jefferson. Discussed benefits for the greater area, including Watertown.
 2. Thrive is working with the RDA and the city, the Housing Rehab Grant Program being one of the programs.
8. Old Business:
 - A. Current applications for the Downtown River Corridor RFP closed on March 15th. Two submissions were received and two to three more are expected yet.
 - B. We have received six applications for the Housing Rehab Grant Program. Three are at or near approval. One is ready for recommended approval.
9. Status Reports:
 - A. Community Support/Communication

1. Social media update. Lisa Famularo submitted a report on the RDA's social media activity.

B. Common Council Update

1. Bartz – Ald. Bartz gave an update on approved borrowing and interest rates, and roadwork that will be done this year.

2. Lampe – Ald. Lampe talked about the Main St. bridge status

C. Executive Director Update

1. 111 S. Water Street update. Greywolf partners submitted a proposal. The Finance committee approved to begin discussions with the developer. Mayor McFarland and Mason Becker had initial discussions with them this past Friday.

2. Revolving Loan Fund:

a. Application Update: Mason Becker is working on getting one application in soon. It is for a new business on Main Street.

3. Update on Beltz Grants

a. Grant application window will re-open within the next few days pending social media publicity. Dr. Beltz gave his approval for minor changes to the application.

4. Future Agenda Items: Tom Coogan from WI DNR will guest speak in April.

5. Next Meeting: Wednesday, April 17, 2024, at 6 pm

10. Adjournment at 6:58 pm

Wagner motioned to adjourn

Nowatka seconded the motion. Motion carried unanimously.

Meeting adjourned.



**Watertown Board of Health
Meeting Minutes
Watertown Dept of Public Health
515 S First Street/ Go To Meeting/phone
March 13, 2024 – 3:30 PM**

Members Present: Carol Quest, Dr. Donene Rowe, Andrea Turke, Ald. Dana Davis, Ald. Fred Smith
Patricia Gedemer

Others in attendance: Kim Hiller

1. Call to Order

Dr. Rowe called the meeting to order at 3:30pm.

2. Citizens to be heard.

None.

3. Review and take action: Board of Health Minutes from November 14, 2023

Reviewed minutes dated November 14, 2023.

Motion made to approve the minutes for November 14, 2023, Fred Smith, seconded by Dana Davis.

Motion carried by unanimous voice vote.

4. Review & take action: Financial report – Final December 2023 & January 2024

Financial reports from December 2023 and January 2024 were reviewed.

The December 2023 report is the unaudited version, the audit should be occurring soon and the report should stay relatively the same.

The Health Department, which is a tax levy budget, had \$16,000 that was returned to the City fund balance in 2023.

The Environmental Health budget is a non-tax levy budget. The budget was consistent with spending, and it was observed that several items were purchased in 2023 for the water lab. There is a fund balance for this budget that covers expenses throughout the year.

Emergency Preparedness is also a non-tax levy budget. The budget includes grant funding and has a fund balance available to cover expenses.

The Seal A Smile is a non-tax levy budget. The spending is consistent for the program which includes expenses and staff support. There is also a fund balance for this program.

January 2024 budget accounts. All department budgets reflect normal spending for this time of the year.

The Environmental Health budget is showing increased spending for purchases made for the water lab.

A motion was made by Fred Smith and seconded by Andrea Turke to approve both the December 2023 and January 2024 financial sheets subject to final audited numbers.

Motion carried by unanimous voice vote.

5. Review and take action: 2023 Public Health Annual Report

The 2023 annual report covers more details for some of the programs to help explain to the public the work of the department. For example, the inspection program shown on pages 17 and 18, provides explanations of the different types of inspections.

Pre-inspections are an example of an inspection that takes a significant amount of staff time which includes reviewing plans along with the actual inspection.

Routine inspections are performed every year. The contract year runs from July 1st through June 30th.

Re-inspections are triggered by critical items that do not pass during the routine inspection. They require an on-site re-inspection to verify the correction has been made. These corrections can include food, pool, or hotel safety, for examples.

Pool safety is a priority in the department. Pool/Water chemistry is checked monthly for the pools in Watertown and Jefferson County. There have been several instances of serious outbreaks and critically dangerous situations that have resulted in pool closures that can sometimes extend months at a time.

New for 2023 was an online payment portal and credit card device to make payments convenient for operators.

Motion made by Fred Smith to accept the 2023 Public Health Annual Report seconded by Andrea Turke.

Motion carried by unanimous voice vote.

A copy of the annual report will be forwarded to the Council and added to the department website page. It was also suggested to place copies at the library.

6. Review and discuss: Public Health Emergency Preparedness program updates

The Emergency Preparedness Coordinator, Victoria Parker, has been working with all City departments to update the Essential Support Function (ESF) documents. ESF's are plans to that help the City have a systematic approach to an emergency. City leadership met last week to review the first document.

There are 11 documents that are being reviewed and updated and the goal is to have this completed by the end of this year.

More training is also planned for City leadership. There was a tabletop exercise last fall that went well. Items were identified through this training that require updating of policies and procedures. Work on updating operations has been taking place making sure information is readily available in the event of an emergency.

7. Review and discuss: Public Health Environmental Health program updates

A vehicle was purchased that was budgeted in 2023.

The process to purchase the vehicle budgeted for 2024 has started and the vehicle should be delivered within the next few weeks.

Department of Natural Resources (DNR) Transient Non-Community Water Program:

The department is contracted with the DNR to complete water testing and well assessments for transient non-community well water systems in Dodge and Jefferson Counties. DNR conducted the annual program review in February, all feedback was positive. To build efficiencies into the program, the department is in the process of creating an in-house water lab. Staff members are working on policies and procedures and training. Staff are working with municipalities throughout Jefferson County to increase understanding of the inspection program. The goal is to improve communication with new businesses.

Three staff members will be recertifying for lead exposure investigations next week.

8. Review and discuss: Public Health Community Health Program updates 30.23

Susan Wollin, a long-time staff member retired at the beginning of 2024. Susan was an LPN, and the position was transitioned to an RN position.

Hailey Rayome was hired approximately two weeks ago to fill the RN position.

Talk Read Play program:

Working with our community partners like Family Connections and the library to help connect families with resources. One of the public health nurses works with our Bilingual Communications Specialist to work with non-English speaking community members. She recently created Spanish brochure for the Talk Read Play program.

Welcome Baby Coalition:

Working closely with the hospital to help improve the referral process for prenatal patients. The process has increased earlier referrals. It is showing great progress to help build relationships with expecting mothers and families to help connect them to resources to have a healthy birth outcome and healthy environment for the family.

The department collaborates with many resources: including Family Connections, The Greater Watertown Community Health Foundation, Mary's Room, Crossroads, the Breadbasket, the Food Pantry, the Watertown Public Library, and Watertown Regional Medical Center. Many young families face difficult decisions including finding housing, food security and childcare.

Seal A Smile:

Kim is the main program coordinator. The program runs during the school year.

For the 2023-2024 school year 253 children were seen by the program, 448 sealants were placed, 245 fluoride applications were provided and almost \$50,000 of preventative dental care was provided at no cost to families.

This program is run by the health department with a contracted dental hygienist. We have had some fabulous hygienists over the years. We currently have an amazing hygienist who has one day a week off and uses it to help with the program. Seal A Smile is a grant funded program but is also supported by Medical Assistance funds from billing. Students without insurance are not charged.

Permission slips are provided to all students in the Watertown Unified School District in 2nd, 3rd, 6th, and 7th grades. Some students that have been seen by the program have never been seen by a dentist.

Social Connections:

A short video from the Surgeon General about loneliness and isolation and its effect on mental and physical health was played for the board members. www.youtube.com/watch?v=B8pa506BFk4

The department is collaborating with the Greater Watertown Community Health Foundation and other community partners to create opportunities in the community for individuals to support one another. There will be opportunities for community members to learn more and become involved in this important work.

6. Adjournment

Motion made to adjourn and carried by unanimous voice vote.

Next Board of Health meeting will be Tuesday, June 4th at 3:30 p.m.

Respectfully Submitted,



Carol Quest
Director/Health Officer

Note: The minutes are uncorrected. Any correction made thereto will be noted in the minutes of the proceedings at which these minutes are approved.

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, March 18, 2024

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met in person on March 18, 2024. The meeting was called to order by Brian Konz. Members present were: Julie Chapman, Ald. Jonathan Lampe, Brian Konz, Brad Clark, Kyle Krueger, Emily Lessner, and Jennifer Clayton. Also present were: Kristine Butteris, Jeff Doyle, Andrea Draeger, Ali Nicholson, Stephanie Juhl, Ian Pilak, and dozens of members of the public.

2. Review and approval of minutes:

Jennifer Clayton motioned to approve the February 19, 2024 Parks Recreation and Forestry minutes as written. Julie Chapman seconded. Motion carried.

Julie Chapman motioned to approve the March 11, 2024 Parks Recreation and Forestry minutes as written. Ald. Jonathan Lampe seconded. Motion carried.

Ald. Jonathan Lampe motioned to approve the February 20, 2024 Senior Center Advisory Board minutes as written. Jennifer Clayton seconded. Motion carried.

3. Review and approval of financial reports

Julie Chapman motioned to approve the final 2023 year-end financial reports, pending the finance audit. Brad Clark seconded. Motion carried.

4. Citizens to be heard

Betty Jimenez spoke on behalf of the TOPS organization summarizing the policy requirement to pay rental fees at the Senior & Community Center. They have met in the building for 12 years and have not paid rental fees, though have paid donations of what they can afford, usually amounting to \$50 twice per year. They do pay organizational fees and charge dues to members, which categorizes them as a class 4. They wish to be reclassified to a class 3 due to the health information provided and benefits to community citizens who participate.

5. Business

A. Review and potentially approve: fee reductions for TOPS room rental

Kristine summarized the current enforcement of the existing Senior & Community Center policies and fee structure. This requires the TOPS organization to pay a yearly \$200 security deposit and \$20/hr room rental fee. Becoming a class 3 instead of a class 4 would mean only paying a \$50 annual administrative fee. Discussion occurred regarding their fit to be a civic and public improvement group in order to be a class 3. Brad Clark motioned to reclassify TOPS as class 3 organization for 2024. Jennifer Clayton seconded. Motion carried.

B. Review and potentially approve: fee reductions for Thunder girls fastpitch field rentals

Steve Schroeder spoke on behalf of Thunder Girls Fastpitch and asked to waive the fees for their 2024 practices. They have never paid these rental fees before due to agreements with former directors due to Park & Rec teams being part of Windmill. Thunder will agree to pay for rental fees for games and tournaments, with a Condition of Facility Use Agreement, due to understanding the staff time, equipment, and materials needed to maintain the fields. Emily Lessner motioned to waive their practice rental fees for 2024. Ald. Jonathan Lampe seconded. Motion carried.

C. Review and potentially approve: fee reductions for Thursday night farmers

Section 6, Item F.

Stephanie Juhl spoke on behalf of potential farmers who may participate in the 2024 Thursday night market series at the Town Square. It was proposed to reduce the Concession in Parks \$25/market fee to \$0 to encourage qualified farmers to participate and who may not be able to afford the regular fee. This would also help to grow the program and eventually generate revenue with requiring the fees in the future once the market is established. Ald. Jonathan Lampe motioned to approve waiving the Concession in Parks permit fees for qualified farmers for the 2024 Thursday night market series. Julie Chapman seconded. Motion carried.

D. Review and approve: draft park policies for tent and driving/parking permits

Kristine and Andrea reviewed and drafted policies, after conducting research, for tent and driving/parking rules to include information about when and why a permit is needed. They also updated the driving/parking permit to include information for large events. Brad Clark motioned to approve the tent and driving/parking policies and permits. Emily Lessner seconded. Motion carried.

E. Review and potentially approve: increasing the wage for Building Supervisor/Attendant

It was proposed to raise the wage for Building Supervisor/Attendant from \$12/hr to \$13/hr in order to encourage more applicants to apply. This position is increasingly needed as more evening and weekend programs and rentals are taking place along with increased security concerns. The remaining budget for this position can accommodate this increase this year. Julie Chapman motioned to approve increasing the wage for Building Supervisor/Attendant. Jennifer Clayton seconded. Motion carried.

F. Review and discuss: smoking in parks policy

Carol Quest was present to answer questions and continue the discussion regarding the proposed smoking in parks policy. Since the last meeting, the city attorney met with several alderpeople to review the ordinance. This is a difficult policy to enforce, though there are residents who are requesting designated smoking areas, particularly away from playgrounds. Alderperson Blanke was present to discuss issues he sees with the ordinance and express concern for the policy as it is currently written as it may be difficult to pass if it is unenforceable. Potential ideas to encircle playgrounds with no smoking signs, etc. were discussed as alternatives to creating designated smoking areas. Direction was given to staff to review playground and bleacher/field areas and draw no-smoking areas to bring to the April meeting.

G. Review and approve: park memorial bench for Bill Buchholtz and Colin Strebe

Kristine proposed a memorial bench on the dog walking path at Brandt Quirk park for Bill Buchholtz and Colin Strebe from the June 2023 plane crash. This bench will be different than our standard as a family member wishes to build it themselves out of wood. The department will not be liable for the bench or any maintenance. Julie Chapman motioned to approve the memorial bench. Ald. Jonathan Lampe seconded. Motion carried.

H. Review and potentially approve: bollards for Bentzin Family Town Square

Stephanie presented quotes for 10-12 bollards to be installed at the Town Square in order to safely close the road for events. The quotes do not include installation, which will significantly add to the cost. This item will also go before the Public Safety and Welfare Committee and then will be decided from where funds will be taken. Ald. Jonathan Lampe motioned to approve the concept of installing bollards at the Town Square and proceed to next steps. Jennifer Clayton seconded. Motion carried.

