



## COMMON COUNCIL MEETING AGENDA

TUESDAY, JANUARY 02, 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 December 19, 2023

**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. PUBLIC HEARING**

[A.](#) Amend section § 550-53D Junkyard or Salvage Yard to allow the Plan Commission to adjust setbacks through a Conditional Use Permit

**7. REPORTS**

[A.](#) Plan Commission Minutes from December 11, 2023

**8. NEW BUSINESS**

[A.](#) Review and take action: Committee Appointments

**9. ACCOUNTS PAYABLE**

[A.](#) Accounts Payable

**10. MISCELLANEOUS BUSINESS**

[A.](#) Payroll Summary - November 29, 2023 through December 12, 2023

**11. ORDINANCES**

[A.](#) Ord. 24-01 - Amend Chapter 76, Article II, Section 76-13 of the City of Watertown General Ordinances - Increase room tax (Sponsor: Mayor McFarland From: Finance)

**12. RESOLUTIONS**

[A.](#) Exh. 9573 - Resolution to recognize the retirement of Waste/Water Building and Grounds Supervisor Jeffrey DeWitt (Sponsor: Mayor McFarland)

[B.](#) Exh. 9574 - Resolution to enter into an Intergovernmental Agreement between Jefferson County and the City of Watertown regarding Geographic Information System (GIS) Services (Sponsor: Mayor McFarland From: Finance Committee)

[C.](#) Exh. 9575 - Resolution Petitioning the Secretary of Transportation for Airport Improvement Aid (Sponsor: Ald. Wetzel From: Airport Commission)

**13. 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.*

#### **14. ADJOURNMENT**

*Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email [mdunneisen@watertownwi.gov](mailto: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 December 19, 2023**

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, December 19, 2023. This meeting was open for attendance in the council chambers as well as virtually.

### **ROLL CALL**

Roll call indicated the following Alderpersons present: Ald. Davis, Lampe, Board, Bartz, Blanke, Smith, Schmid, Wetzel and Moldenhauer. City staff present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesch, Deputy Fire Chief Rauterberg, Police Chief David Brower, Finance Director Mark Stevens, Assistant Engineer 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, December 5, 2023. There being none, minutes were accepted as presented.

### **COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

Lance Dopke of 803 Cheyenne Circle spoke about his concern of drone usage in the city. Ian Pilak of 208 S. 8<sup>th</sup> Street (virtual) spoke about remote access to meetings.

### **REPORTS**

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

The following reports were received and filed: Police and Fire Commission minutes from October 9, 2023, Plan Commission minutes from October 23, 2023, Licensing Board minutes from November 8, 2023, Tourism minutes from November 9, 2023, Plan Commission minutes from November 13, 2023, Finance Committee minutes from November 13, 2023, Police and Fire Commission minutes from November 13, 2023, Library Board of Trustees minutes from November 14, 2023, Plan Commission minutes from November 27, 2023, Finance Committee minutes from November 27, 2023, RDA minutes from November 29, 2023, Public Safety minutes from December 6, 2023, Public Works minutes from December 12, 2023, Tourism minutes from December 14, 2023

### **COMMUNICATIONS & RECOMMENDATIONS**

Mayor McFarland gave recognition to Mindy Fry with the Police Department for five years.

The Watertown Fire Department Monthly Report for November and the City-Wide Flood Control Master Plan was presented.

### **NEW BUSINESS**

Ald. Lampe moved to approve Kerry Kneser to the Library Board serving first partial term ending July 2026 – replacing Mariela Rodriguez, seconded by Ald. Board, and carried by unanimous voice vote.

### **ACCOUNTS PAYABLE**

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

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

**MISCELLANEOUS BUSINESS**

Payroll Summary - November 15, 2023 through November 28, 2023 and Cash and Investments - November 30, 2023 were presented.

**LICENSES:**

Ald. Smith moved to approve the application for a "Class A" Malt and Liquor License from Liberty Square Gas Station Inc DBA Refuel Pantry - Watertown (Lakhbir, Singh, Agent) located at 1429 E. Main Street with conditions of applicant providing documentation of rights to the property, all necessary inspections approved, and surrender of the current liquor license issued to this address, seconded by Ald. Blanke and carried by unanimous voice vote.

Ald. Smith moved to approve the application for Temporary Class "B" License from Watertown Riverfest Inc. for Watertown Riverfest located at 812 Labaree St. (Riverside Park) on August 8 through August 11, 2024, seconded by Ald. Bartz and carried by voice vote with Ald. Lampe Abstaining.

Ald. Smith moved to approve the application for an operator's license from Karisa Fendt, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

**ORDINANCES**

Ord. 23-26 - Repeal and recreate Chapter 545, Subdivision of Land, of the City of Watertown General Ordinances (Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading). Ald. Blanke moved for adoption of ordinance 23-26 on its 2nd reading, seconded by Ald. Board and carried by roll call vote: Yes-9; No-0; Abstain-0.

**RESOLUTIONS**

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

Exh. 9565 - Resolution to recognize the retirement of Director of Public Works, Jaynellen Holloway (Sponsor: Mayor McFarland). Ald. Board moved to adopt resolution 9565, seconded by Ald. Wetzel and carried by unanimous voice vote.

Exh. 9566 - Resolution to Enter into the 2024-2025 Agreement between the City of Watertown and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC (Sponsor: Mayor McFarland From: Finance Committee). Ald. Lampe moved to adopt resolution 9566, seconded by Ald. Davis and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9567 - Resolution to approve State Municipal Financial Agreement Revision #2 for Reconstruction of Cole Memorial Bridge (Sponsor: Mayor McFarland From: Finance Committee). Ald. Davis moved to adopt resolution 9567, seconded by Ald. Board and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9568 - Resolution to Enter into a Lease for an Airport Hangar Located at 1748 River Drive, PIN: 291-0815-0931-001 (Sponsor: Mayor McFarland From: Plan Commission). Ald. Wetzel moved to adopt resolution 9568, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

Exh. 9569- Resolution to Enter into a Lease for an Airport Hangar Located at 1753-A River Drive, PIN: 291-0815-0931-001 (Sponsor: Mayor McFarland From: Plan Commission). Ald. Bartz moved to adopt resolution 9569, seconded by Ald. Blanke and carried by unanimous voice vote.

Exh. 9570 - Payroll Resolution for 2024 (Sponsor: Mayor McFarland From: Finance). Ald. Smith moved to adopt resolution 9570, seconded by Ald. Moldenhauer and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9571- Resolution to Amend 2023 Fund 01 Budget (Sponsor: Mayor McFarland From: Finance Committee). Ald. Moldenhauer moved to adopt resolution 9571, seconded by Ald. Smith and carried by roll call vote: Yes-9; No-0; Abstain-0.

Exh. 9572 - Resolution to add Employee Driver Policy to the City Employee Handbook (Sponsor: Mayor McFarland From: Finance). Ald. Board moved to adopt resolution 9572, seconded by Ald. Lampe. Ald. Board made a motion to amend to include the wording *Any potential citations issued to the operator are the responsibility of the operator* into section 3. B. of the policy, seconded by Ald. Moldenhauer and carried by unanimous voice vote. Motion carried by unanimous voice vote.

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

No comments were received.

### **ADJOURNMENT**

There being no further business to come before the Council at this time, Ald. Schmid moved to adjourn, seconded by Ald. Moldenhauer, and carried by voice vote at 7:43 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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

## NOTICE OF PUBLIC HEARING

Section 6, Item A.

In compliance with Wis. Admin. § NR 116.05(4) & Wis. Admin. § NR 116.21(6), notice is hereby given by the Common Council of the City of Watertown, Wisconsin, that a public hearing will be held on the 2<sup>nd</sup> day of January 2024 in the Council Chambers of the Municipal Building, 106 Jones Street, Watertown, Wisconsin at 7:00 P.M., or shortly thereafter, for the amending of Chapter 550, Zoning Code. The proposed amendments will be as follows:

§ 550-53D Junkyard or Salvage Yard: The current zoning code regarding Junkyard or Salvage Yards requires a 100-foot setback for all buildings, structures, outdoor storage areas, and other activity areas from all property lines. This proposed text amendment would allow the Plan Commission to adjust that setback through a Conditional Use Permit (CUP) subject to the proposed regulations.

