



COMMON COUNCIL MEETING - AMENDA AGENDA

TUESDAY, SEPTEMBER 19, 2023 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, streamed live on WatertownTV.com (via YouTube), and aired live on Charter Channel 984. Watertown TV's YouTube page:

<https://www.youtube.com/c/WatertownTV>

1. CALL TO ORDER

2. ROLL CALL

3. PLEDGE OF ALLEGIANCE

4. MINUTES OF COUNCIL MEETING HELD

A. September 5, 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. REPORTS

A. Library minutes from June 8, 2023

B. Historic Preservation & Downtown Design Commission minutes from June 21, 2023

C. Library minutes from July 13, 2023

D. BFTS Commission minutes from July 17, 2023

E. Housing Authority minutes from July 20, 2023

F. Historic Preservation & Downtown Design Commission minutes from July 26, 2023

G. Historic Preservation & Downtown Design Commission minutes from August 9, 2023

H. Licensing Board minutes from August 9, 2023

I. Committee of the Whole minutes from August 9, 2023

J. Plan Commission minutes from August 14, 2023

K. Finance minutes from August 21, 2023

L. Finance minutes from September 5, 2023

M. Site Plan Review minutes from September 11, 2023

N. Public Works minutes from September 12, 2023

7. COMMUNICATION & RECOMMENDATIONS

A. Planned Unit Development Information

8. NEW BUSINESS

A. Review and take action: Committee Appointments

B. Discussion of Town of Emmet Boundary Agreement Annexation

9. ACCOUNTS PAYABLE

- A. Accounts Payable

10. MISCELLANEOUS BUSINESS

- A. Payroll Summary - August 23 through September 5, 2023
- B. August Credit Card Purchases Over \$10,000

11. LICENSES

- A. Memo to Council
- B. Review and take action: Application for “Class B” Malt and Liquor from Osaka LLC (Harmini Hartman, Agent) located at 100 E. Madison Street (formerly licensed to Rock River Pizza)
- C. Review and take action: Secondhand Article License from ecoATM Walmart (Sean Flaherty) located at 1901 Market Way
- D. Review and take action: Agent change for Aldi Inc., 1520 S. Church Street from Megan Turner to Jennifer Johnson
- E. Review and take action: application for operator's license from Nicholas Milton

12. ORDINANCES

- A. Ord. 23-21 - Amend Chapter 550 Official Zoning Map of the City of Watertown to rezone Parcel Numbers 291-0815-0432-019 and 291-0815-0544-003 from a General Business (GB) Zoning District and Multi-Family Residential (MR-8) Zoning District classification to a Central Business (CB) Zoning District classification (Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading)
- B. Ord. 23-22 - Amend Chapter 550: Zoning Code, through the removal and addition of language to Sections § 550-131.1A(2), § 550-131.1A(3)(a), and § 550-132 Table 550-132A(1) (Sponsor: Mayor McFarland From: Plan Commission, 2nd Reading)

13. RESOLUTIONS

- A. Exh 9533 - Resolution to approve Collective Bargaining Agreement with Labor Association of Wisconsin (Police Officers) (Sponsor: Mayor McFarland from: Finance Committee)
- B. Exh. 9534 - Resolution to Approve State Municipal Financial Agreement Revision #1 for Reconstruction of Cole Memorial Bridge (Sponsor: Mayor McFarland)

14. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

15. ADJOURNMENT

Persons requiring other reasonable accommodations of the above meeting may contact the office of the City Clerk by email mdunneisen@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 September 5, 2023**

Section 4, Item A.

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday September 5, 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, Blanke, Smith, Schmid, and Wetzel. Absent was Ald. Bartz and Moldenhauer. City staff present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesch, Deputy Fire Chief Rauterberg, Police Chief Robert Kaminski, Assistant Police Chief Ben Olsen, Finance Director Mark Stevens, Zoning Administrator Brian Zirbes (virtual), and City Clerk Megan Dunneisen.

PLEDGE OF ALLEGIANCE

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

MINUTES OF PRECEDING MEETING

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday August 18, 2023. There being none, minutes were accepted as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

John Kaliebe of 829 Richards Ave spoke on the City Structure.

REPORTS

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

The following reports were received and filed: Senior Center Advisory Board minutes from April 18, 2023, Park, Recreation, and Forestry minutes from May 15, 2023, Park, Recreation, and Forestry minutes from June 19, 2023, Senior Center Advisory Board minutes from June 20, 2023, Tourism Commission minutes from July 13, 2023, Park, Recreation, and Forestry minutes from July 17, 2023, Finance Committee minutes for August 7, 2023, RDA minutes from August 10, 2023, Public Works minutes from August 22, 2023, Downtown Main Street Reconstruction Task Force minutes from August 23, 2023, and RDA minutes from August 30, 2023.

COMMUNICATIONS & RECOMMENDATIONS

Childcare update was given.