6. Director's Report:

A. Project updates:

- i. Parks Updates – Riverside Restrooms**
There will be a pre-construction meeting the first week in April and will break ground immediately after.
- ii. Parks Updates – Aquatic Filtration System**
A quote was awarded last week with this committee's approval and work will begin this spring to install.
- iii. Senior & Community Center Updates – Retaining Wall, Security, Old Entrance**
We are working with all evening and weekend groups for building security. Inside work is taking place with the old entrance renovation to create a small employee break area. The retaining wall is in severe disrepair though a bid has been returned and is within our budget; work will begin soon.

B. Update on programming:

- i. Recreation programming**
The Recreation Programmer position has been posted and will end tomorrow. There are roughly 12 potential candidates to review. The Arborist position is also being interviewed this week. Youth soccer will begin in April. Summer recreation registration opened today, including day camp, kickball, adult softball, etc.
- ii. Town Square Programming**
The summer concert series is set with a poster, and other events are being scheduled.
- iii. Senior and enrichment programming**
The 2nd annual Senior Care Fair is happening on May 1. The senior center volunteer recognition program is happening May 21 with a new caterer. The ADRC is working with us for additional programming. We are working through our building updates and changes along with updating the policy document. Spring break activities will be happening next week.
- iv. Aquatics programming**
Summer swim lesson options are viewable and will open for registration on April 8. A lifeguarding and water safety instructor class is happening over spring break. The indoor pool will be shut down for the month of April for annual maintenance; no programming will be available.

7. Adjournment – Next meeting date April 15, 2024

Brad Clark motioned to adjourn the meeting. Emily Lessner seconded. Motion carried.

PROCLAMATION

WHEREAS, When caregivers, families, communities and government agencies work together to create safe, stable and nurturing environments for all children, because childhood lasts a lifetime; and

WHEREAS, research demonstrates that building family protective factors – social and emotional competence of children, knowledge of parenting and child development, social connections, parental resilience and concrete supports in times of need – promotes the optimal development of children and reduces the likelihood of child abuse and neglect; and

WHEREAS, child maltreatment can be reduced by ensuring families are supported in building protective factors through strengths-based policies, programming and public awareness; and

WHEREAS, during the month of April, we embrace Pinwheels for Prevention® as the pinwheel has come to serve as the physical embodiment, or reminder, of the great childhoods we want for all children; and

WHEREAS, we can prevent child abuse and neglect through optimal child development by promoting child, family and community strengths; and

WHEREAS, this April the city of Watertown joins organizations throughout the state that support children and families in recognizing National Child Abuse Prevention Month as Family Strengthening Month.

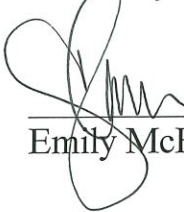
NOW, THEREFORE, I, Emily McFarland, Mayor of the City of Watertown do hereby proclaim April 2024, as

Family Strengthening Month

in Watertown, and urge everyone able to do so to observe this month.



Given under my hand and the seal of the City of Watertown, State of Wisconsin, this 1st day of April, 2024.



Emily McFarland, Mayor

Publish: April 1, 2024

PROCLAMATION

WHEREAS, the Watertown Family Connections has been a steadfast force in strengthening families across Dodge and Jefferson Counties since 1994; and

WHEREAS, the Watertown Family Connections firmly believes that strong families are the cornerstone of a resilient community, and their unwavering commitment has significantly enriched the lives of countless families; and

WHEREAS, the WFC serves as a welcoming hub, providing essential services, educational experiences, and connections to resources-all free of charge-to all families; and.

WHEREAS, their mission is to ensure that all young children and families in the greater Watertown community thrive, building relationships and fostering educational opportunities; and

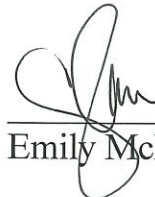
WHEREAS, the WFC safe and accessible space has become a lifeline for families, connecting them with comprehensive, coordinated services that empower them to achieve their goals; and

WHEREAS, the Watertown Family Connections' strength-based programs, rooted in family-centered practices, reinforce protective factors and empower parents as their child's first and most important teachers; and

WHEREAS, the Watertown Family Connections' commitment to evidence-based and evidence-informed programs, exemplifies their dedication to fostering strong families.

NOW, THEREFORE, I, Emily McFarland, Mayor of the City of Watertown, do hereby recognize and celebrate the Watertown Family Connections on their 30th anniversary of unwavering dedication to our community. The city commends their vision, compassion, and tireless efforts in creating a stronger, more vibrant Watertown.

Given under my hand and the seal of the City of Watertown, State of Wisconsin, this 1st day of April 2024.



Emily McFarland, Mayor



Publish: April 1, 2024



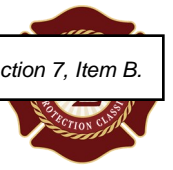
Watertown Fire Department

February 2024

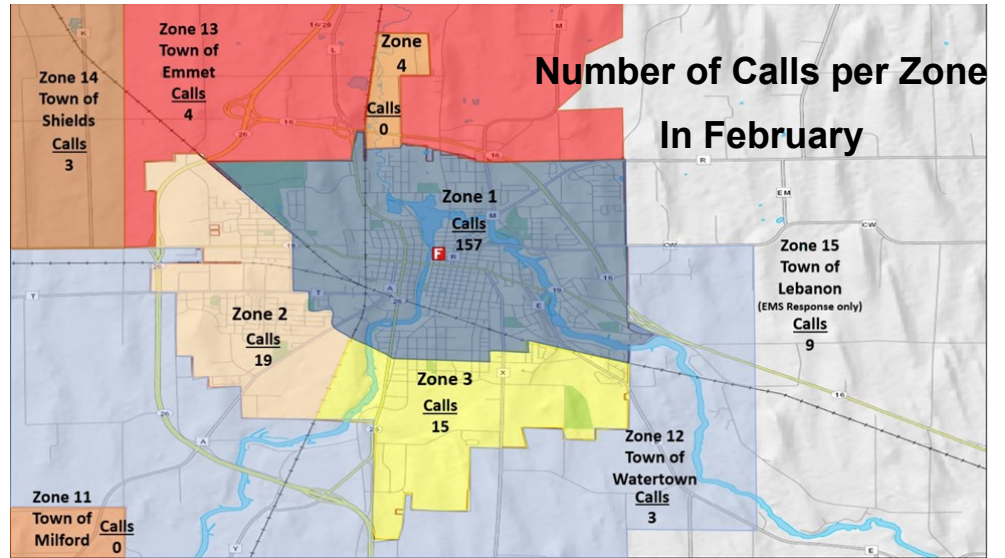
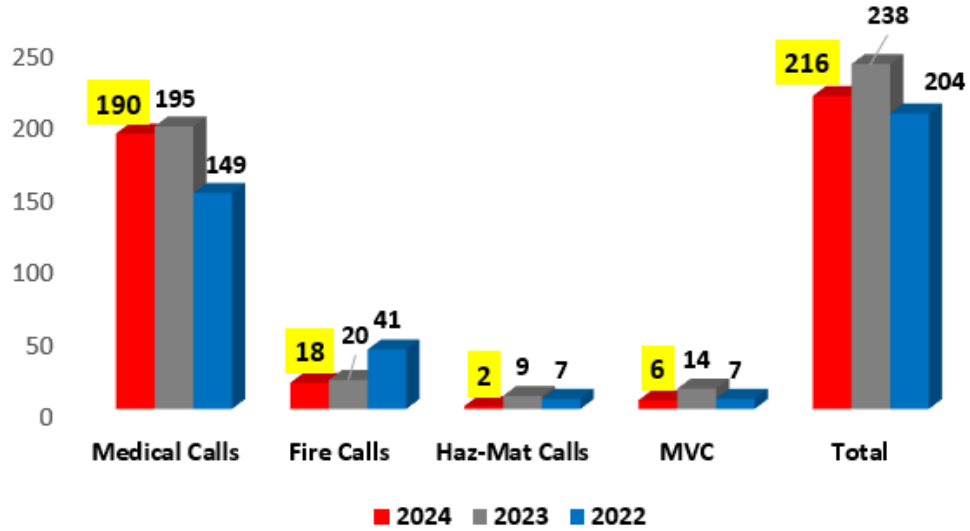


Operational Statistics

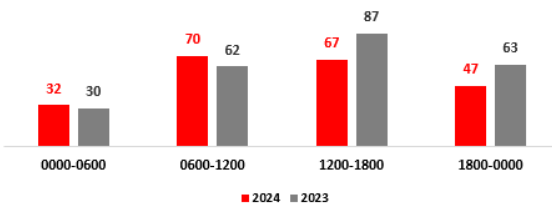
Section 7, Item B.



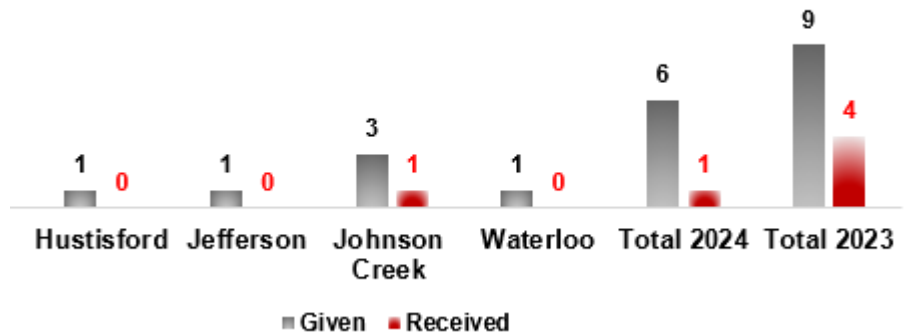
3-year Comparison of Calls



Number of Calls Between the Hours of:

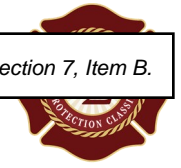


Mutual Aid Calls



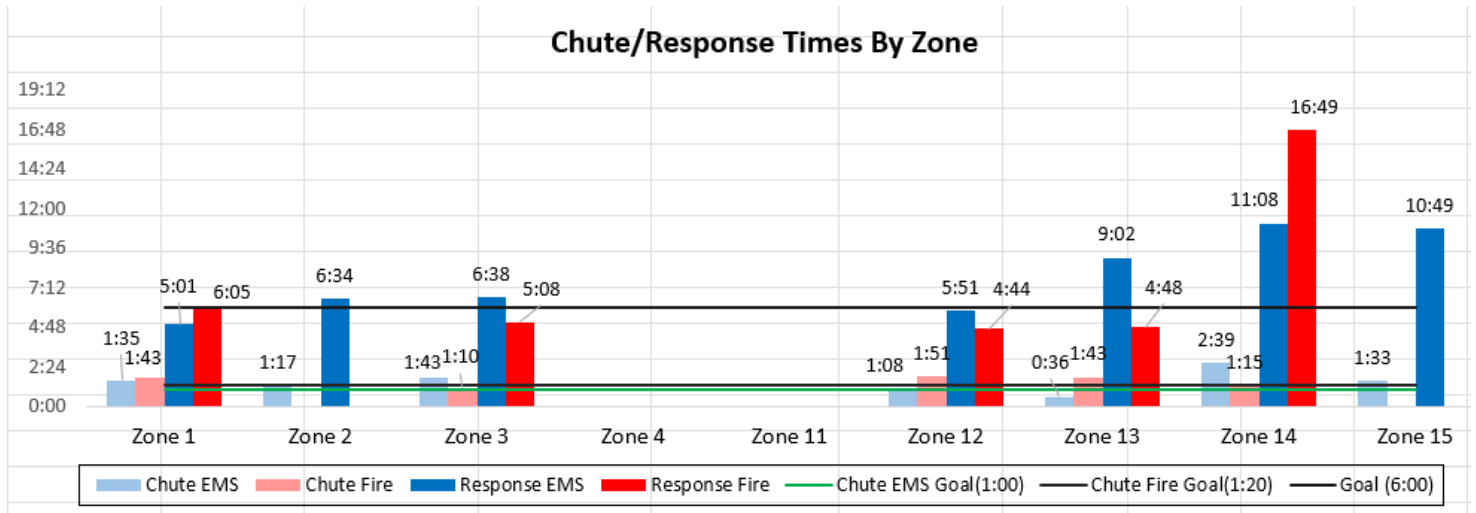
Operational Statistics

Section 7, Item B.