A copy of the proposed amendments are on file at the City Clerk's Office for review 8:00 a.m. to 4:30 p.m., Monday through Friday.

All persons wishing to be heard are invited to be present. Written comments may be submitted to City Clerk Megan Dunneisen, 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN  
Brian Zirbes  
Zoning & Floodplain Administrator

BZ/nmz

PUBLISH:

December 22, 2023  
and  
December 29, 2023

(BLOCK AD)

**Amendment - § 550-53D to read:****§ 550-53D Junkyard or Salvage Yard**

Junkyard or salvage yard. Description: Junkyard or salvage yard facilities are any land or structure used for a salvaging operation, including but not limited to the aboveground outdoor storage and/or sale of wastepaper, rags, scrap metal, and any other discarded materials intended for sale or recycling, and/or the collection, dismantlement, storage or salvage of two or more unlicensed and/or inoperative vehicles. Recycling facilities involving on-site outdoor storage of salvage materials are included in this land use.

**(1) Regulations.**

**(a)** Facility shall provide a bufferyard with a minimum opacity of 1.00 along all property borders abutting residentially zoned property (see § **550-99**).

**(b)** All buildings, structures, outdoor storage areas, and any other activity areas shall be located a minimum of 100 feet from all lot lines. Adjustments to the required 100-foot setback for buildings, structures, outdoor storage areas, or any other activity areas from all property lines may be approved by the Plan Commission through a Conditional Use Permit (CUP) subject to the following:

[1] The applicant can demonstrate, to the satisfaction of the Plan Commission, that the proposed setback adjustment will not create undesirable impacts on nearby properties, the environment, or the community as a whole.

[2] The use of the property as a junkyard or salvage yard is consistent with the City of Watertown Comprehensive Plan.

**(c)** In no instance shall activity areas be located within a required frontage landscaping or bufferyard areas.

**(d)** Shall not involve the storage, handling or collection of hazardous materials, including any of the materials listed in § **550-122**.

**(2)** Parking requirements. One space for every 20,000 square feet of gross storage area, plus one space for each employee on the largest work shift.

**PLAN COMMISSION  
MINUTES  
December 11, 2023**

Section 7, Item A.

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

**The following members were present:** Mayor McFarland, Alderman Blanke (4:33pm), Konz, Krueger (virtual), Lampe, Talaga, Zirbes

**Also in attendance:** Mason Becker, Jon Gehlee of Ebenezer Church

**1. Call to order (4:31pm)**

**2. Approval of Minutes**

**A. Plan Commission minutes November 13, 2023**

Motion to approve was made by Konz and seconded by Lampe, passed on unanimous voice vote.

**B. Plan Commission minutes November 27, 2023**

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

**3. Business**

**A. Review and Take Action: N8095 High Road – Extraterritorial Certified Survey Map (CSM)**

Review request for a CSM for N8095 High Road for the purpose of combining two lots for expansion of their cemetery.

Motion was made by Lampe and seconded by Talaga to approve the CSM with the condition to add the airport approach protection zone elevation in the notes, passed on a unanimous voice vote.

**B. Review and Discuss: Potential sale of city-owned land and a grant application**

Mason Becker was present to inform the Commission that there is interest to purchase the currently vacant buildings at 761 Milford St. This was primarily informational with the intent to gauge the interest to sell.

All materials discussed at this meeting can be found at:

<https://cms4files.revize.com/watertownwi/December%2011,%202023%20Plan%20Commission%20Meeting%20Packet.pdf>

**4. Adjournment**

Motion to adjourn was made by Lampe and seconded by Talaga and passed on a unanimous voice vote.  
(4:40pm)

Respectfully Submitted,

Alderman Brad Blanke



TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

**Historic Preservation**

Michael Trego - serving first three-year term ending January 2027

Tim Little - serving first three-year term ending January 2027

Jill Nadeau – serving third three-year term ending January 2027

**Health Board**

Andrea Truke - serving second three-year term ending January 2027

Dr. Donene Rowe - serving second three-year term ending January 2027

**Historic Preservation and Downtown Design Commission**

Jaynellen Holloway – serving first three-year term ending January 2027 (replacing Melissa Lampe)

Thank you for your consideration.