NEW BUSINESS

Ald. Smith made a motion to approve Carol Quest-serving her twenty-third term, Laci Cummings-serving her fourth term, and Anthony Rauterberg – serving his third term to the Watertown Family Connections Board with term end dates of August 2024, 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. Wetzel moved to pay all certified accounts, seconded by Ald. Lampe and carried by roll call vote: Yes-7; No-0; Abstain-0.

MISCELLANEOUS BUSINESS

Payroll Summaries - July 26 to August 8, 2023 and August 9 to August 22, 2023 and the July Credit Card Purchases Over \$10,000 were presented.

ORDINANCES

Ord. 23-20 - Amend Section 500-9(B) Parking Prohibited at Specified Times of the City of Watertown General Ordinances (Sponsor: Ald. Davis From: Public Safety & Welfare Committee,

2nd reading). Ald. Davis moved for adoption of ordinance 23-20 on its 2nd reading, seconded by Ald. Blanke and carried by roll call vote: Yes-7; No-0; Abstain-0.

Ord. 23-21 - Amend Chapter 550 Official Zoning Map of the City of Watertown to rezone Parcel Numbers 291-0815-0432-019 and 291-0815-0544-003 from a General Business (GB) Zoning District and Multi-Family Residential (MR-8) Zoning District classification to a Central Business (CB) Zoning District classification (Sponsor: Mayor McFarland From: Plan Commission, 1st Reading). Ald. Blanke moved for adoption of ordinance 23-21 on its 1st reading, seconded by Ald. Board (clarification that this is for the new Fire Station) and carried by roll call vote: Yes-7; No-0; Abstain-0.

Ord. 23-22 - Amend Chapter 550: Zoning Code, through the removal and addition of language to Sections § 550-131.1A(2), § 550-131.1A(3)(a), and § 550-132 Table 550-132A(1) (Sponsor: Mayor McFarland From: Plan Commission, 1st Reading). Ald. Board moved for adoption of ordinance 23-22 on its 1st reading, seconded by Ald. Blanke 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. Blanke moved to adjourn, seconded by Ald. Schmid, and carried by voice vote at 7:13 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 office the Finance Department. Video recording available at Watertown TV's YouTube page: <https://www.youtube.com/c/WatertownTV>

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JUNE 8, 2023

1. Call to order/Roll Call

The meeting was called to order by Board President Chris Koppes at 5:30pm.

Members present: O'Neill, Burke, Wetzel, Lapin, Gerike, Koppes.

Board members absent: Rahfaldt, Oudenhoven, Rodriguez

Library Staff Members Present: Peg Checkai, Barb Antonopoulos.

2. Review Correspondence

A patron contacted Peg re: concerns over transgender awareness day and pride month. Peg spoke with patron and Chris has also spoken with her.

3. Citizens to be Heard

None

4. Appearances

A. Darren Shretter, Studio GC used Zoom link to attend meeting

- Flag Plaza, no bids received on project. Discussed site visits. Theder Landscaping interested? Darren will contact them. Due date for bids July 11, 2023. CC bids to Attny Cheesboro.
- Darren has emailed Miron/Stacy to discuss all open items; this was on May 29, 2023. Darren had not yet heard back from them. One option would be to fix questionable items on our own and then to stop further payments. The concrete and insulation (in 2nd floor ceiling and ceiling tiles) are done.
- Interior donor wall is in production and is due the first week of July. The sign is hard wired and consequently an electrician will need to be on site the day of installation.
- Exterior Signage. Work continues per Poblocki. Electrician will need to order exterior lights.

5. New Business

- A. Recognition of Kim Rahfaldt and her service on the Library Board of Trustees.

******MOTION #1 to table this item per Koppes, seconded per Burke. Approved per voice acclamation.**

******MOTION #2 to reopen CITIZENS TO BE HEARD per Koppes, seconded per Burke. approved per voice acclamation.**

3. Citizens to Be Heard

Patricia Ray Groth spoke to the Board of Trustees with concerns re: rental of parking spaces to T-Wall. She notes that the parking spaces should be only for patrons.

5. New Business (Continued)

- B. Recognition of Patti Wetzel and her service on the Library Board of Trustees (retroactive)

******MOTION #3 to approve recognition of Patti Wetzel per Lapin, seconded per Gerike. Approved per voice acclimation.**

- C. Review and discuss: Compliance with Employee Handbook and City protocol.

Koppes discusses being able to talk over items in handbook in regards to leave of absence with extraordinary request.

- D. Review with possible action: Library employee job descriptions for submittal to Carlson Dettman

Peg reports she is following the process per the City Handbook and is requesting a review of the following positions: Adult Services Librarian, Children's Services Librarian, Library Assistant, Senior Library Assistant Cataloguing and Senior Library Assistant Teens.

This will need to be presented to mayor for budget consideration at June 26, 2023 finance meeting.

******MOTION #4 to approve job descriptions per Gerike, seconded per Lapin. Approved per voice acclimation.**

- E. Review and take action: Proposal from Complex Security Solutions Inc.