Fire Saved vs. Loss					
2023			2024		
Saved	Loss	Total Value	Saved	Loss	Total Value
\$0	\$32,000	\$32,000	\$0	\$15,000	\$15,000

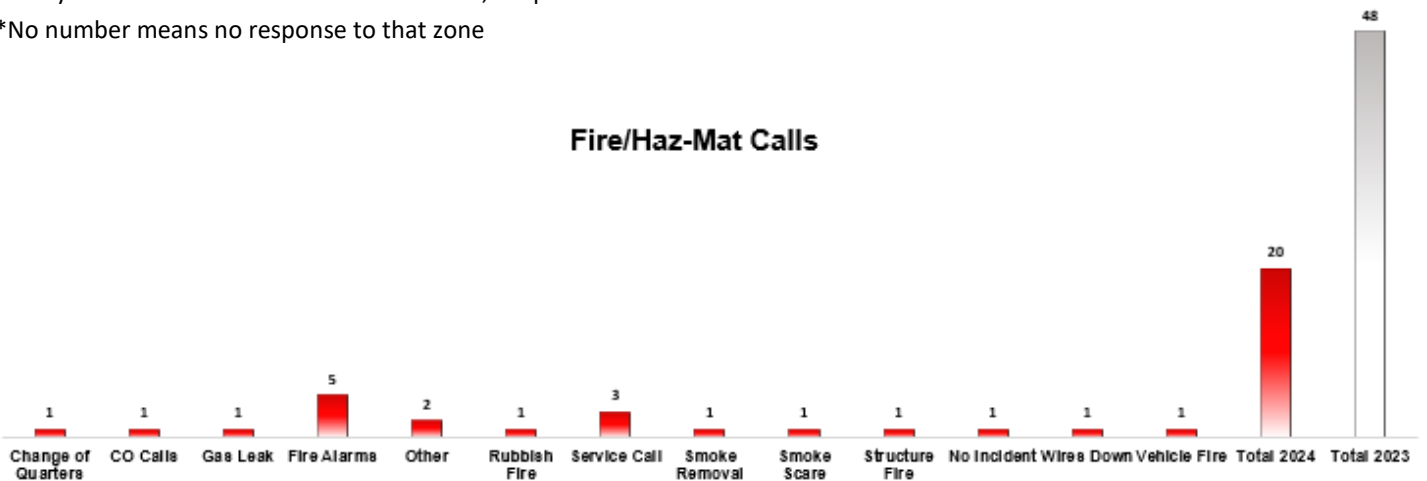
Simultaneous Calls			
2023		2024	
2nd out calls	42	2nd out calls	35
3rd out calls	6	3rd out calls	3
4th+ out calls	0	4th+ out calls	1
TOTAL	48	TOTAL	39
20% Multiple Calls		18% Multiple Calls	
Simultaneous Calls Breakdown			
Medical 90%		Fire 10%	



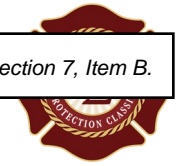
*Delay due to simultaneous calls: Chute-2:29, Response-8:48

*No number means no response to that zone

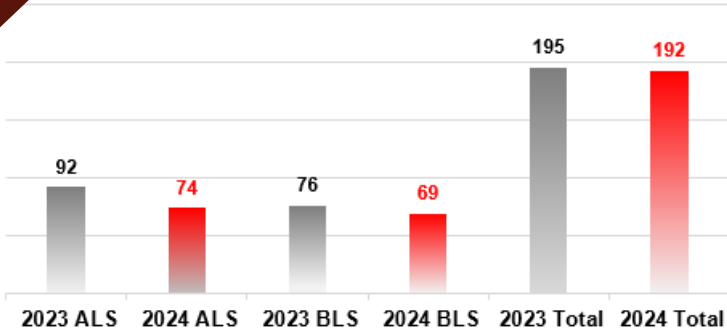
Fire/Haz-Mat Calls



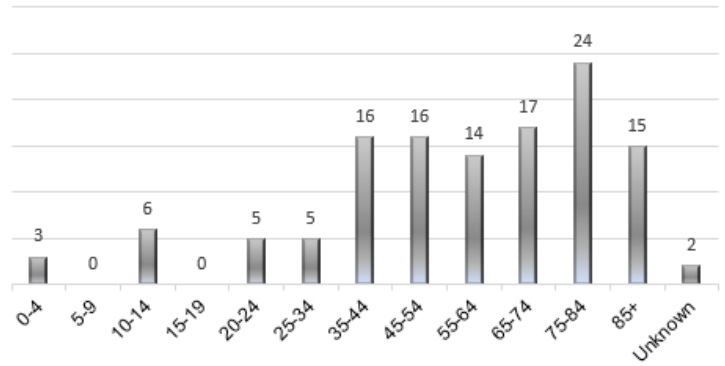
Operational Statistics



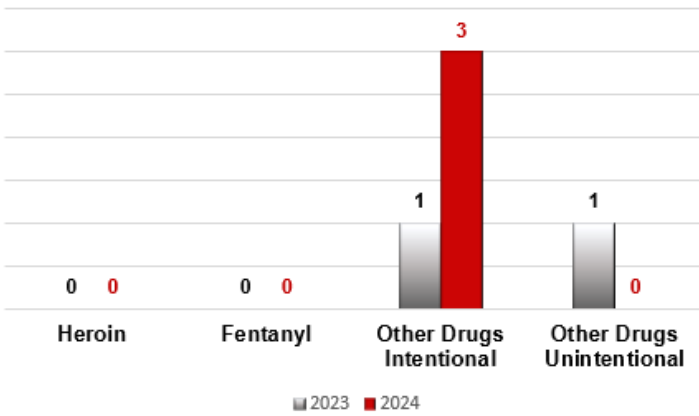
Emergency Medical Advanced/Basic Life Saving Calls



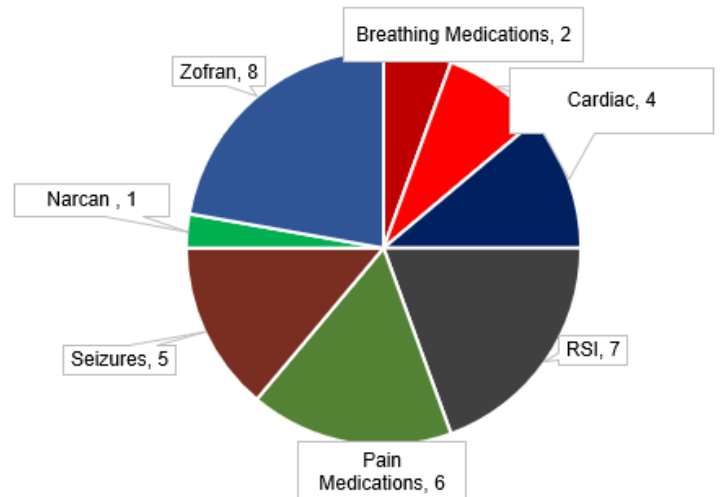
Patient Contact by Age



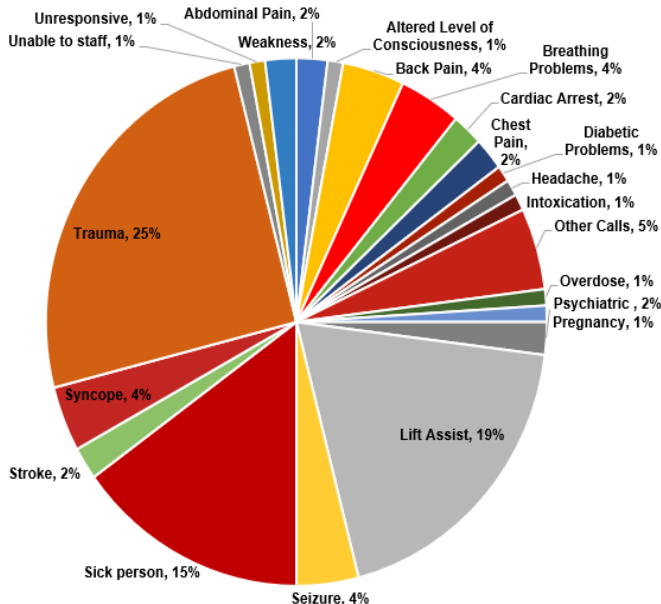
Overdoses



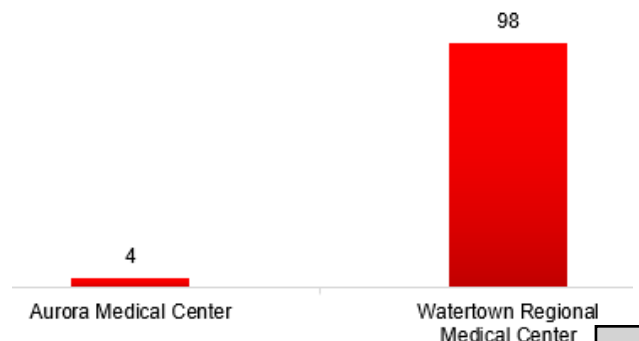
Medications Administered



EMS Call Purpose by Provider Primary Impression

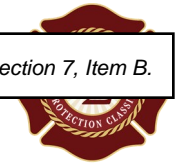


Hospital Transports



Department Training

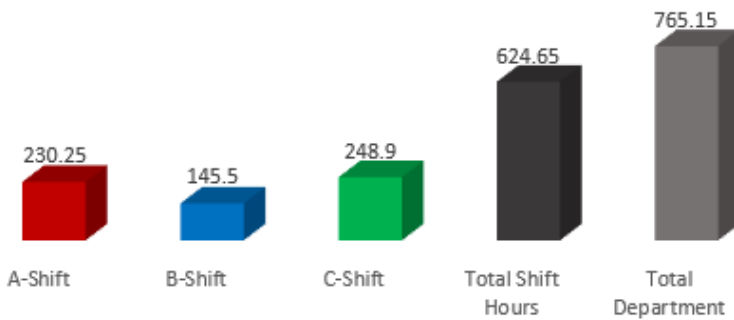
Section 7, Item B.



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

Engine Company	Truck Company	Rescue Company	EMS Training
SCBA Consumption Course	Ground Ladder Inspection	FAST Board/RIT Airbag Review	EMS Refresher
Entanglement Drill	VES Procedures		ACLS recerts

Shift Training Hours



February 5th, WFD crew members attended a Fire Investigation Accelerant Detection Canine Handler class put on by the State Fire Marshall office. It included demonstrations.

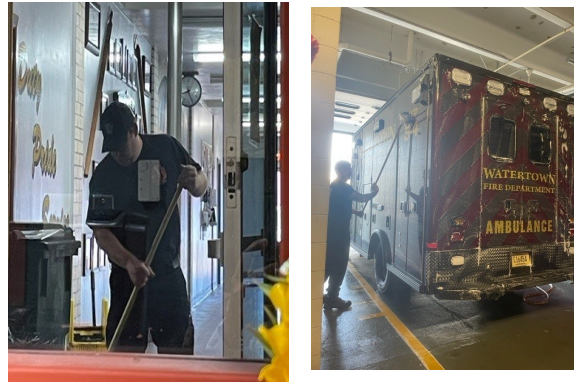
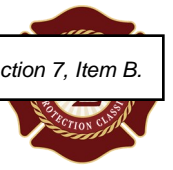
February 8th, WFD crew members attended an EMS refresher in-service to obtain their Pediatric Advanced Life Saving recertifications.

Training Hours

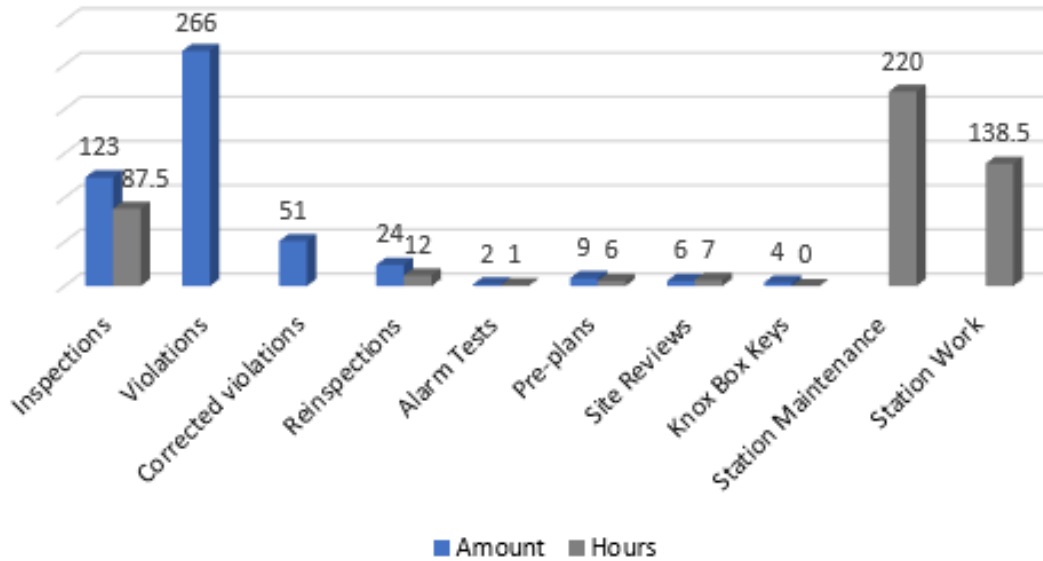


Community Risk Reduction

Section 7, Item B.



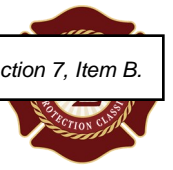
Code Enforcement



Community Outreach		
	2024	2023
Citizens Outreached	1730	1419
Contact Hours	214.5	32.5
33 Student & Public Riders	1 Parade	3 Smoke Detector Battery Changes
3 Smoke Detector Installations	7 Public Relations Events	1 Unsafe Situation Assessment
4 CO Detector Installations	2 Fire Drills	1 Community Resource Referrals.

Incidents

Section 7, Item B.



February 24th- Structure Fire

309 S. Pleasant St., Jefferson

Engine 4161 & 4102 responded to an automatic aid request for a structure fire. The crew was assigned to assist with checking for extension. Total on scene time was 1 1/4 hours.

February 24th- Vehicle Fire

Cty. Rd. K & Cty. Rd. Q, Watertown

Engine 4161 & Med. 4154 responded to a call for a car fire on the road. The fully engulfed truck was extinguished. Total on scene time was 40 minutes.

Public Relations

February 3rd- Training Burn

West Main St., Watertown

The Fire Department spent all day training while burning down a vacant house. These live burn trainings help prepare them when the real situations arise.



February 4th- Parade

Watertown

The WFD crew escorted the Watertown Blue Revue Dance Team back into town from their state dance competition.

February 13th- Fat Tuesday

Watertown Fire Department

As a thank you for service, the Fire Department received a king cake from Latte Donatte to close out the Mardi Gras season.