Sincerely,



Emily McFarland  
Mayor

## Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 01/02/2023,01/02/2024

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>ALSCO INC</b>						
1512	ALSCO INC	IMIL1973269	MATT SERVICE AT CITY HALL	12/15/2023	93.05	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1973269	COVERALL/TOWEL SERVICE	12/15/2023	82.94	17-58-17-18 SUPPLIES
1512	ALSCO INC	IMIL1973269	COVERALL/MATT SERVICE	12/15/2023	189.73	17-58-17-18 SUPPLIES
Total 1512:					365.72	
<b>APPLICANTPRO</b>						
552738	APPLICANTPRO	258113	APPLICANT PRO ANNUAL SUBS	12/02/2023	3,185.00	01-51-60-20 COMPUTER SUPPLIES/S
Total 552738:					3,185.00	
<b>BADGER WELDING SUPPLIES INC</b>						
2043	BADGER WELDING SUPPLIES I	3802577	OXYGEN FIRE	12/20/2023	74.80	01-52-31-54 EMS SUPPLIES
Total 2043:					74.80	
<b>BUSS ELECTRICAL CONTRACTING LLC</b>						
2963	BUSS ELECTRICAL CONTRACTI	5124	CHURCH ST BRIDGE TO BOOM	12/13/2023	250.00	01-54-42-20 REPAIRS
Total 2963:					250.00	
<b>BYTEC RESOURCE MANAGEMENT INC</b>						
2998	BYTEC RESOURCE MANAGEM	21286	DIGESTOR CLEANING - WW	11/30/2023	25,757.50	02-85-00-20 OUTSIDE SERVICES EM
Total 2998:					25,757.50	
<b>CENTURYLINK</b>						
3301	CENTURYLINK	668334236	PHONE SERVICE - LONG DISTA	12/01/2023	5.96	01-51-71-32 TELEPHONE
Total 3301:					5.96	
<b>CORPORATE BUSINESS SYSTEMS</b>						
3793	CORPORATE BUSINESS SYSTE	35505927	COPIER LEASE FEE	12/14/2023	914.37	01-52-31-44 OFFICE SUPPLIES
Total 3793:					914.37	
<b>CORRE INC</b>						
27133	CORRE INC	11871	BRIDGE INSPECTIONS 2023	12/19/2023	3,850.00	05-58-11-40 BRIDGES
Total 27133:					3,850.00	
<b>CTACCESS INC</b>						
3674	CTACCESS INC	112723	LASERFICHE SUPPORT	11/27/2023	4,250.00	01-51-40-26 MAINTENANCE CONTRA
Total 3674:					4,250.00	
<b>DAVES TURF AND MARINE</b>						
4110	DAVES TURF AND MARINE	120071	CLUTCH ASS'Y FORESTRY	12/01/2023	240.33	01-56-11-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 4110:					240.33	
<b>DBT TRANSPORTATION SERVICES LLC</b>						
553623	DBT TRANSPORTATION SERVI	2552662	ANNUAL NAVAIDS MAINTENAN	12/03/2023	3,500.00	01-54-53-38 NAVIGATIONAL AIDS
Total 553623:					3,500.00	
<b>DEPT OF ADMINISTRATION</b>						
4268	DEPT OF ADMINISTRATION	505-00000870	JOB ANNOUNCEMENT DPW PU	12/13/2023	175.00	01-54-10-18 SUPPLIES & EXPENSE
Total 4268:					175.00	
<b>EMILY MCFARLAND</b>						
13218	EMILY MCFARLAND	121423	MILEAGE REIMBURSEMENT-MA	12/14/2023	55.02	01-51-31-24 TRAVEL
Total 13218:					55.02	
<b>FIRE SERVICE INC</b>						
6371	FIRE SERVICE INC	WI-10864	TRUCK 71 ELECTRICAL REPAIR	12/19/2023	2,551.85	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					2,551.85	
<b>FOREST LANDSCAPING &amp; CONSTRUCTION INC</b>						
6647	FOREST LANDSCAPING & CON	5364-23-01 PR	5364-23-01 4TH ST WTRMN IMP	12/20/2023	49,812.70	03-99-99-99 CAPITAL OUTLAY
Total 6647:					49,812.70	
<b>GAMETIME</b>						
7110	GAMETIME	PJI-0223290	WASHINGTON PARK SLIDE	11/20/2023	1,343.98	05-58-11-20 PARK EXPANSION
Total 7110:					1,343.98	
<b>GENERAL COMMUNICATIONS INC</b>						
7210	GENERAL COMMUNICATIONS I	240461	ADD FIRETALK TO DISPATCH C	12/18/2023	10,240.39	24-52-31-60 FIRE DEPT CAPITAL OUT
Total 7210:					10,240.39	
<b>GOOCH THERMAL SYSTEMS INC</b>						
555123	GOOCH THERMAL SYSTEMS IN	6397	RPLC SPIRAL HEAT EXCHANGE	12/21/2023	46,750.00	02-97-30-12 REPAIR OR REPLACE
Total 555123:					46,750.00	
<b>GRAEF</b>						
554795	GRAEF	0129984	2024 STREET & UTILITY PROFE	12/01/2023	7,089.36	02-97-30-11 SEWER REHABILITATION
554795	GRAEF	0129984	2024 STREET & UTILITY PROFE	12/01/2023	7,089.37	03-99-99-99 CAPITAL OUTLAY
554795	GRAEF	0129984	2024 STREET & UTILITY PROFE	12/01/2023	7,089.37	16-58-16-60 CAPITAL OUTLAY
554795	GRAEF	0129984	2024 STREET & UTILITY PROFE	12/01/2023	7,089.37	05-58-11-69 STREETS
Total 554795:					28,357.47	
554795	GRAEF	0129986	2026 STREET & UTILITY PROFE	12/01/2023	2,259.78	02-97-30-11 SEWER REHABILITATION
554795	GRAEF	0129986	2026 STREET & UTILITY PROFE	12/01/2023	2,259.78	03-99-99-99 CAPITAL OUTLAY
554795	GRAEF	0129986	2026 STREET & UTILITY PROFE	12/01/2023	2,259.77	16-58-16-60 CAPITAL OUTLAY
554795	GRAEF	0129986	2026 STREET & UTILITY PROFE	12/01/2023	2,259.77	05-58-11-69 STREETS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 554795:					9,039.10	
<b>GRINWALD FORD INC</b>						
7675	GRINWALD FORD INC	0017676	2024 F250 VIN 1FT7W2BN8REC	12/19/2023	54,154.14	03-99-99-98 CAPITAL OUTLAY ITEMS
Total 7675:					54,154.14	
7675	GRINWALD FORD INC	0017677	2024 F250 VIN 1FT7W2BNXREC	12/19/2023	41,754.14	02-97-30-00 CAPITAL OUTLAY
Total 7675:					41,754.14	
<b>INSIGHT FS</b>						
9415	INSIGHT FS	37027287	SIGN SHOP HEAT FUEL	12/15/2023	383.01	01-54-12-28 FUEL
Total 9415:					383.01	
<b>INTERSTATE PUMP &amp; TANK INC</b>						
9494	INTERSTATE PUMP & TANK INC	15316	ANNUAL AST TANK INSP-STRE	12/14/2023	1,100.00	01-54-11-40 GASOLINE
Total 9494:					1,100.00	
<b>J&amp;L ENGRAVING</b>						
10016	J&L ENGRAVING	3251	PASSPORT TAGS STEGGALL AI	12/17/2023	12.25	24-58-11-05 FIRE 2% DUES
Total 10016:					12.25	
<b>J&amp;L TIRE INC</b>						
10009	J&L TIRE INC	369239	TUBES - TWO BOXES	12/14/2023	178.00	16-58-16-23 TIRES/TIRE REPAIR
Total 10009:					178.00	
<b>JF AHERN CO</b>						
1375	JF AHERN CO	6996-001	FIRE ALARM DESIGN - WW	12/15/2023	21,000.00	02-97-30-12 REPAIR OR REPLACE
Total 1375:					21,000.00	
<b>JOHNSON CONTROLS</b>						
10500	JOHNSON CONTROLS	1-1316602962	SERVICE AGREEMENT - WW	12/17/2023	1,375.00	02-85-00-20 OUTSIDE SERVICES EM
Total 10500:					1,375.00	
<b>KILLPEST</b>						
27364	KILLPEST	110123	PEST CONTROL	11/01/2023	480.00	01-54-53-18 SUPPLIES & EXPENSE
Total 27364:					480.00	
<b>KIMBALL MIDWEST</b>						
11383	KIMBALL MIDWEST	101725146	MISC SHOP SUPPLIES	12/13/2023	498.56	01-54-11-20 REPAIRS
Total 11383:					498.56	
11383	KIMBALL MIDWEST	101729231	MISC SHOP SUPPLIES	12/13/2023	60.00	01-54-41-18 SUPPLIES & EXPENSE
Total 11383:					60.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>LAKESIDE INTERNATIONAL TRUCKS</b>						
12048	LAKESIDE INTERNATIONAL TR	5181202PX2	AIR FILTERS VEH #23	12/18/2023	119.15	01-54-11-20 REPAIRS
Total 12048:					119.15	
12048	LAKESIDE INTERNATIONAL TR	5181269P	SENSOR AND TANK VEH #50	12/13/2023	580.41	01-54-11-20 REPAIRS
Total 12048:					580.41	
12048	LAKESIDE INTERNATIONAL TR	5181285P	TURBO CHARGER FOR VEH #5	12/12/2023	3,724.38	01-54-11-20 REPAIRS
Total 12048:					3,724.38	
12048	LAKESIDE INTERNATIONAL TR	5181383P	ORINGS FOR VEH #50	12/14/2023	82.95	01-54-11-20 REPAIRS
Total 12048:					82.95	
12048	LAKESIDE INTERNATIONAL TR	CM5180481P	CORE RETURN	12/19/2023	22.61-	01-54-11-20 REPAIRS
Total 12048:					22.61-	
12048	LAKESIDE INTERNATIONAL TR	CM5181285P	VORE RETURN VEH #50	12/15/2023	532.00-	01-54-11-20 REPAIRS
Total 12048:					532.00-	
<b>LEAGUE OF WI MUNICIPALITIES</b>						
12276	LEAGUE OF WI MUNICIPALITIE	10538 - 2024	ANNUAL MEMBERSHIP DUES	11/17/2023	7,442.30	01-51-11-22 DUES, FEES & SUBS
Total 12276:					7,442.30	
<b>MARK FALTERSACK</b>						
6072	MARK FALTERSACK	121823	SAFETY BOOTS REIMBURSEM	12/18/2023	94.99	01-55-41-59 SAFETY EQUIPMENT
Total 6072:					94.99	