February

The Watertown Fire Department hosted a significant amount of paramedic students from WCTC who rode along on the ambulances with crews. They then can observe and learn in real life situations.

You've Been Caught Doing an Outstanding Job!

Many thanks to your crew that assisted us with a STEMI transfer to Summit last night. Appreciate your service being available to help these time sensitive patients out. Thanks! ~ L.S. WRMC

Team, I echo these words. The outcome was great also. ~N.R. WRMC



Department of Public Health



Annual Report 2023

Letter from Health Officer/Director

Dear Community of Watertown:

It is my privilege to present the 2023 Watertown Department of Public Health Annual Report. This report reflects all the services provided by our department to carry out the 10 essential services of public health. Our health department strives to fulfill the essential services as well as our mission: Support a community where all individuals can achieve their best health.

The public health team worked to review past and present practices and engaged in strategic planning. We identified priorities to focus on for the next five years to best serve the City of Watertown community. This was done while continuing to be responsive to community needs and ensuring public health mandates were addressed.

Collaborative efforts continued to bridge the gaps identified in the Community Health Assessment completed in 2022. Community coalitions began to dig deeper into the priorities of access to affordable quality mental health care and access to affordable reliable transportation. Support was also given to community partners working on access to affordable quality housing and access to affordable quality childcare.

I am honored to work with an extremely dedicated team of public health professionals. Their commitment to serve this incredible community in a responsible and meaningful way is inspiring.

Our team members are committed to improving the quality of life we enjoy in the City of Watertown and we welcome your feedback on how we can better serve you. Visit our website to find out more about what we do: https://www.watertownwi.gov/departments/health_department/index.php and send me an e-mail at cquest@watertownwi.gov if you have any questions or suggestions. I look forward to hearing from you!

Sincerely,



Carol Quest, RN, BSN
Health Officer/Director



Mission, Vision and Core Values

MISSION:

Support a community where all individuals can achieve their best health.

VISION:

To work with and advocate for the community by promoting health, preparing for emergencies, and preventing disease for the health of all generations .

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.

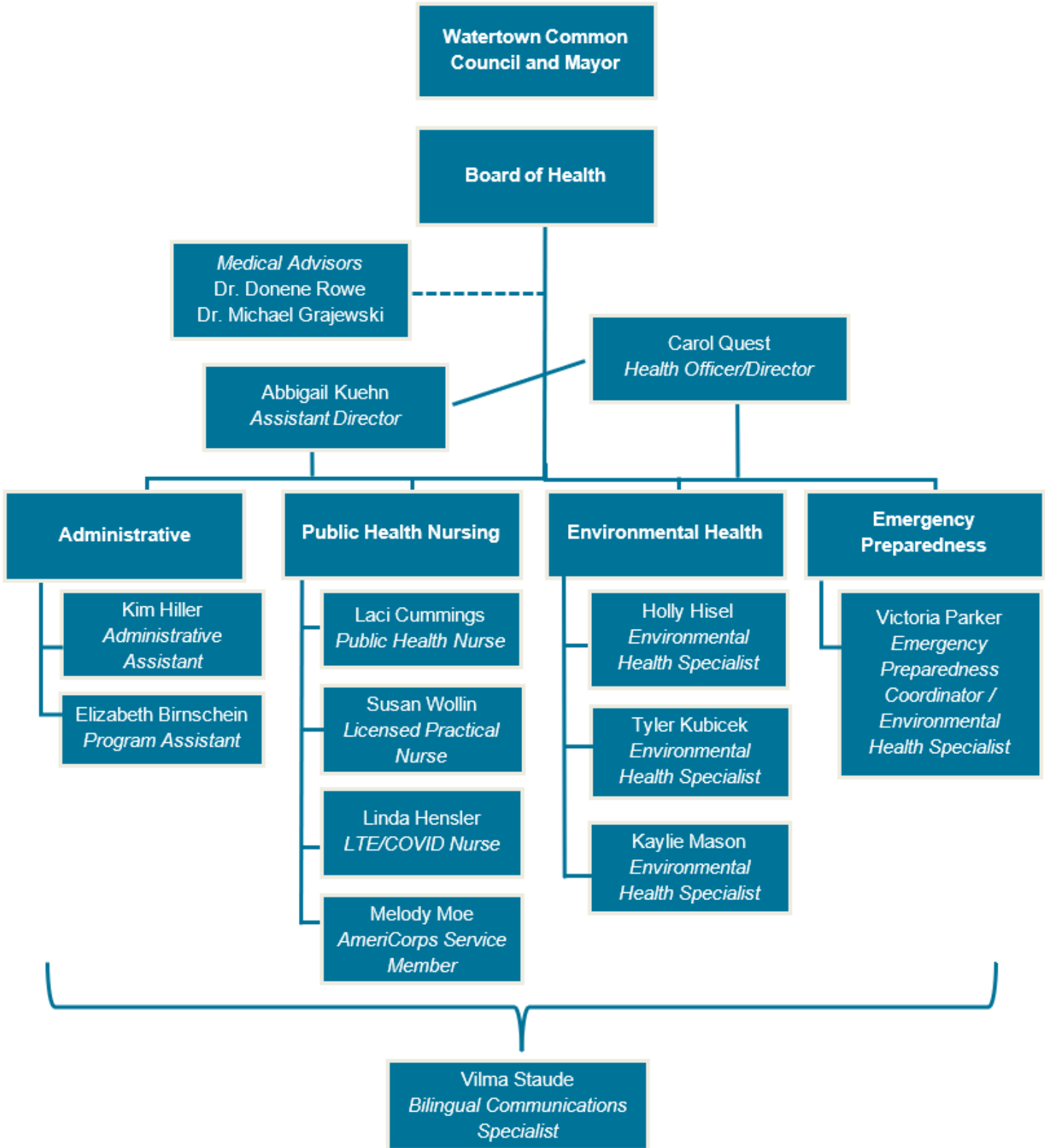
Leadership: As a team of Public Health professionals we adhere to and promote public health core functions and standards of practice, embracing responsibility and leading by example to achieve community public health goals.

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.



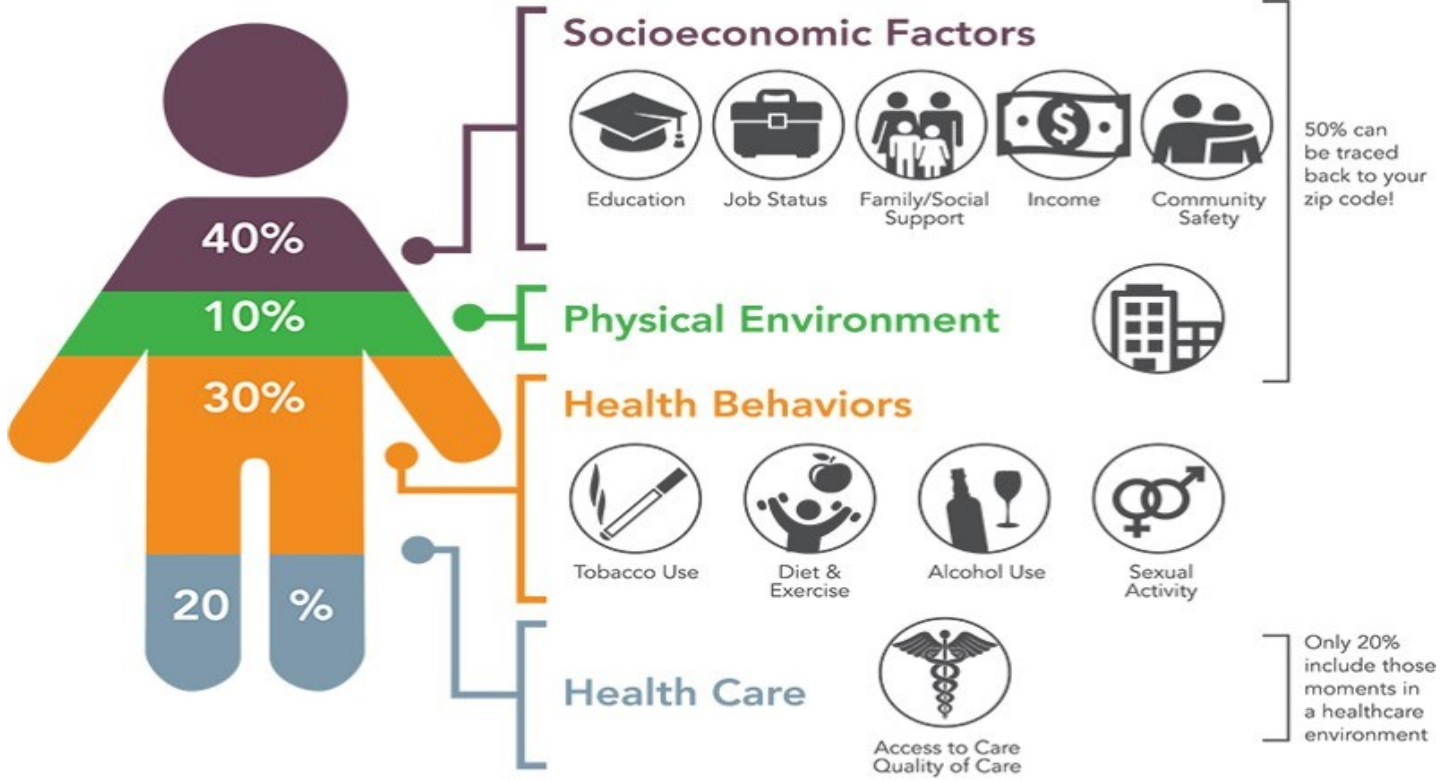
Organizational Chart 2023



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
Racial and Ethnic Make-up					
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) and <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 Presentation

Several WDPH staff members are a part of Dodge Jefferson Healthier Community Partnership (DJHCP), a committee that completes a Community Health Assessment (CHA) every three years with partners from 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. In 2023, the DJHCP Steering Committee participated in a pilot project offered through Wisconsin Public Health Association (WPHA). This pilot project worked with the DJHCP Steering Community on their CHA process to help develop a toolkit for Wisconsin health departments working on their CHA in the future as well as worked with the committee on next steps for developing their Community Health Improvement Plan (CHIP). Members of the DJHCP Steering Committee were invited to present at the WPHA conference about their participation in the pilot.



DJHCP Steering Committee members at WPHA Conference. Left to right: Melody Moe, Carol Quest, Abbey Kuehn, Kim Melcher



Melody Moe presenting during a breakout session at WPHA conference

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.

Communicable Disease	2021	2022	2023
Chlamydia & Gonorrhea	97	55	84
Food/Water Borne	20	12	20
Hepatitis A, B, C	27	50	46
Hospitalized Associated Influenza	47	29	28
Lyme Disease	*	*	9
Measles & Mumps	*	*	*
Pertussis	*	10	9
Invasive Streptococcal Disease	*	5	5
Tuberculosis- Latent	*	*	*
Varicella	8	6	*

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



Long-Term Care Facility Outbreaks

Three long-term care facilities were monitored for multiple or ongoing respiratory outbreaks due to COVID-19 in 2023. Health department staff provide guidance for facilities during outbreaks.



Rabies Follow-up

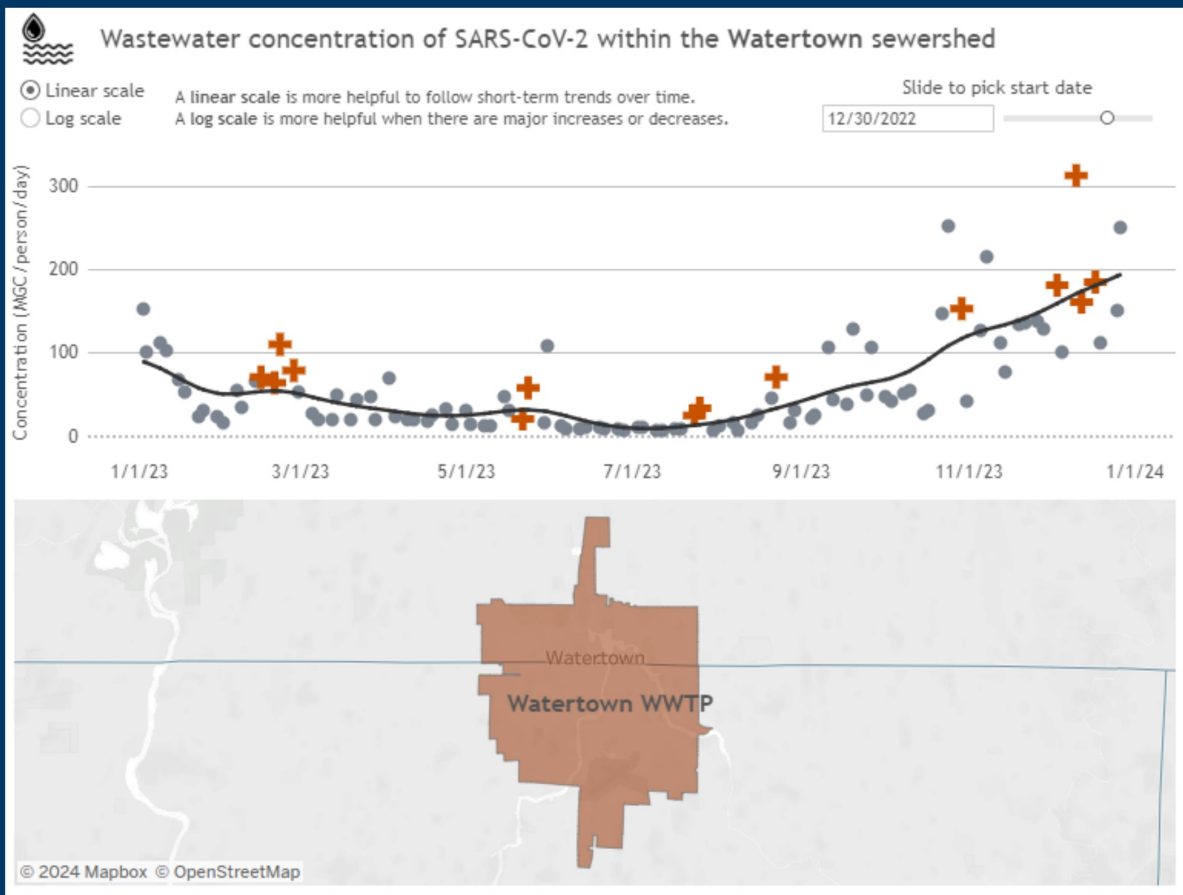
Staff conducted follow-up including guidance and next steps for community members with possible exposures to rabies. One dog and one bat were sent to Wisconsin State Lab of Hygiene for testing.

COVID-19 Wastewater Sampling

In April 2023, Environmental Health staff partnered with the City of Watertown Water Department to collect and ship wastewater samples to determine the amount of SARS-CoV-2 virus was present in untreated wastewater in the community. Rather than test every single person individually, this approach allows monitoring of the entire community at the same time and provides a more complete picture of COVID-19 activity in our community. We will continue this partnership in 2024.



WI DHS Wastewater Surveillance Dashboard



Categories are calculated by averaging the SARS-CoV-2 concentrations of the three most recent samples at the Watertown Wastewater Treatment Plant and comparing this current level to past levels measured at that facility, which are sorted into five categories:

- Very High
- High
- Moderate
- Low
- Very Low

October, November, and December were in the "Very High" category in 2023.

Lead

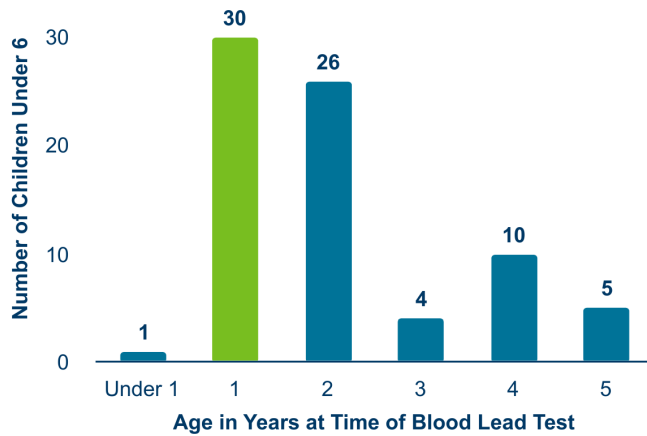


Childhood Lead Poisoning Prevention Program

Lead is a naturally occurring metal that can cause negative health effects. People are exposed to lead by eating lead paint chips, ingesting contaminated food or water, and/or by breathing in lead dust. Children younger than 6 years are more likely to be exposed due to their hand-to-mouth behavior.

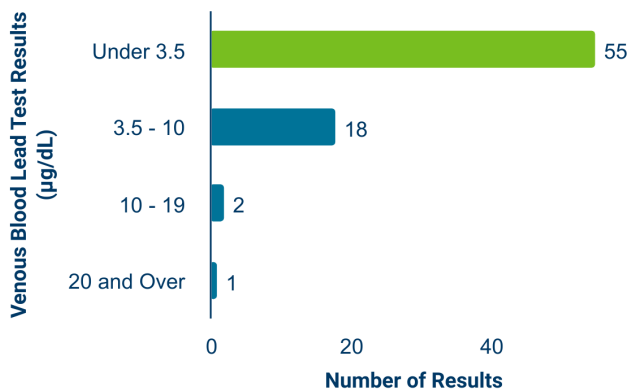
Public health is central in addressing all components of this childhood disease, including prevention of exposure, treatment, and surveillance.

2023 Lead Program Data



76

children in the City of Watertown received at least one venous blood lead test in 2023.



Lead Poisoning

- There is no safe blood lead level in children.
- However, the CDC uses a blood lead reference value of 3.5 µg/dL to better identify children with higher levels of lead in their blood compared to most children.

2023 Objectives



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 µg/dL or two venous BLLs \geq 15 µg/dL drawn at least 90 days apart. Local health departments are required to do environmental investigations for all children with an EBLL.



Children with results over 10 µg/dL receive comprehensive home visits from a public health nurse.

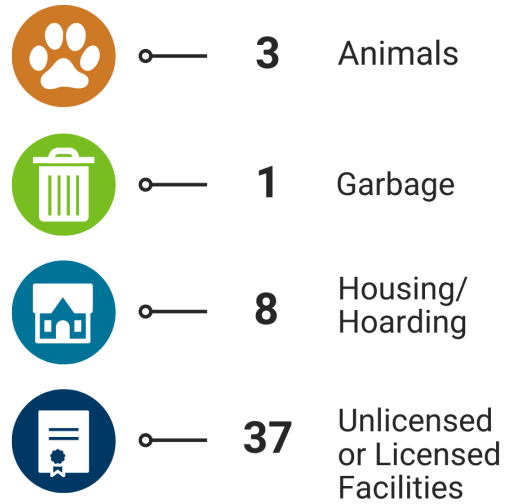
Human Health Hazards

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

Follow Up Contacts



Complaints by Type - 49 Total

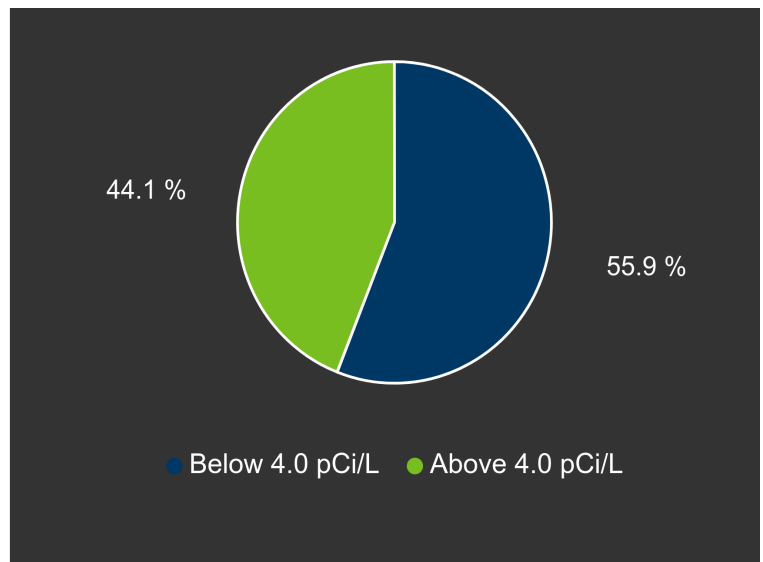


Radon

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.

In December 2023 and going forward, postage-paid Radon kits will be purchased for distribution for a more equitable opportunity for all citizens to test their home.

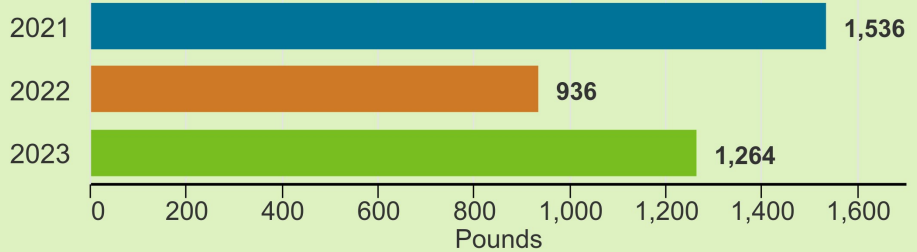
Of the 311 Radon kits distributed throughout Dodge and Jefferson Counties that were returned for analyzing, 137 of the results were above 4.0 picocuries per liter (pCi/L), which is the EPA's recommended action level.



Essential Service #3

Inform, educate, and empower people about health issues.

Sharps



As the number of persons using sharps (needles, syringes and lancets) in their homes rises, so does the health risk to all workers in recycling facilities. Workers may be accidentally stuck when sharps are mixed with household garbage, recyclables, or when flushed down a toilet.

The Watertown Department of Public Health (WDPH) is a drop off site for household sharps. During 2023, 1,264 pounds of sharps were disposed of between community member drop off and used vaccine syringes.

WDPH also offers community members the option to purchase sharps containers for a nominal fee. In 2023, 71 containers were sold.

* increase in 2021 due to large community COVID 19 clinics



Social Media Messaging

Social media messaging is an effective way to inform and educate the community about health, factors that influence health, and ways to improve health. In 2023 there were 547 Facebook posts. Posts included topics such as food recalls, air quality, heat advisories, information and testing on Radon gas, chronic disease, Seal A Smile program, purchase and collection of sharps containers, food safety, child and adult immunizations, preventative measures, and general health and nutrition. The posts about recalled food were to alert the public about apple pouches containing lead and a Salmonella outbreak in cantaloupe products. Posts about air quality were a response to the smoke from the wildfires in Canada during the summer. Excessive heat in August prompted the posts regarding extreme heat/humid conditions where cooling shelters were open to the public for those who did not have ways to cool off. Here are some of the topics that were seen frequently on our Facebook page in 2023:



Child Safety Programs

Car Seat Program

Car seat checks are provided to community members free of charge by 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 on how to properly use, harness the child, and install the seat. Caregivers are then given an opportunity to practice, ensuring they are able to do it correctly each time on their own.

78 Car seats checked

Car seats dispensed **40**

Car seats are available for dispense through grant funding received through Greater Watertown Community Health Foundation. Families are screened for eligibility to receive a car seat free of charge. Families are educated on proper use of the seat and provided a demonstration before having them practice harnessing and installing the seat to ensure they do not have any questions on how to use the car seat correctly.



Pack 'N Play Program

12 Pack 'N plays dispense in 2023

WDPH continued to dispense pack 'n plays donated from a community partner in 2023 to families in the community who were facing a financial burden and unable to provide a safe sleep environment for their children. Families were provided a demonstration on how to use the pack 'n play and provided education on safe sleep. With the increased need in the community, staff wrote for a Walmart grant at the end of 2023 and received funding to purchase pack 'n plays for 2024.



28 Pack 'N plays purchased for 2024

Essential Service #4

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

Get Healthy Watertown



The Get Healthy Watertown coalition promotes physical activity and good nutrition for every generation living in Watertown through community engagement with people, programs, and policies. Get Healthy Watertown is an active participant in our community's health improvement plan and process.



The community garden was planted, maintained and harvested by volunteers through the Watertown Senior & Community Center and an AmeriCorps service member. 176 pounds of fresh produce was provided to senior meals.



The weekly walks and community garden promotes well-being by bringing people together which improves mental health, increases physical health, and creates a sense of purpose and belonging.

Surveys were conducted to learn more about community members' activity levels. Feedback resulted in an additional walking event added per week as well as family bike rides throughout the summer.



Crossroads

Crossroads of Watertown Rental Assistance, Inc.



WDPH staff continue to partner with Crossroads in their mission to serve families and individuals with rental assistance in the Watertown Geographical Area School District.

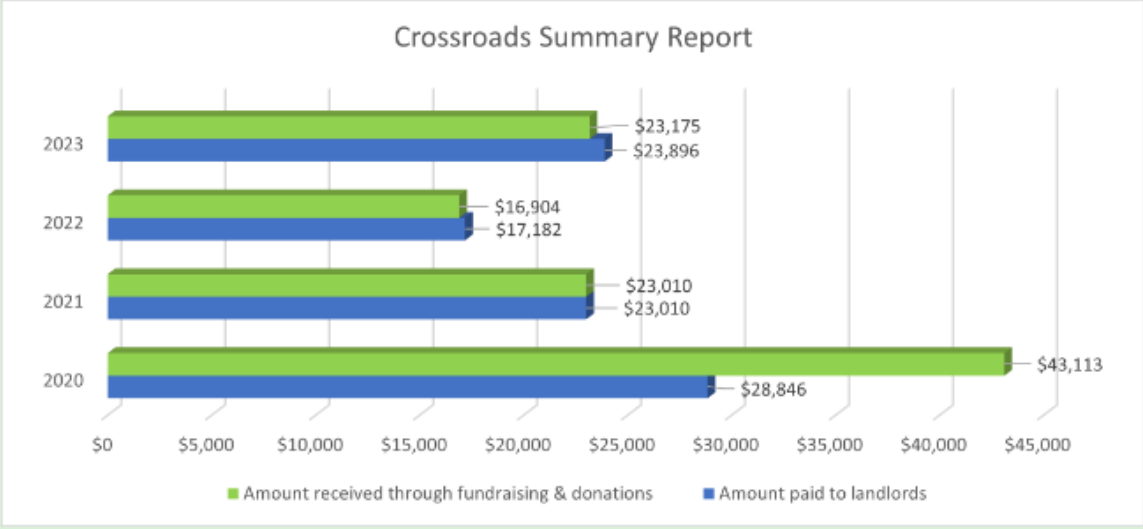
97 People Helped

49 adults along with 48 children were supported in 2023.

\$252

The median amount provided per person for 2023.

Given current rental trends, it is anticipated that increased need will be seen in 2024.



In 2023, the primary funding sources for Crossroads included grant money from United Way, along with other donations from charitable organizations and businesses, churches, and generous individuals. Fundraisers were also organized by Crossroads board members along with selfless volunteers.