<b>MARK PITTERLE</b>						
16440	MARK PITTERLE	12132023	SAFETY BOOT REIMBURSEME	12/13/2023	100.00	16-58-16-41 SAFETY EQUIPMENT
Total 16440:					100.00	
<b>MEAD AND HUNT INC</b>						
554744	MEAD AND HUNT INC	359446	PROJ R4667475-231187.01 MAS	12/15/2023	419.85	05-58-11-40 BRIDGES
Total 554744:					419.85	
<b>MENARDS INC</b>						
13384	MENARDS INC	63492	FLANGE, GYPSUM, STUDS	12/18/2023	159.65	01-55-20-60 CAPITAL OUTLAY
13384	MENARDS INC	63492	FLANGE, GYPSUM, STUDS	12/18/2023	31.41	24-55-41-20 ARPA Parks Repairs & Upg
Total 13384:					191.06	
<b>MORaine PARK TECHNICAL COLLEGE</b>						
13695	MORaine PARK TECHNICAL CO	S0094047	BRAUNSCHWEIG TUITION FIRE	12/19/2023	28.54	01-52-31-48 TRAINING TUITION
Total 13695:					28.54	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>MULCAHY SHAW WATER INC</b>						
13870	MULCAHY SHAW WATER INC	325586	TUBE(4)-CTP CL2 ANALYZERS -	12/21/2023	432.25	03-64-52-18 SUPPLIES-MAINT.TREAT
Total 13870:					432.25	
13870	MULCAHY SHAW WATER INC	325587	DE-WATERING PUMP #2 - WW	12/21/2023	21,996.61	02-97-30-12 REPAIR OR REPLACE
Total 13870:					21,996.61	
<b>NAPA AUTO PARTS-WATERTOWN</b>						
14085	NAPA AUTO PARTS-WATERTOW	113023	SVC CHARGE ON PARTS	11/30/2023	2.86	01-54-11-20 REPAIRS
Total 14085:					2.86	
14085	NAPA AUTO PARTS-WATERTOW	297002	SWITCHES	10/24/2023	143.04	01-54-11-20 REPAIRS
Total 14085:					143.04	
14085	NAPA AUTO PARTS-WATERTOW	297909	STOCK ADAPTERS	11/08/2023	72.84	01-54-11-20 REPAIRS
Total 14085:					72.84	
14085	NAPA AUTO PARTS-WATERTOW	298917	BATTERY AND CORE RETURNS	11/28/2023	50.38	01-54-11-20 REPAIRS
Total 14085:					50.38	
14085	NAPA AUTO PARTS-WATERTOW	299868	SHOP SUPPLIES	12/14/2023	38.83	01-54-11-20 REPAIRS
Total 14085:					38.83	
14085	NAPA AUTO PARTS-WATERTOW	300107	MOTOR OIL VEH #149	12/19/2023	29.16	01-54-11-20 REPAIRS
Total 14085:					29.16	
<b>PASSENGER TRANSIT INC</b>						
16165	PASSENGER TRANSIT INC	1531	CAB SERVICE-EXPENSE	12/13/2023	66,045.37	13-57-11-46 PURCHASED TRANSPOR
16165	PASSENGER TRANSIT INC	1531	CAB SERVICE-REVENUE	12/13/2023	27,272.00-	13-42-73-75 CAB REVENUE
Total 16165:					38,773.37	
<b>PITNEY BOWES BANK INC RESERVE ACCOUNT</b>						
18450	PITNEY BOWES BANK INC RES	20774378 - 10	POSTAGE FOR METER	01/01/2024	4,000.00	01-21-21-18 FINANCE POSTAGE MAC
Total 18450:					4,000.00	
<b>PUBLIC SERVICE COMMISSION OF</b>						
16900	PUBLIC SERVICE COMMISSION	2311-I-06230	DIRECT ASSIST-FIN ASST PRG	12/15/2023	286.00	03-99-28-18 REGULATORY COMMISS
Total 16900:					286.00	
<b>RHYME BUSINESS PRODUCTS</b>						
4092	RHYME BUSINESS PRODUCTS	35519225	COPIER MAINT FEE-BS&Z	12/18/2023	189.35	01-52-41-26 MAINTENANCE CONTRA
Total 4092:					189.35	
<b>RNOW INC</b>						
552807	RNOW INC	2023-67262	TAILGATE SHIM AND LATCH VE	08/30/2023	775.62	17-58-17-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 552807:					775.62	
552807	RNOW INC	2023-68575	PRESSURE WAND VEH #132	12/19/2023	229.07	16-58-16-22 MAINTENANCE
Total 552807:					229.07	
<b>ROCK RIVER COALITION INC</b>						
18690	ROCK RIVER COALITION INC	2046	WATER QUALITY TRAINING PR	12/21/2023	1,275.00	16-58-16-45 EDUCATION & OUTREAC
Total 18690:					1,275.00	
<b>RUEKERT MIELKE INC</b>						
18891	RUEKERT MIELKE INC	149539	PROJ 79-10037 FLOOD CONTR	12/05/2023	1,689.25	16-58-16-60 CAPITAL OUTLAY
Total 18891:					1,689.25	
18891	RUEKERT MIELKE INC	149540	PROJ 79-10040 TIF #4 POND RE	12/05/2023	2,460.00	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					2,460.00	
18891	RUEKERT MIELKE INC	149541	PROJ 79-10042 MS4 MODELING	12/05/2023	9,679.60	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					9,679.60	
18891	RUEKERT MIELKE INC	149543	PROJ 79-10051 HART STREET	12/05/2023	8,350.00	16-58-16-60 CAPITAL OUTLAY
Total 18891:					8,350.00	
<b>SHORT ELLIOTT HENDRICKSON INC</b>						
19563	SHORT ELLIOTT HENDRICKSO	458328	INSTALLMENT OF STATION DES	12/13/2023	16,894.67	05-52-31-70 CAPITAL PROJECTS
Total 19563:					16,894.67	
<b>STRAND ASSOCIATES INC</b>						
19850	STRAND ASSOCIATES INC	0205441	ON-DEMAND SERV-RATE RVW/	12/13/2023	317.34	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					317.34	
<b>TRITECH SOFTWARE SYSTEMS</b>						
20825	TRITECH SOFTWARE SYSTEM	398215	SOFTWARE SUBSCRIPTION-FI	12/04/2023	460.00	01-52-31-28 COMPUTERS AND SOFT
Total 20825:					460.00	
<b>UNITED ELECTRIC INC</b>						
21526	UNITED ELECTRIC INC	83300	SPAULDING LS GENERATOR P	12/05/2023	12,170.00	02-97-30-12 REPAIR OR REPLACE
Total 21526:					12,170.00	
21526	UNITED ELECTRIC INC	83454	HOFFMAN PLANT GENERAROR	12/13/2023	208.00	02-85-00-20 OUTSIDE SERVICES EM
Total 21526:					208.00	
<b>US POSTAL SERVICE-WATERTOWN</b>						
21522	US POSTAL SERVICE-WATERT	120123	PO BOX RENTAL	12/01/2023	424.00	01-51-40-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 21522:					424.00	
<b>WATERTOWN AREA CHAMBER OF COMMERCE</b>						
23160	WATERTOWN AREA CHAMBER	4208	DECK THE HOUSE GIFT CERTI	12/12/2023	75.00	01-55-21-18 SUPPLIES & EXPENSE
Total 23160:					75.00	
<b>WI DEPT OF REVENUE</b>						
23788	WI DEPT OF REVENUE	L1632494640	BUSINESS TAX RENEWAL	12/20/2023	10.00	01-51-40-18 SUPPLIES & EXPENSE
Total 23788:					10.00	
<b>WI DEPT OF TRANSPORTATION</b>						
23795	WI DEPT OF TRANSPORTATION	395-00003318	PROJ ID 39530500108 MAIN ST	12/01/2023	2,324.03	16-58-16-60 CAPITAL OUTLAY
23795	WI DEPT OF TRANSPORTATION	395-00003318	PROJ ID 39530500108 MAIN ST	12/01/2023	6,972.07	05-58-11-69 STREETS
Total 23795:					9,296.10	
23795	WI DEPT OF TRANSPORTATION	395-00003318	PROJ ID 39530500400 MAIN ST	12/01/2023	51.99	16-58-16-60 CAPITAL OUTLAY
23795	WI DEPT OF TRANSPORTATION	395-00003318	PROJ ID 39530500400 MAIN ST	12/01/2023	155.96	05-58-11-69 STREETS
Total 23795:					207.95	
23795	WI DEPT OF TRANSPORTATION	395-00003320	PROJ ID 39539970030 WELSH R	12/01/2023	640.85	05-58-11-69 STREETS
Total 23795:					640.85	
23795	WI DEPT OF TRANSPORTATION	395-00003320	PROJ ID 39539970078 N. FOUR	12/01/2023	939.71	05-58-11-69 STREETS
Total 23795:					939.71	
23795	WI DEPT OF TRANSPORTATION	395-00003320	CADY ST BRIDGE PROJ 395399	12/01/2023	863.32	05-58-11-40 BRIDGES
Total 23795:					863.32	
23795	WI DEPT OF TRANSPORTATION	395-00003320	PROJ ID 39539970109 DEWEY A	12/01/2023	197.38	16-58-16-60 CAPITAL OUTLAY
23795	WI DEPT OF TRANSPORTATION	395-00003320	PROJ ID 39539970109 DEWEY A	12/01/2023	592.13	05-58-11-69 STREETS
Total 23795:					789.51	
23795	WI DEPT OF TRANSPORTATION	395-00003320	PROJ ID 39539970174 CADY ST	12/01/2023	40,228.95	05-58-11-40 BRIDGES
Total 23795:					40,228.95	
<b>WI RURAL WATER ASSOCIATION</b>						
23694	WI RURAL WATER ASSOCIATIO	PH020124CCC	CCC ASSEMBLY TESTER CLAS	12/04/2023	60.00	03-99-21-18 SUPPLIES & EXPENSE
Total 23694:					60.00	
<b>WOLFF PACK APPAREL &amp; PROMOTIONS</b>						
23904	WOLFF PACK APPAREL & PRO	2912	NEW EMPLOYEE SHIRT NEHLS	12/14/2023	26.50	02-85-00-44 OFFICE SUPPLIES & EX
23904	WOLFF PACK APPAREL & PRO	2912	NEW EMPLOYEE SHIRT BAILEY	12/14/2023	11.49	11-58-12-18 SUPPLIES
23904	WOLFF PACK APPAREL & PRO	2912	NEW EMPLOYEE SHIRT STEGG	12/14/2023	26.50	01-52-31-19 HIRING EXPENSES
Total 23904:					64.49	



Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
<b>WWOA SE REGION</b>						
23018	WWOA SE REGION	PH022224SDR	SOUTHERN DIST REG OP MEE	12/18/2023	45.00	02-85-00-23 TRAINING
Total 23018:					45.00	
Grand Totals:					498,111.43	

Report Criteria:  
Detail report.  
Invoices with totals above \$0.00 included.  
Only unpaid invoices included.  
Invoice.Payment due date = 01/02/2023,01/02/2024

# PAYROLL SUMMARIES

For the Period of: 11/29/2023 12/12/2023

Section 10, Item A.

Department	Employees FT PT		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
Police	53	2	4,232.00	361.00	16,902.64	184,792.20	114,000.00	154,713.39
Fire	30	1	3,310.00	169.00	5,745.37	185,254.74	150,000.00	86,254.58
Municipal Court	1	1	100.00	-	-	-	-	3,024.88
Mayor	1	-	80.00	-	-	-	-	3,294.08
Bldg. Inspection	3	3	294.00	-	-	(47.44)	1,000.00	9,389.91
Attorney	2	1	220.35	-	-	-	-	7,382.44
Finance	6	-	464.00	1.75	61.29	1,764.93	1,500.00	15,370.20
Watertown TV	2	1	176.75	-	-	-	-	4,393.38
Administration	3	1	282.00	-	-	-	-	8,934.00
Engineering	6	-	465.25	-	-	-	-	11,697.79
Health	9	2	800.13	-	-	334.43	10,500.00	25,212.18
Library	8	16	1,193.75	6.75	217.38	292.78	-	24,743.12
Municipal Building	1	-	80.00	-	-	1,518.39	1,000.00	1,787.20
Solid Waste	7	-	560.00	2.50	86.35	1,709.69	3,000.00	13,159.35
Street	23	1	1,849.00	61.75	-	20,150.05	39,200.00	55,159.68
Park	9	-	712.00	30.25	1,692.49	13,452.34	18,000.00	18,950.83
Forestry	2	-	160.00	16.25	-	-	-	4,416.00
Rec Admin	6	1	519.00	-	-	-	400.00	14,297.61
Recreation and Pools	-	28	181.75	-	-	1,623.81	500.00	2,518.62
Wastewater	10	-	800.00	31.00	1,315.99	13,478.97	18,000.00	24,044.82
Water Dept.	10	-	802.00	11.50	414.79	14,027.17	23,500.00	25,128.83
Crossing Guards	-	10	140.00	-	-	-	-	1,575.00
Police Auxiliary	-	6	30.50	-	-	-	-	481.74
Alderspersons (2nd PR)	-	9	9.00	-	-	-	-	4,666.68
<b>TOTALS</b>	<b>192 FT</b>	<b>83 PT</b>	<b>17,461.48</b>	<b>691.75</b>	<b>26,436.30</b>	<b>438,371.67</b>	<b>380,600.00</b>	<b>520,596.31</b>

**ORDINANCE TO  
AMEND CHAPTER 76, ARTICLE II, SECTION 76-13  
OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

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

**Whereas**, an amendment is required to Chapter 76 Finance and Taxation, Article II Room Tax, Section 76-13 Rate of the City of Watertown General Ordinances to reflect a market increase in room tax rates; and,

**Whereas**, the Tourism Commission reviewed the proposed Chapter 76, Article II, Section 76-13 room tax rate increase at its December 14, 2023 meeting and is in agreement with the adoption of said increase.

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

**SECTION 1.** Section 76-13 “Rate” is hereby amended to read as follows:

§ 76-13 Rate. The tax imposed shall be at the rate of ~~5%~~ **8%** of the gross proceeds billed or received for furnishing accommodations to the public.

**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 beginning April 1, 2024 after its passage and publication.

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

ADOPTED: January 16, 2024

CITY CLERK

APPROVED: January 16, 2024

MAYOR

**RESOLUTION**  
**JEFFREY DEWITT’S RETIREMENT – PUBLIC WORKS DEPARTMENT,**  
**WASTEWATER DIVISION**

**SPONSOR: MAYOR MCFARLAND**

**WHEREAS,** Jeffrey Dewitt has served as an employee in the Public Works Department, Wastewater Division of the City of Watertown since May 5, 1986 and,

**WHEREAS,** Jeffrey Dewitt has dedicated 37 years of his career to serving the citizens of the City of Watertown; and,

**WHEREAS,** Jeffrey Dewitt has demonstrated integrity, knowledge, and professionalism in his work for the City of Watertown; and,

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:**  
That the Common Council of the City of Watertown extends sincere gratitude to Jeffrey Dewitt for his years of public service and wishes him many happy and rewarding years of retirement.

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

ADOPTED January 2, 2024

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

APPROVED January 2, 2024

\_\_\_\_\_  
MAYOR

**DISTINGUISHED  
SERVICE AWARD**

**PRESENTED TO  
WASTEWATER BUILDING AND GROUNDS  
MAINTENANCE SUPERVISOR**

**JEFFREY DEWITT**

**IN RECOGNITION OF YOUR 37 YEARS  
OF DEDICATED SERVICE  
TO THE CITY OF WATERTOWN  
AND ITS CITIZENS**

**PRESENTED BY THE MAYOR  
AND COMMON COUNCIL**

**"THERE IS NO GREATER CHALLENGE AND THERE IS NO GREATER  
HONOR THAN TO BE IN PUBLIC SERVICE."**

**CONDOLEEZZA RICE**

**EMILY MCFARLAND  
MAYOR**

**RESOLUTION TO  
ADOPT AN INTERGOVERNMENTAL AGREEMENT BETWEEN  
JEFFERSON COUNTY AND THE CITY OF WATERTOWN REGARDING  
GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES**

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

**WHEREAS**, the City of Watertown has a need for a high quality and accurate Geographic Information System (GIS); and,

**WHEREAS**, Jefferson County has the ability to provide technical assistance to the City for Geographic Information System (GIS) services and intends to hire additional staff to increase said ability; and

**WHEREAS**, the City of Watertown desires to obtain assistance from Jefferson County for Geographic Information System (GIS) services.