Essential Service #5

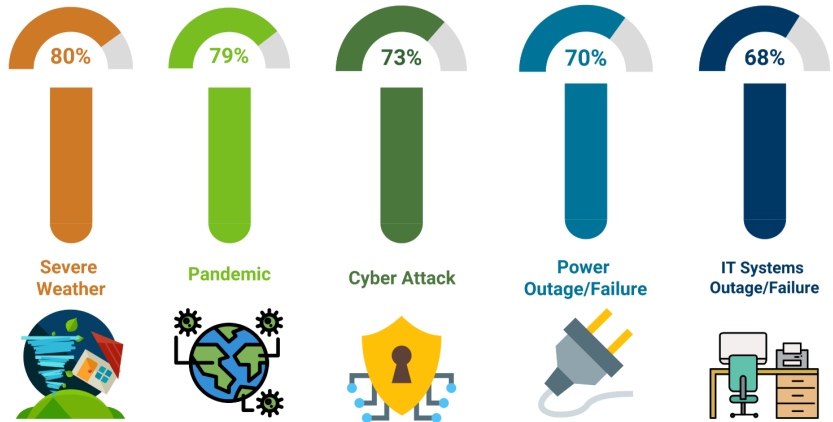
Develop policies and plans that support individual and community health efforts.

Emergency Preparedness

During 2023, City Department Leadership had a tabletop workshop in the summer and a tabletop exercise in the fall to discuss how polices, plans, and procedures would work in different emergency situations and how different departments would have to collaborate with each other to ensure continuity of operations. The annual Hazard Vulnerability Analysis (HVA) was conducted with the Watertown Health Care Coalition to reveal the top five hazards or risks that are most likely to have an impact in Watertown. Continual partnership occurred with SCWIHERC (South Central Wisconsin Healthcare Emergency Readiness Coalition), and a workshop for the Public Health Emergency Preparedness (PHEP) Forum was created to update and revise the plan. In February, the Wisconsin Emergency Management (WEM) Conference took place, where the overall theme was public health and community resilience. The health department conducted communication drills to ensure proper notification during emergencies take place.



2023 Hazard Vulnerability Analysis Top 5 Risks

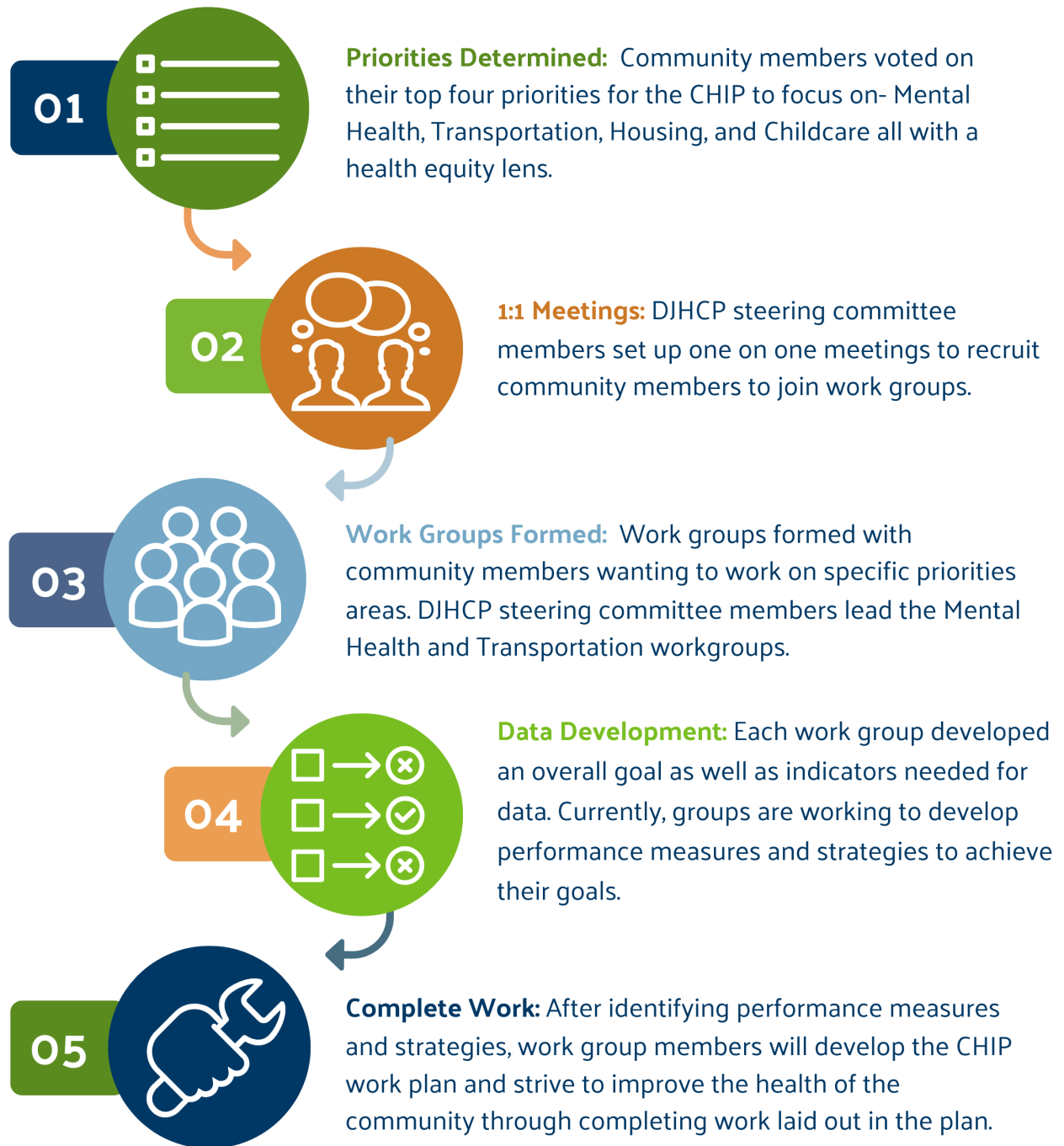


2023 Monthly Emergency Preparedness Education



CHIPP

After completion of the Community Health Assessment, Dodge Jefferson Healthier Community Partnership (DJHCP) develops a Community Health Improvement Plan (CHIP). This plan is utilized to lead the work of community members participating in work groups over three years to identify and meet performance measures and utilize strategies to improve the health of the community in the chosen priority areas.



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 (DATCP) and Department of Safety and Professional Services (DSPS).

License Type	Pre-inspection	Routine	Re-inspection	Onsite Visit	Complaint	Totals
Retail Food: (Restaurants, Grocery Stores, Convenience Stores, bakeries, etc)	107	415	45	3	19	589
Recreational Business: (Recreational Water, Lodging, Rec-Ed Camps, Campgrounds)	46	108	41	280	2	477
Body Art (Tattoo, Body Piercing)	3	8				11

Pre-inspections

Pre-inspections are required for any new business prior to obtaining a license. This includes newly constructed businesses or existing businesses that are changing ownership. A pre-inspection is also required for significant remodels for existing facilities.

During pre-inspections, physical features of the facility must meet most recent Food Code standards. Some facilities may require multiple pre-inspections before having their license released and opening to the public.

Routine

All licensed facilities are required to have a routine inspection completed every license year (July 1 through June 30).

Routine inspections observe food safety practices and processes (e.g. cooking, cooling, hand washing, etc.), physical features of the facility (e.g. equipment, cleanliness, pest control), employee health and competency/training.

Re-inspections

Re-inspections are chargeable inspections that are completed based on violations observed during a routine, complaint, or on-site visit that fall under the re-inspection criteria for that license type.

Re-inspections are required for imminent health hazards, an excessive number of violations or the same violation observed on three consecutive violations.

Monthly pool chemistry onsite visits that result in closure due to non-complying chemicals will also require a re-inspection to re-open.

On-site Visits

On-site visits can be a visit to a facility that does not fall under a pre-inspection, re-inspection, or routine inspection.

Most frequently, onsite visits occur for recreational water facilities (i.e. pools, whirlpools) monthly chemistry inspections. Inspectors test water chemistry to assure levels are within code required ranges.



64

School Food Safety Inspections completed



104

Inspections completed at 25 different events and 4 local farmer's markets



55

Grease trap inspections completed

School Food Safety Inspections

Schools participating in the National School Lunch and Breakfast Program receive two inspections per school year by our department as required by the Department of Public Instruction.

One inspection is a routine kitchen inspection based on the Wisconsin Food Code. Second inspections are a review and audit of the school's Food Safety Plan and records, including Hazard Analysis Critical Control Points (HACCP) principles, policies and procedures, and documentation logs.

Special Event Inspections

Vendors providing food and beverages during special events (e.g. fairs, festivals, farmer's markets) may require licenses and inspections. Inspectors are onsite during special events to complete inspections to assure food safety principles are being followed. Not only do we inspect our locally licensed vendors, but we also complete inspections for vendors that are licensed in other jurisdictions.

Grease Trap Inspections

In collaboration with the Watertown Water/Wastewater Department, inspection staff complete grease trap inspection for businesses in Watertown that have a grease trap (interceptor) installed in their facility.

Grease traps that are not maintained and serviced allow grease to flow into the city sewer lines and infrastructure causing build up and accumulations to occur in sewer laterals.

Inspection staff complete onsite visual inspections of the grease traps and review any service or maintenance logs.

Pool Closures January 2023 - December 2023

The Environmental Public Health Consortium continued 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 2023, January through December.

323

inspections completed, both onsite and routine inspections of roughly 40 pools



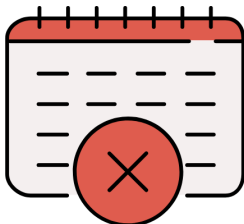
29

temporary closures issued



8

facilities were temporarily closed 2 or more times 2023



10

temporary closures were high disinfectant levels over code limit (chlorine or bromine)



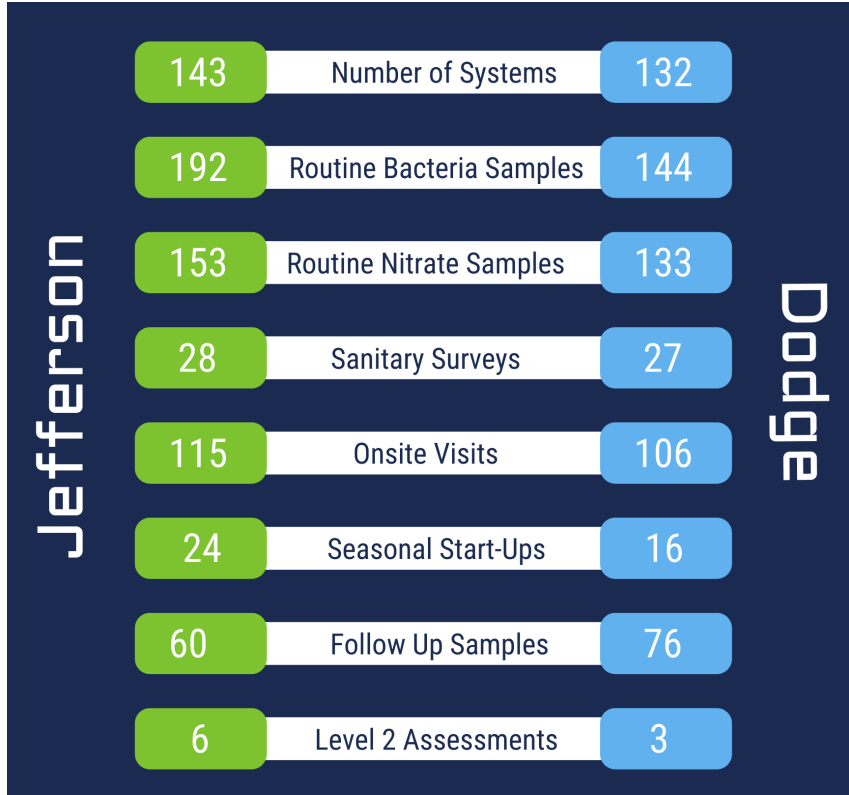
19

temporary closures were due to low disinfectant (chlorine or bromine), of those 15 had no disinfectant detected



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

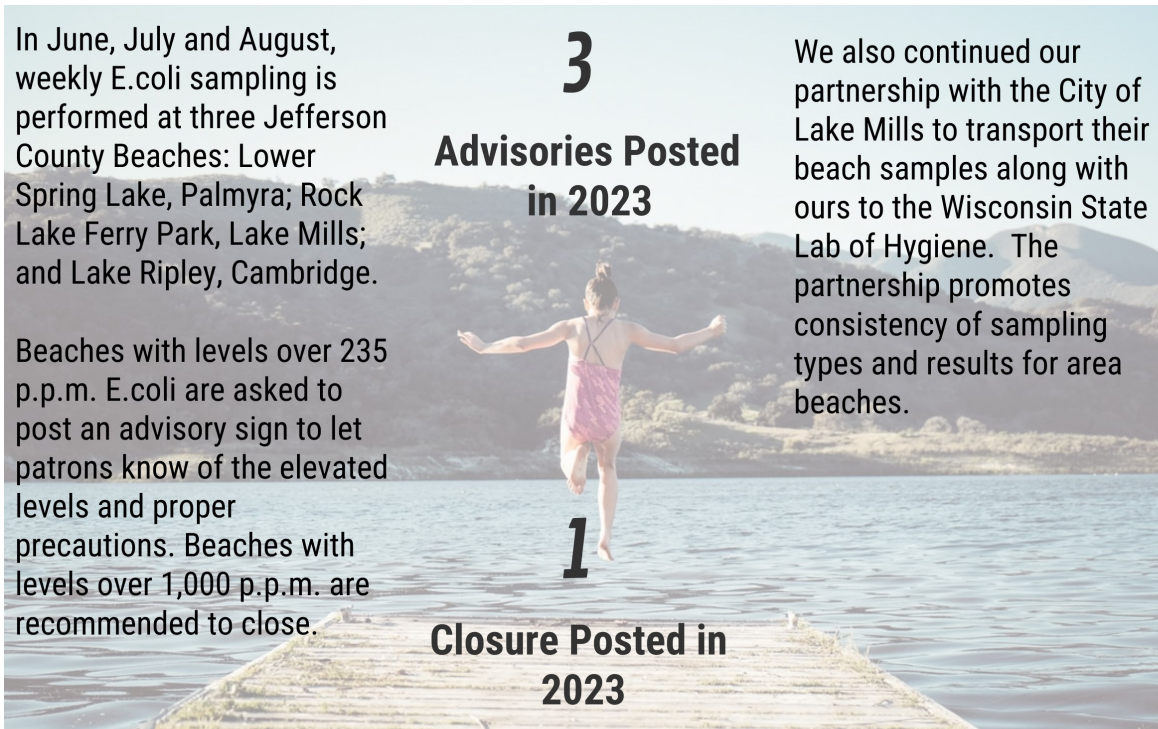
In June, July and August, weekly E.coli sampling is performed at three Jefferson County Beaches: Lower Spring Lake, Palmyra; Rock Lake Ferry Park, Lake Mills; and Lake Ripley, Cambridge.