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

That the City of Watertown Common Council hereby approves and adopts the proposed Intergovernmental Agreement between Jefferson County and the City of Watertown regarding Geographic Information System (GIS) Services, a copy of which is attached hereto and incorporated as Exhibit A.

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

ADOPTED January 2, 2024

---

CITY CLERK

APPROVED January 2, 2024

---

MAYOR

# EXHIBIT A

## INTERGOVERNMENTAL AGREEMENT BETWEEN JEFFERSON COUNTY AND THE CITY OF WATERTOWN REGARDING GEOGRAPHIC INFORMATION SYSTEM (GIS) SERVICES

This Agreement is made and entered into as of the \_\_\_\_ day of \_\_\_\_\_, 2023, by and between the County of Jefferson, Wisconsin, (the County) and the City of Watertown, Wisconsin, (the City), to establish terms and conditions related to assistance with Geographic Information System (GIS) services.

### RECITALS

WHEREAS, the City has a need for a high quality and accurate Geographic Information System (GIS); and,

WHEREAS, the County has the ability to provide technical assistance to the City for Geographic Information System (GIS) services and intends to hire additional staff to increase said ability; and

WHEREAS, The City desires to obtain assistance from the County for Geographic Information System (GIS) services.

### AGREEMENT

**NOW, THEREFORE**, in consideration of the mutual covenants and agreements contained herein, the receipt and sufficiency of which is hereby acknowledged, the City and the County (hereinafter referred to collectively as “Parties”) do hereby covenant and agree as follows:

1. **Authority.** This Agreement is entered into pursuant to § 66.0301 Wis. Stats., regarding intergovernmental cooperation and, therefore, should be liberally construed to accomplish its intended purposes. In addition, the undersigned representatives of the City and the County represent that they have been duly authorized by their respective governing bodies to execute this Agreement.
2. **Definitions.**
  - A. “GIS” shall mean Geographic Information System.
  - B. “GIS Viewer” shall mean the public and internal versions of the City’s online GIS Mapping Tool.
3. **Goal and Intent.** The Goal and Intent of this agreement is to create a lasting partnership between the City and the County and for the County to provide GIS Services to and for the City.
4. **Roles and Responsibilities of the County.** The County will provide the following GIS services to facilitate the City’s GIS program:
  - A. Update, maintain and administer a public and internal GIS Viewer for the City including portions within Jefferson County and Dodge County.

# EXHIBIT A

- B. Complete GIS tasks on behalf of the City as identified by the City in coordination with the County.
  - a. It is understood the exact hours will be determined by the County and may vary depending on projects, workload and availability.
  - b. Exact timing and work schedule will be determined by the County based on workload and project expectations.
- C. Other GIS services as mutually agreed upon

**5. Roles and Responsibilities of the City.** The City will:

- A. Provide access to all City data needed to properly administer City's GIS system
- B. Coordinate and assist Jefferson County with development of GIS data
- C. Provide access and administrator rights to City GIS (license, server, data, etc.)
- D. Maintain GIS/ESRI licensing and provide County with necessary licensing
- E. Maintain, update and license GIS servers
- F. Provide data storage, unless agreed upon with County
- G. Provide County staff with a dedicated and effective workspace, including all necessary computer/equipment, within a City building
- H. City is responsible for any equipment, tools and supplies necessary to properly utilize GIS and any services provided by County (i.e. computers, GPS, tablets).

**6. Compensation for Projects, Staff Support and Related Expenses.** The City shall compensate the County for services performed under this Agreement. The County shall issue invoices for services on a quarterly basis and payment shall be made by the City within thirty (30) days of the invoice. Unless otherwise agreed upon by the parties, the City shall pay \$53/hour for services rendered.

**7. Performance.** Unless otherwise agreed to in writing, the County shall provide staffing to accomplish the intent of this agreement. The staff providing GIS services to the City shall at all times remain an employee of the County, reporting directly to the County. The City shall discuss work plans, staff performance, scheduling, etc. with the County Director of Planning and Zoning who will oversee County staff. The County shall allow the City to participate and provide feedback in the hiring process. All employment decisions shall be made by the County.

**8. Permits, Laws, Regulations, and Public Ordinances.** The parties shall comply with all federal, state, and local statutes, rules, regulations, and ordinances when carrying out the terms this Agreement.

**9. Independent Relationship.** This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, corporation, or other formal business organization of any kind between the parties. The rights and obligations of the parties under this Agreement will be only those set forth in this Agreement.

**10. Data Sharing.** Any data created by the County on behalf of the City pursuant to the terms of this Agreement shall be the property of the City. However, the City agrees to share all



# EXHIBIT A

data created pursuant to this Agreement with the County upon request. The County shall use any shared data solely for the purpose of conducting County business.

11.

**Limitation of Liability.** The County shall utilize the best available data. However, the County makes no representations of any kind as to its completeness or accuracy; nor does it guarantee the completeness or accuracy of any data furnished. The County makes no warranties of merchantability or fitness for a particular purpose, nor are such warranties to be implied, with respect to the data provided under this Agreement.
12.

**Severability.** The invalidity, illegality or unenforceability of any provision of this Agreement or the occurrence of any event rendering any portion or provision of this Agreement void, shall in no way affect the validity or enforceability of any other provision of this Agreement. Any void provision shall be deemed severed from this Agreement and the balance of this Agreement shall be construed and enforced as if it did not contain the particular portion or provision deemed to be void. The parties agree to amend this Agreement to replace any stricken provision with a valid provision that comes as close as possible to the intent of the stricken provision. The provisions of this Article shall not prevent this entire Agreement from being void should a provision which is of essence to this Agreement be deemed void.
13.

**Challenge to Agreement.** This Agreement is for the exclusive benefit of the parties and their successors and shall not be deemed to give any legal or equitable right, remedy, or claim to any other person or entity. The enforceability of this Agreement shall not be affected by changes in elected officials.
14.

**Assignment.** No party shall assign any rights or responsibilities under this Agreement to a third party without the prior written consent of the other party.
15.

**Term.** The delivery of services under this Agreement shall commence on January 1, 2024, or the date of hire of the budgeted position, and shall continue until terminated by either party as set forth herein. Except as otherwise provided, this Agreement may only be terminated at the end of calendar year (December 31) with written notice to the other party by no later than September 30.
16.

**Early Termination.** In the event the County is unable to fulfil its obligations under this Agreement due to an inability to maintain sufficient staffing, the County may terminate this Agreement upon ninety (90) days written notice. Upon such termination, the City shall be relieved of any obligations for future compensation pursuant to paragraph 6.
17.

**Complete Agreement and Future Amendments.** This document is a complete and final Agreement and supersedes any oral agreements or other negotiations which may conflict with the terms of this Agreement. Either party may request a modification of this Agreement at any time. Any modification of the terms of this Agreement shall be in writing in the form of an Addendum to this Agreement and approved by both the City and the County.

EXHIBIT A

IN WITNESS WHEREOF, the Parties have caused their properly authorized representatives to execute and seal this Agreement on the date as set forth above.

CITY OF WATERTOWN

COUNTY OF JEFFERSON

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

By: \_\_\_\_\_  
Steven Nass, Chair

ATTEST:

ATTEST:

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

By: \_\_\_\_\_  
Audrey McGraw, County Clerk

APPROVED AS TO FORM:

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Steven T. Chesebro, City Attorney

By: \_\_\_\_\_  
J. Blair Ward, Corporation Counsel

I hereby certify that there are sufficient funds available to pay the liability incurred by the City of Watertown pursuant to this agreement.