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.

3
Advisories Posted in 2023

1
Closure Posted in 2023

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.



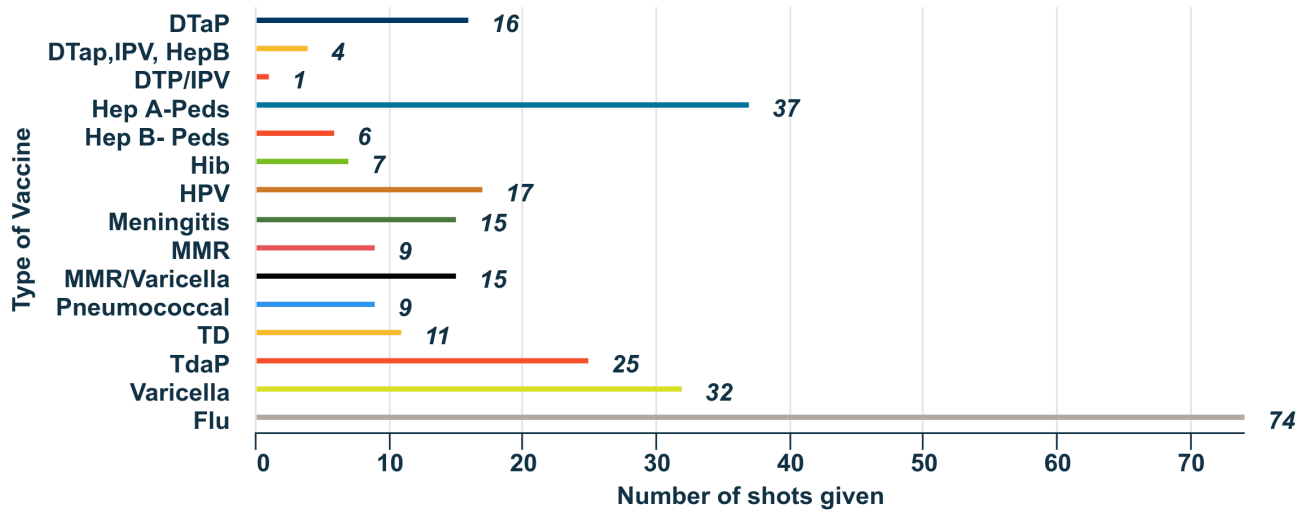
Essential Service #7

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

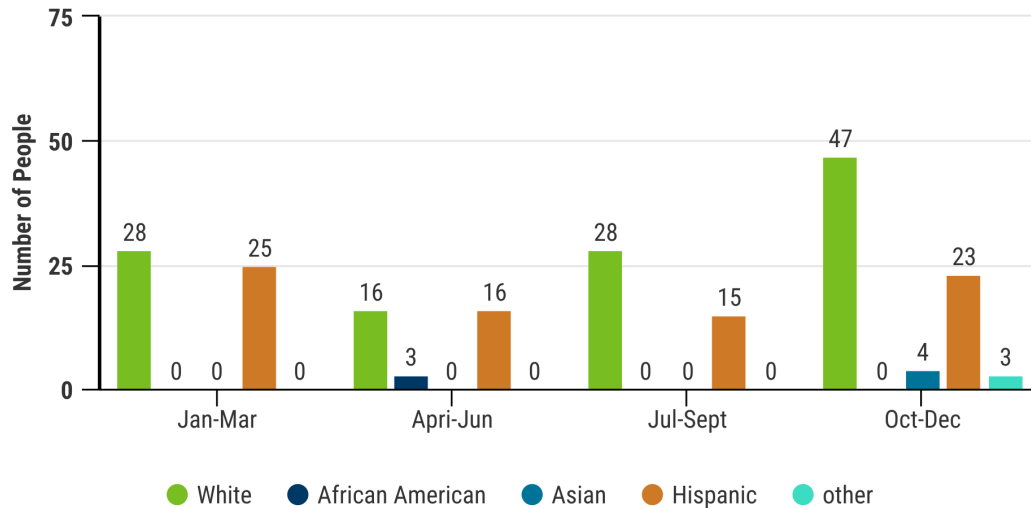
Immunization Program

Immunizations Given in 2023

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. The graph below shows which vaccines were requested the most.



Client Data





Prenatal Care Coordination (PNCC) is a Medicaid and BadgerCare Plus benefit that helps pregnant people get support and services needed to promote a healthy pregnancy and a healthy baby. Staff provide education and information throughout the pregnancy as well as connection to resources such as: medical care, food security, housing, transportation, and baby items.

Once a client delivers, staff conduct a newborn visit to check in on the family, provide education and support and complete a newborn assessment. Families that complete the PNCC program are offered the opportunity to transition in the TalkReadPlay Program.



What is PNCC?



Staff meet with clients at least once a month to check in and provide education, information, and connection to resources.



Education provided to client on topics such as: pregnancy symptoms and danger signs, weight gain and nutrition, fetal growth and development, breastfeeding and bottle feeding, birth control, stress and coping skills, and labor and delivery.



Staff work to ensure clients have the things they need before baby is born. Clients are connected to resources for baby items, car seat safety, and safe sleep.



PNCC Stats



Clients enrolled in the PNCC program



Newborn visits with clients that completed the PNCC program



Clients transitioned into the TalkReadPlay program after their newborn visit



Staff members completed cultural competency training to help reduce barriers for families in the PNCC program

Community Connections

Staff work 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 participated in over 25 community events to provide education to the community on programs offered to gain more recognition in the community and participation in voluntary programs.

Our department collaborated with Watertown Public Library and Watertown Family Connections to hold three social connections events at the Watertown Public Library for families in our PNCC and TalkReadPlay programs. Events invited Spanish speaking community members and their families to the library with one of our Public Health Nurses and our Bilingual Communications Specialist. Families were taken on a tour of the library, informed about activities that happen at the library, learned how to check out and return materials, and got signed up for a library card. They also met staff from Watertown Family Connections and learned about their playgroups and activities.



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.

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.



What is a Dental Sealant?

A sealant is a protective coating put on the chewing surfaces of back teeth to keep out germs that cause cavities.

Number of students participating in 2023



Number of sealants applied in 2023



of Students receiving sealants



% of students seen that had tooth decay



In 2023 the Seal A Smile program invested in a rolling toolbox.

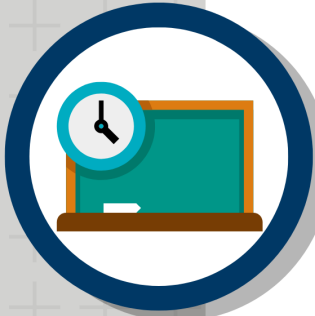
This asset makes it easier to transport supplies for school clinics while keeping supplies organized and clean in the drawers and boxes.



Essential Service #8

Assure competent public and personal health care workforce.

Workforce Development



Students

Ten nursing students from Maranatha completed clinical time at WDPH over ten days from October to November. Students spent time with nursing staff to learn more about programs and services offered by the health department such as PNCC, TalkReadPlay home visiting, community health assessments, communicable diseases, car seats, lead follow-up, and immunizations. Some students also had the opportunity to observe immunization clinics, community health improvement planning meetings, and an emergency preparedness tabletop exercise.

AmeriCorps

WDPH applied for and was granted the opportunity to host an AmeriCorps Service Member through Marshfield Medical Center. The service member completed their first term from September 2022 through August 2023 as a full-time service member working on community health improvement planning projects focusing on mental health and transportation, and organizing volunteers for the community garden located at WDPH. They started to serve their second term in September 2023 part time and will complete their term in August of 2024 continuing work started in their first term.



Masters in Public Health Internship

WDPH is supportive of strengthening the public health workforce and partnered with a graduate student intern working towards her Masters of Public Health. The intern modernized our Performance Management system, which is our organization’s mechanism to measure our progress towards our desired outcomes for our community through the utilization of performance data. The intern improved how we track performance data through the implementation of an interactive program dashboard through Microsoft Power BI. This new method of performance data tracking aimed to improve health department staff’s knowledge of progress towards goals and objectives through interactive data visualizations.

Staff Continuing Education

WDPH Staff participate in ongoing continuing education trainings through the year. Trainings include conferences, webinars, in-person and online trainings. In 2023, staff participated in over 676 hours of continuing education.



Essential Service #9

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

Quality Improvement



Nursing Quality Improvement Project



Integration of Covid Clinics into regular immunization clinics.

Previously the Watertown Department of Public Health held Covid vaccine clinics separately from any other immunization. Initially these clinics were full and busy, but as more and more people completed the vaccination series and it became more available through pharmacies and primary care physicians, WDPH saw a decrease in the need for these specialized clinics.

Beginning in March 2023, WDPH integrated the COVID vaccine into regular immunization clinics that were already being held twice a month, allowing clients to receive more than just the Covid vaccine if they chose to.



Integration also allowed nursing staff to reduce the amount of time required from 4 clinics per month to 2 clinics per month. This in turn allowed nursing staff more time to be in the field, connecting with clients and the community on other levels.

Credit Card Payment Options for Operators



Identified a Gap in Operator Payment Options

Operators in the agent inspection program pay many different fees throughout the year and have never been able to use credit cards to make payments. There were many scenarios where credit card payment access would be a helpful option for both operators and the health department:

1. New operators paying large amounts of money for new licenses and pre-inspections
2. Operators trying to pay license renewals near the due date to avoid additional late fees
3. Collecting inspection or license fees in the field so inspectors are not carrying cash
4. Department avoids returned checks and assessing returned check fees

Coordination of Health Department Admin and City Finance Departments

Coordination between WDPH and the city's Finance Department looked for options for handheld swipers for in the field, front desk unit for in person payments at the office, and an online payment portal options for accepting credit card payments. A fee would need to be assessed for the use of credit card payments to cover the processing fee assessed by the processing company.



Utilization of Credit Card Payments

By spring of 2023, our department was able to accept credit card payments with a 2% convenience fee in the following ways:

1. Front desk as card reader unit for in person payments
2. Two bluetooth card readers for department phones to take payments in the field
3. Online payment portal for operators and clients to make payments online

Results and Considerations

WDPH is now able to offer credit card payments department-wide, across all programs, not just the agent inspection program. Considerations will be made for when we offer certain types card reading options:

- Bluetooth card readers are best for summer when collecting inspection fees at special events and farmer's markets, but also can be available if the front desk card reader unit is down
- Online payment portal gets the most use from May through August for license renewal payments, but nice for new operators to pay fees prior to opening



Essential Service #10

Research for new insights and innovative solutions to health problems.

Parenting/TalkReadPlay Home Visitors

What is TalkReadPlay?

TalkReadPlay is a free home visiting program available to families in the City of Watertown with children birth to age three.

Families are visited regularly throughout their child's first three years of life to provide support, education, and connection to resources.

TalkReadPlay Visits

Nursing staff trained as Parent Educators work with families utilizing the Parents as Teachers curriculum to help families set goals, check in on family well-being, provide education and information, answer questions, and connect families to resources in the community.

Visits focus on development-centered parenting and encourage parent-child interaction by participating in an activity each visit.

Developmental Screenings

Ages and Stages developmental screenings are completed with families at different times throughout the program. Results of the screenings are shared with the family and activities are provided to foster further development for the child.

Screenings are completed to identify delays earlier in life and provided referrals as needed.



28 Families seen in 2023

Food Pantry

Families continued to identify food insecurity as an issue they were facing in 2023. WDPH continued to partner with the Bread Basket, a local food pantry, to ensure families participating in our programs had a resource for food, personal essential products, and other necessities on the first Friday of each month before the food pantry opened to the public. During that time, families were able to come and meet with health department staff and get connected to resources while getting the things they needed for their family. By holding these private events, families were able to get comfortable using the food pantry and come on their own once a week to ensure they had food security.

With transportation as a barrier for some families, WDPH staff worked to put together food boxes to be delivered to families. Boxes were packed with fruits, veggies, meats, and items that families could put together to make multiple simple meals. WDPH staff delivered boxes of food to 12-18 families each month.

12

Food Pantries held

295

Families served

1,232

Individuals served

164

Boxes delivered



Financial Comparison

Watertown Department of Public Health Financial Information 2021 to 2023			
Revenue	2021	2022	2023
Maternal & Child Health Grant	\$ 10,836.00	\$ 10,454.00	\$ 10,445.00
Prevention Block Grant	\$ 8,020.00	\$ 8,000.00	\$ 8,018.00
Family Preservation Grant	\$ 26,126.50	\$ 26,063.00	\$ 24,439.00
Immunization Grant	\$ 6,689.00	\$ 7,461.00	\$ 7,393.00
Car Seat donation	\$ 10,000.00	\$ (10,000.00)	\$ -
Credit			
Emergency Preparedness Grant		\$ 33,967.00	\$ 72,098.00
Radon Grant	\$ 8,619.00	\$ 2,547.00	\$ 10,475.00
Childhood Lead Grant	\$ 5,228.00	\$ 2,539.00	\$ 5,932.00
Health Prevention			\$ 1,705.00
COVID -19 - Tracing/Monitor grant	\$ 147,765.00	\$ 139,171.00	\$ 27,694.00
EH - COVID-19			
Workforce / COVID-19			\$ 12,463.00
ARPA / COVID-19			\$ 23,362.00
Communicable Disease	\$ 3,600.00	\$ 3,600.00	\$ 3,600.00
Seal A Smile Grant & Donations		\$ 3,954.87	\$ 6,427.25
Fees for Service			
Title 18 (Medicare)	\$ 906.63	\$ 1,391.70	\$ 744.83
Title 19 (HealthCheck/PNCC)	\$ 263.06	\$ 3,387.05	\$ 12,391.96
Seal A Smile MA	\$ 1,213.88	\$ 12,962.57	\$ 12,104.80
Jefferson Cty Consortium	\$ 32,082.00	\$ 34,998.00	\$ 35,000.00
Environmental Health Fees/Interest	\$ 64,120.89	\$ 49,669.00	\$ 40,682.57
Dept of Ag	\$ 261,487.00	\$ 288,588.00	\$ 304,277.00
Agent Program / DSPS/Body Art	\$ 1,541.00	\$ 1,218.00	\$ 1,401.00
Transient Well Water Program	\$ 51,078.00	\$ 55,181.00	\$ 55,833.75
Emergency Preparedness Consortium	\$ 58,508.71	\$ 112,692.00	
General Health Revenue	\$ 4,509.52	\$ 4,950.26	\$ 6,375.16
Total Revenue	\$ 702,594.19	\$ 792,794.45	\$ 682,862.32
Expenses			
Environmental Carry Over	\$ 23,775.06	\$ 7,449.25	\$ (18,235.75)
Emergency Prep/Pandemic Carry Over	\$ (51,797.28)	\$ 30,343.19	\$ (21,995.81)
Seal A Smile Carry Over	\$ (378.22)	\$ 5,023.80	\$ 7,544.56
Emergency Prep Coordinator Salary	\$ 13,935.19	\$ 30,991.65	\$ 33,141.31
Contracted Salary/SAS Hygienist & Dental Asst.		\$ 3,847.50	\$ 3,300.50
Personnel	\$ 845,707.95	\$ 858,908.53	\$ 873,733.00
General Supplies	\$ 95,859.07	\$ 123,084.11	\$ 161,188.27
Total Expenses	\$ 927,101.77	\$ 1,059,648.03	\$ 1,038,676.08
City Tax Contribution	\$ (224,507.58)	\$ (266,853.58)	\$ (355,813.76)
** The numbers provided are unaudited as of 2/8/2024			

Public Health is Everywhere!



During National Public Health Week, WDPH honors our COVID response limited term employees for their dedication and hard work during the COVID-19 pandemic with our Public Health Partner Award for 2023. Recipients: Lisa Sweet, Vilma Staude, Linda Hensler, Patti Wetzel, Becky Fischer and Taniella Carroll.



Staff wearing red for Wear Red Day 2023!



WPHA Julia Stanley and Emily Dieringer met with Laci Cummings, Carol Quest and Holly Hisel to celebrate Public Health Week.



Holly Hisel was the September winner of the Orange Light Award. The Orange Light Award is circulated among the City of Watertown staff members. It is presented to an individual for being a “beacon of light” in the City of Watertown organization.



Elizabeth Birnschein and Laci Cummings sharing Sun Safety out at Lights and Sirens, July 2023.



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

TO: COMMON COUNCIL
FROM: Megan Dunneisen, City Clerk
April 1, 2024

I would appreciate your consideration of the following appointments of Election Inspectors for the term to expire December 31, 2025:

Robert Kugel, Tina Krueger, Victoria Lasko, Erika Guilar, Christina Kamrath, Crystal Kangas, Dale Schauer, Mary Stark, Barbara Seamandel.

Thank you for your consideration.

Sincerely,

Megan Dunneisen, City Clerk

PAYROLL SUMMARIES

For the Period of: 3/6/2024 3/19/2024

<i>Section 9, Item A.</i>

Department	Employees		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
	FT	PT						
Police	51	2	3,983.94	150.50	7,733.53	40,902.68	114,000.00	153,192.52
Fire	26	2	3,016.00	152.00	5,748.47	21,105.57	150,000.00	89,022.92
Municipal Court	1	1	100.00	-	-	-	-	3,102.48
Mayor	1	-	80.00	-	-	-	-	3,425.85
Bldg. Inspection	3	3	268.00	-	-	-	1,000.00	9,170.66
Attorney	2	1	220.00	-	-	-	-	7,682.20
Finance	6	-	480.00	-	-	392.92	1,500.00	14,957.60
Watertown TV	2	1	175.00	-	-	-	-	4,552.30
Administration	3	2	316.00	-	-	-	-	10,216.27
Engineering	4	1	396.00	-	-	-	-	9,250.48
Health	9	2	778.75	-	-	-	10,500.00	25,954.26
Library	8	15	1,122.75	-	-	8.72	-	25,725.40
Municipal Building	1	-	80.00	0.50	17.43	461.91	1,000.00	1,876.63
Solid Waste	7	-	560.00	-	-	423.16	3,000.00	13,587.41
Street	23	1	1,845.00	7.50	-	9,291.13	39,200.00	56,092.94
Park	8	-	640.00	4.00	146.28	1,300.96	18,000.00	16,655.89
Forestry	1	-	80.00	-	-	-	-	2,476.80
Park/Rec Admin	6	1	516.00	-	-	-	400.00	15,093.34
Recreation and Pools	-	25	136.00	-	-	-	500.00	2,021.99
Wastewater	11	-	880.00	13.75	580.02	3,293.93	18,000.00	25,981.22
Water Dept.	11	-	872.00	7.50	314.72	2,276.45	23,500.00	27,760.97
Crossing Guards	-	10	140.00	-	-	-	-	1,575.00
Police Auxiliary	-	9	56.00	-	-	-	-	886.44
Alderspersons (2nd PR)	-	9	9.00	-	-	-	-	4,666.68
TOTALS	184 FT	85 PT	16,750.44	335.75	14,540.45	79,457.43	380,600.00	524,928.25

**ORDINANCE TO
AMEND CHAPTER 428 PUBLIC EVENTS, ARTICLE II SPECIAL
EVENTS LICENSE, SECTIONS 428-8C.(1), 428-8C. (1)(e)[1], 428-8D. AND
428-8E., OUTDOOR OPEN CONTAINER ENTERTAINMENT EVENT
PERMIT OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALD. DANA DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

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

SECTION 1. Section 428-8C.(1) is hereby amended to read and include as follows:

- C. Application.
 - (1) Application for the outdoor open container entertainment event shall comply with the requirements of § 428-7F, and in addition the application shall contain and disclose:

SECTION 2. Section 428-8C.(1)(e)[1] is hereby amended to read and include as follows:

- (e) Public entertainment. A detailed description of all public entertainment associated with the event.

[1] Shall comply with Chapter 398, Article 1, Park Regulations, § 398-7C.

SECTION 3. Section 428-8D. is hereby amended to read and include as follows:

- D. Certificate of Insurance. See § 428-7H of this chapter.

SECTION 4. Section 428-8E. is hereby amended to read and include as follows:

- E. Indemnity. See § 428-7G of this chapter.

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 6. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	<i>First meeting date</i>		<i>Second meeting date</i>	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
<i>TOTAL</i>				

ADOPTED April 1, 2024

CITY CLERK

APPROVED April 1, 2024

MAYOR

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

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

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

SECTION 1.

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

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

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

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

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

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

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

ADOPTED: April 1, 2024

CITY CLERK

APPROVED: April 1, 2024

MAYOR

**AN ORDINANCE
TO AMEND CHAPTER 550: ZONING CODE, THROUGH THE REMOVAL &
ADDITION OF LANGUAGE TO SECTIONS § 550-25F(1)(a)[2], § 550-25F(2)(b), §
550-25F(2)(c), § 550-32C(2), § 550-33C(2), § 550-15, and § 550-126A**

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

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

SECTION 1. § 550-25F(1)(a)[2] is amended to read:

* * *
[2] Maximum gross density (MGD): 6.00 du/acre. Except Twin Homes: Maximum
gross density (MGD): 8.00 du/acre.
* * *

SECTION 2. § 550-25F(2)(b) is amended to read:

* * *
(b) Minimum lot width: 85 feet ~~unless Principal Land Use is a Twin Home. Twin-
Home Minimum Lot width: 50 feet.~~ Except Twin Homes - Minimum lot width: 42.5ft.
* * *

SECTION 3. § 550-25F(2)(c) is amended to read:

* * *
(c) Minimum street frontage: 50 feet. Except Twin Homes - Minimum Street frontage:
42.5ft.
* * *

SECTION 4. § 550-32C(2)(f) is created to read:

* * *
(f) Outdoor commercial entertainment incidental to indoor commercial entertainment.
* * *

SECTION 5. § 550-33C(2)(f) is created to read:

* * *
(f) Outdoor commercial entertainment incidental to indoor commercial entertainment.
* * *

SECTION 6. The definition of “Yard, Street Side” is added to § 550-15 to read:

* * *
YARD, STREET SIDE

A yard extending along the full width of the street side lot line between the front yard and the rear lot line having a width as specified in the yard regulations for the district in which such lot is located.

* * *

SECTION 6. § 550-126A is amended to read:

* * *

A. No person shall store firewood in the front yard or street side yard on residentially zoned property, except that firewood may be temporarily stored in the front yard or street side yard for a period of 30 days from the date of its delivery.

* * *

SECTION 7. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 8. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	April 1, 2024		April 16, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED _____

CITY CLERK/TREASURER

APPROVED _____

MAYOR

**RESOLUTION
SUPPORTING SUBMITTAL OF STP LOCAL FUNDING APPLICATION –
BOOMER STREET, SOUTH ROAD**

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

WHEREAS, It is in the best interest of the City of Watertown to maintain public infrastructure; and,

WHEREAS, The City of Watertown intends to reconstruct Boomer Street and South Road between S. Twelfth Street and the southern City limits which is a truck route; and,

WHEREAS, The City of Watertown recognizes that submission for the Wisconsin Department of Transportation (WisDOT) Surface Transportation Program (STP) Local application as presented and described by the City of Watertown Engineering Division to be further beneficial and consistent with advancing community efforts; and,

WHEREAS, The WisDOT STP Local program provides funding of up to \$500,000 of eligible reconstruction costs; and,

WHEREAS, The City of Watertown will commit to provide applicable matching funds to eligible construction costs, and will provide funding for one hundred percent of non-eligible reconstruction costs, design fees, and inspection fees. Funding for said project will be requested in appropriate budget cycles.

**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 submit and accept the above-described funding application upon the foregoing purposes and objectives and subject to the required contributions and amounts that will satisfy the funding award match criteria.

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

ADOPTED April 1, 2024

CITY CLERK

APPROVED April 1, 2024

MAYOR

**RESOLUTION TO
SUPPORT TARGETED RUNOFF MANAGEMENT GRANT FUNDING
FOR SHORELINE STABLIZATION AT FANNIE LEWIS PARK**

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

WHEREAS, The City of Watertown is interested in acquiring A Targeted Runoff Management Grant from the Wisconsin Department of Natural Resources (WDNR) for the purpose of implementing measures to control urban storm water runoff pollution sources, pursuant to ss. 281.65 or 281.66, wis. Stats., and chs. NR 151, 153, and 155; and,

WHEREAS, a cost-sharing grant is available to assist in the funding to install riprap and native plantings to minimize erosion along the Rock River shoreline; and,

WHEREAS, the Wisconsin Department of Natural Resources cost share for the project may not exceed 70 percent of eligible costs, and is capped at \$225,000; and,

WHEREAS, cost estimates based on similar previous projects have estimated that eligible costs will be approximately \$162,776; and,

WHEREAS, if the City is awarded a WDNR Targeted Runoff Management Grant for shoreline stabilization along the Rock River, the WDNR cost share will be \$113,943 and the City’s cost share will be approximately \$48,833; and,

WHEREAS, the City of Watertown Engineering Department and Storm Water Utility will request funds from Account #16-58-16-60 Stormwater Utility Capital Outlay be appropriated for the City of Watertown’s cost-share portion for the Targeted Runoff Management Grant.

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

The Common Council of the City of Watertown hereby authorizes the Mayor to act on the behalf of the City of Watertown as the authorized responsible governmental official, to sign and submit an application to the State of Wisconsin Department of Natural Resources for any financial aid that may be available, sign a grant agreement between the City of Watertown and the Wisconsin Department of Natural Resources, appropriate Stormwater Water Utility Account #16-58-16-60 Capital Outlay for the cost-share portion, sign and submit reimbursement claims along with necessary supporting documents, sign and submit interim and final reports and documents, sign and submit an Environmental Hazards Assessment Form if applicable, take necessary action to undertake, direct and complete the approved project; and that the City of Watertown shall comply with all state and federal laws, regulations and permit requirements pertaining to implementation of this project and to fulfillment of the grant document provisions.

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

ADOPTED April 1, 2024

CITY CLERK

APPROVED April 1, 2024

MAYOR