By: \_\_\_\_\_  
Mark Stevens, City Treasurer

**RESOLUTION PETITIONING  
THE SECRETARY OF TRANSPORTATION  
FOR AIRPORT IMPROVEMENT AID  
BY**

**Watertown City Council  
Jefferson County, Wisconsin**

WHEREAS, the City of Watertown, Jefferson County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport; and,

WHEREAS, the sponsor desires to develop or improve the Watertown Municipal Airport, Jefferson County, Wisconsin; and,

**PETITION FOR AIRPORT PROJECT**

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5); and,

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution; and,

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition.

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved.

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Reconstruct Runway 05/23 with all new airfield lighting, reconstruct parallel taxiway including lighting & runup pad including land acquisition for approaches; Reconstruct/replace Navigational Aids; Reconstruct/rehabilitate & expand apron; Install new AWOS equipment; Build new T-hangars; Remodel or Build a new terminal building; Reconstruct/rehabilitate 11/29 with all new airfield lights, reconstruct & extend parallel taxiway to the full length of the runway including taxiway lighting; Build two new taxiways off taxiway C for hangar expansion; Replace electrical equipment in electric vault; Install perimeter deer fence; Purchase snow removal equipment; Airfield Pavement Maintenance; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above;

the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all reasonable federal and state expenditures related to the project shall be paid by the sponsor; and,

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

**DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT**

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

**AIRPORT OWNER ASSURANCES**

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT Emily McFarland, Mayor and Mark Stevens, Finance Director/Treasurer be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY: Alderperson. Bob Wetzel  
Airport Commission

\_\_\_\_\_  
\_\_\_\_\_(TITLE)  
\_\_\_\_\_  
\_\_\_\_\_(TITLE)

**CERTIFICATION**

I, Megan Dunneisen, Clerk of the City of Watertown, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a Common Council meeting of the City of Watertown on January 2, 2024, adopted by a majority vote, and recorded in the minutes of said meeting.

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

**AGENCY AGREEMENT AND  
FEDERAL BLOCK GRANT OWNER ASSURANCES**

**Department of Transportation  
Bureau of Aeronautics  
Madison, Wisconsin**

WHEREAS, the City of Watertown, Jefferson County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Watertown Municipal Airport project to:

Reconstruct Runway 05/23 with all new airfield lighting, reconstruct parallel taxiway including lighting & runup pad including land acquisition for approaches; Reconstruct/replace Navigational Aids; Reconstruct/rehabilitate & expand apron; Install new AWOS equipment; Build new T-hangars; Remodel or Build a new terminal building; Reconstruct/rehabilitate 11/29 with all new airfield lights, reconstruct & extend parallel taxiway to the full length of the runway including taxiway lighting; Build two new taxiways off taxiway C for hangar expansion; Replace electrical equipment in electric vault; Install perimeter deer fence; Purchase snow removal equipment; Airfield Pavement Maintenance; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on January 2, 2024, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and,

**AGENCY AGREEMENT**

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project.

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

\_\_\_\_\_  
David M. Greene, Director (Date)  
Bureau of Aeronautics

**FEDERAL BLOCK GRANT OWNER ASSURANCES**

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity).

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Watertown, Jefferson County, Wisconsin.

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

\_\_\_\_\_  
Mark Stevens  
Finance Director/Treasurer

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

(January 2, 2024) Exhibit #9575

# RESOLUTION PETITIONING THE SECRETARY OF TRANSPORTATION FOR AIRPORT IMPROVEMENT AID BY

## Watertown City Council Jefferson County, Wisconsin

WHEREAS, the City of Watertown, Jefferson County, Wisconsin hereinafter referred to as the sponsor, being a municipal body corporate of the State of Wisconsin, is authorized by Wis. Stat. §114.11, to acquire, establish, construct, own, control, lease, equip, improve, maintain, and operate an airport, and

WHEREAS, the sponsor desires to develop or improve the Watertown Municipal Airport, Jefferson County, Wisconsin,

### "PETITION FOR AIRPORT PROJECT"

WHEREAS, the foregoing proposal for airport improvements has been referred to the city plan commission for its consideration and report prior to council action as required by Wis. Stat. §62.23(5), and

WHEREAS, airport users have been consulted in formulation of the improvements included in this resolution, and

WHEREAS, a public hearing was held prior to the adoption of this petition in accordance with Wis. Stat. §114.33(2) as amended, and a transcript of the hearing is transmitted with this petition, and

THEREFORE, BE IT RESOLVED, by the sponsor that a petition for federal and (or) state aid in the following form is hereby approved:

The petitioner, desiring to sponsor an airport development project with federal and state aid or state aid only, in accordance with the applicable state and federal laws, respectfully represents and states:

1. That the airport, which it is desired to develop, should generally conform to the requirements for a General Aviation type airport as defined by the Federal Aviation Administration.
2. The character, extent, and kind of improvements desired under the project are as follows: Relocate Boomer Street; Reconstruct and Extend Runway 05/23; Reconstruct/Rehabilitate Runway 11/29; Replace airfield lighting including new electrical vault; Replace navigational aids including PAPIs, REILs, wind cone and rotating beacon; Extend runway safety areas; Reconstruct parallel taxiway to Runway's 5/23 & 11/29 and taxiway E; Extend parallel taxiway to runway 29; Construct run-up pads for runway 23 or extend parallel taxiway 23; Reconstruct/rehabilitate/expand apron; Purchase snow removal and mowing equipment; Install perimeter deer fence; Remove wildlife habitat; Build a new terminal building; Build a storage building to house mowing & snow removal equipment; Replace AWOS; Construct taxiways off taxiway C for hangar expansion; Land acquisition in runway approaches.; Airfield Pavement Maintenance; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55, and any necessary related work.
3. That the airport project, which your petitioner desires to sponsor, is necessary for the following reasons: to meet the existing and future needs of the airport.

WHEREAS, it is recognized that the improvements petitioned for as listed will be funded individually or collectively as funds are available, with specific project costs to be approved as work is authorized, the proportionate cost of the airport development projects described above which are to be paid by the sponsor to the Secretary of the Wisconsin Department of Transportation (hereinafter referred to as the Secretary) to be held in trust for the purposes of the project; any unneeded and unspent balance after the project is completed is to be returned to the sponsor by the Secretary; the sponsor will make available any additional monies that may be found necessary, upon request of the Secretary, to complete the project as described above; the Secretary shall have the right to suspend or discontinue the project at any time additional monies are found to be necessary by the Secretary, and the sponsor does not provide the same; in the event the sponsor unilaterally terminates the project, all

reasonable federal and state expenditures related to the project shall be paid by the sponsor; and

WHEREAS, the sponsor is required by Wis. Stat. §114.32(5) to designate the Secretary as its agent to accept, receive, receipt for and disburse any funds granted by the United States under the Federal Airport and Airway Improvement Act, and is authorized by law to designate the Secretary as its agent for other purposes.

**"DESIGNATION OF SECRETARY OF TRANSPORTATION AS SPONSOR'S AGENT"**

THEREFORE, BE IT RESOLVED, by the sponsor that the Secretary is hereby designated as its agent and is requested to agree to act as such, in matters relating to the airport development project described above, and is hereby authorized as its agent to make all arrangements for the development and final acceptance of the completed project whether by contract, agreement, force account or otherwise; and particularly, to accept, receive, receipt for and disburse federal monies or other monies, either public or private, for the acquisition, construction, improvement, maintenance and operation of the airport; and, to acquire property or interests in property by purchase, gift, lease, or eminent domain under Wis. Stat. §32 .02; and, to supervise the work of any engineer, appraiser, negotiator, contractor or other person employed by the Secretary; and, to execute any assurances or other documents required or requested by any agency of the federal government and to comply with all federal and state laws, rules, and regulations relating to airport development projects.

FURTHER, the sponsor requests that the Secretary provide, per Wis. Stat. §114.33(8)(a), that the sponsor may acquire certain parts of the required land or interests in land that the Secretary shall find necessary to complete the aforesaid project.

**"AIRPORT OWNER ASSURANCES"**

AND BE IT FURTHER RESOLVED that the sponsor agrees to maintain and operate the airport in accordance with certain conditions established in Wis. Admin. Code Trans §55, or in accordance with sponsor assurances enumerated in a federal grant agreement.

AND BE IT FURTHER RESOLVED THAT THE \_\_\_\_\_ and \_\_\_\_\_ be authorized to sign and execute the agency agreement and federal block grant owner assurances authorized by this resolution.

RESOLUTION INTRODUCED BY:

\_\_\_\_\_  
(TITLE)  
\_\_\_\_\_  
(TITLE)  
\_\_\_\_\_  
(TITLE)

**CERTIFICATION**

I, \_\_\_\_\_, Clerk of the City of Watertown, Wisconsin, do hereby certify that the foregoing is a correct copy of a resolution introduced at a \_\_\_\_\_ meeting of the \_\_\_\_\_ on \_\_\_\_\_, 20\_\_\_\_, adopted by a majority vote, and recorded in the minutes of said meeting.

\_\_\_\_\_  
Clerk



AGENCY AGREEMENT AND  
FEDERAL BLOCK GRANT OWNER ASSURANCES

Department of Transportation  
Bureau of Aeronautics  
Madison, Wisconsin

WHEREAS, the City of Watertown, Jefferson County, Wisconsin, hereinafter referred to as the sponsor, desires to sponsor an airport development project to be constructed with federal aid and/or state aid, specifically, the Watertown Municipal Airport project to:

Relocate Boomer Street; Reconstruct and Extend Runway 05/23; Reconstruct/Rehabilitate Runway 11/29; Replace airfield lighting including new electrical vault; Replace navigational aids including PAPIs, REILs, wind cone and rotating beacon; Extend runway safety areas; Reconstruct parallel taxiway to Runway's 5/23 & 11/29 and taxiway E; Extend parallel taxiway to runway 29; Construct run-up pads for runway 23 or extend parallel taxiway 23; Reconstruct/rehabilitate/expand apron; Purchase snow removal and mowing equipment; Install perimeter deer fence; Remove wildlife habitat; Build a new terminal building; Build a storage building to house mowing & snow removal equipment; Replace AWOS; Construct taxiways off taxiway C for hangar expansion; Land acquisition in runway approaches.; Airfield Pavement Maintenance; clear and maintain runway approaches as stated in Wis. Admin. Code Trans §55; and any necessary related work.

WHEREAS, the sponsor adopted a resolution on \_\_\_\_\_, 20\_\_\_\_, a copy of which is attached and the prescribed terms and conditions of which are fully incorporated into this agreement, designating the Secretary as its agent and requesting the Secretary to act as such as set forth in the resolution, and agreeing to maintain and operate the airport in accordance with certain conditions; and

AGENCY AGREEMENT.....

WHEREAS, upon such request, the Secretary is authorized by law to act as agent for the sponsor until financial closing of this project;

NOW THEREFORE, the sponsor and the Secretary do mutually agree that the Secretary shall act as the sponsor's agent in the matter of the airport development as provided by law and as set forth in the referenced resolution; provided, however, that the Secretary is not required to provide legal services to the sponsor.

By: SECRETARY OF TRANSPORTATION

David M. Greene, Director (Date)  
Bureau of Aeronautics

FEDERAL BLOCK GRANT OWNER ASSURANCES .....

WHEREAS, the sponsor does agree to the conditions established in Wis. Admin. Code Trans §55, and for projects receiving federal aid, to the attached federal sponsor assurances, which are a condition of a federal grant of funds.

The federal block grant owner assurances shall remain in full force and effect throughout the useful life of the facilities developed under this project, but in any event not to exceed twenty (20) years from the date of the finding (except for land projects, which shall run in perpetuity);

Acceptance: The sponsor does hereby accept the agency agreement and the federal block grant owner assurances.

Sponsor: The City of Watertown, Jefferson County, Wisconsin

Name  
  
Title  
  
Date

Name  
  
Title  
  
Date

AIRPORT AID  
PETITION RESOLUTION CHECKLIST

Please include the items checked below in your request for airport aid. Any additional information you provide to support the petition will enhance your airport project's priority.

Required	Completed	Document
X	X	A. Copy of published <u>hearing notice</u> (10 day hearing notice required).
X	X	B. <u>Affidavit of publication</u>
X	X	C. Typewritten <u>transcript</u> or <u>outline</u> of public hearing.
X		D. <u>Petition resolution</u> signed by governing body.
X		E. <u>Agency agreement and owner assurances</u> , signed and witnessed, (2 copies). (Note that the resolution authorizes and signers of the agency agreement and owner assurances)
X	N/A	F. Airport sketch depicting area of proposed work or land acquisition.
X		G. Information in support of petition. Please include a paragraph or more, to support the items you are petitioning for.
		H. Other documentation listed below_____.

Attorney

Please return this form and the petition package to:

Department of Transportation  
Wisconsin Bureau of Aeronautics  
P.O. Box 7914  
Madison, WI 53707-7914

Affidavit - Proof of Publication

Public Hearing for Watertown  
Municipal Airport 6-Year  
Petition to be held at City  
Hall in the Council Chambers  
on Wednesday, June 14th at  
5:50PM.  
June 14, 2023 WNAXLP

STATE OF WISCONSIN }  
Jefferson County } SS.

Missy Feiler being duly sworn deposes and says  
that he/she is the principal clerk of Adams Publishing Group  
of Southern Wisconsin, publishers of **Watertown Daily  
Times, WDTimes.com WDT**, a newspaper published in  
Jefferson County, and that a notice, printed copy of which  
taken from said newspaper, is hereunto attached, was pub-  
lished in said newspaper on the following dates:

06/14/23

Publishing Fees: \$5.14

Signature:

Missy Feiler

Subscribed and sworn to before me  
this **19th day of June, A.D. 2023**

Notary Public

Mary Jo Currie

My Commission Expires: 12-16-24

MARY JO CURRIE  
Notary Public  
State of Wisconsin



Watertown Airport Commission  
1741 River Drive, Watertown, WI 53094 (920) 261-4567  
Meeting Minutes from Wednesday, June 14th, 2023

Attendance:

Alderman Bob Wetzel	Present
Dr. Terry Turke	Present
Tom Finnel	Present
Sean Lapp	Present
Jeff Baum, Airport Manager	Present
Tom Klug	Present
Steve Board	Present
Others:	
Krys Brown, Wisconsin Aviation	Present
Andrew Beyer – City of Watertown, Engineering	
Eric Wegner, EAA Chapter	Present

1. Dr. Terry Turke called the meeting to order at 5:15 PM
2. A motion to approve the minutes from May 10th was made by Tom Klug and seconded by Steve Board. Motion carried.
3. A motion to approve the May bills in the amount of \$8,371.33 was made by Steve Board and seconded by Tom Klug. Motion carried.
4. Managers' Report
  - Reviewed the Monthly Airport Use report.
  - Discussed the tragic accident that occurred in the morning.
  - Discussed the ground breaking of the EAA Chapter 320 for their new hangar. There was good press from the Watertown Daily Times).
  - Discussed the preparation for the Oshkosh Fly-In in July. Will be having a Movie Night with food and music.
  - Discussed the second themed fly-in (Trivia Night) on June 21<sup>st</sup>.
5. Old Business:
  - Boomer Street – Gave update that the plan review was 95% complete. The anticipated bid date is July 27 with a completion date of October 20<sup>th</sup>. The Concurrent Use Report has been sent to the ADO.
6. New Business:
  - Opened the Public Hearing at 6:50PM. There was just one attendee that added building T-Hangars to the list. Public Hearing closed at 5:56PM.
7. Adjournment:
  - There being no further discussion, a motion for adjournment was made. Tom Klug and seconded by Tom Finnel.

Respectfully submitted by: Krys Brown

\*Minutes are submitted unapproved\*