This company will provide the ability to time exterior doors when members of the community use the restrooms or the community room. The cost will be approximately \$8,800.00. There was discussion but no action taken at this time pending estimate cost for 2 doors. Peg to ask Complex Security Solutions if current proposal could be extended by 90 days.

- F. The Board of Trustees will convene into Closed Session under Exemption 19.85(1) for the purpose of considering financial, medical, social or personal histories or disciplinary data of specific persons, preliminary consideration of specific of specific personnel problems or the investigation of charges against specific persons except where par. (b) applies which, if discussed in public, would be likely to have a substantial adverse effect upon the reputation of any person referred to in such histories or data, or involved in such problems or investigations. Library Director's specific personnel problem.

******MOTION #5 to move into closed session per Koppes, seconded per Lapin.
Approved per voice acclimation.**

******MOTION #6 to move into open session per Wetzel, seconded per Burke. Approved
per voice acclimation.**

6. Unfinished Business

Introduce Attorney Vince Hein and discuss investing remaining expansion/renovation donations.

Attorney Hein was unable to make the meeting.

7. Director's Report

A. Review monthly highlights, budget figures and statistics.

- Peg notes that two new team members have joined the staff. Laura Rowaldt (Library Assistant, Reference Desk focus) and Alexander Hinnens "Xander" (Library Assistant, Circulation Desk focus).
- Peg notes that with the opening of the Bentzin Family Town Square there had been increased traffic throughout the building. Lots of wet footprints from use of the splash pad. Library team members are keeping ahead of cleaning up the wet spots.
- Window was broken on the west side of the facility. Lincoln School tour student. It will take 3-4 weeks to be replaced at the cost of about \$2,000.00. Police were called to fill out report.
- Peg met with Dave Brower and city attorney to discuss camera access at library.
- Caulking on east side of building completed, insulation put back into place. Ceiling tiles need to be replaced and then this project will be done.
- A window failed in the Community Room and was replaced under warranty. Still trying to get a hold of company responsible for audio equipment in Community Room.
- Kevin and John have begun work on the sidewalk path on west side of building. They are using leftover bricks.

8. President's Report

A. Review contact in official capacity

- Chris reports meeting Mayor McFarland for quarterly check.
- Chris attended Children and Families meeting with Peg and other library staff.
- Have not heard back from T-Wall regarding parking.
- Library to receive a donation from a trust.
- Rachel Schroeder contacted by Chris regarding her concern of PRIDE month.

9. Personnel and Policy

- A. Review and take action: Resolution 2023-9: Laura Rowoldt, PT Library Assistant.

******MOTION #7 per Wetzel, seconded by Gerike to approve Resolution 2023-9.**

Votes to approve: O'Neill, Burke, Wetzel, Lapin, Gerike, Koppes Motion carried

- B. Review and take action: Resolution 2023-10 Alexander Hinnners, PT Library Assistant.

******MOTION #8 per Lapin, seconded per Koppes to approve Resolution 2023-10.**

Votes to approve: Burke, Wetzel, Lapin, Gerike, O'Neill, Koppes. Motion carried.

10. Review and take action on consent agenda items.

- A. Review and take action: Library Board of Trustees Minutes – May 11, 2023.
Correction noted to add Motion #13 (proposed per Koppes, seconded per Lapin to the minutes of May 11, 2023) to reflect that the Board discussed and took no action on a proposal from TWall Enterprises regarding the rental of library parking spaces. The Board did invite TWall to come back to the library with an alternative proposal. Board members voting to approve: Rahfaldt, Oudenhoven, Wetzel, Lapin, Rodrigues, Koppes. O'Neill voted against the motion.
- B. Review and take action: Library Board of Trustees Minutes-April 13, 2023.
- C. Review and take action: library expenditures and finances.
- D. Review and take action: library expansion expenditures.

******MOTION #9 per Burke, seconded per Gerike to approve the Consent Agenda.**

Votes to approve Wetzel, Lapin, Gerike, O'Neill, Burke, Koppes. Motion carried.

11. Adjournment

******Motion #10 per Burke, seconded per Koppes to adjourn meeting at 7:50pm.**

Approved per voice acclimation.

These meeting minutes are approved by the Board of Trustees.

Respectfully submitted,
Kate Lapin, Secretary

City of Watertown Historic Preservation
& Downtown Design Commission
Meeting Minutes
June 21, 2023

Section 6, Item B.

Members present: Melissa Lampe, Mike Trego, Jill Nadeau, Barry Ashenfelter, Jacob Maas and Tim Little. Members not present: Steven Board

1. Call to Order.
Vice-Chair Ashenfelter called the meeting to order at 6 p.m.
2. Review and approve minutes from May 24, 2023 meeting.
Motion by Nadeau, second by Little, to approve as presented. Motion carried.
3. BUSINESS:
 - A. Discuss and approve as appropriate signage – 112 N. Third St.
No action taken as signage would be applied to interior glass storefront.
 - B. Review and approve as appropriate proposed seating platform at 200 W. Main St.
Motion by Nadeau, second by Little, to issue a Certificate of Appropriateness for the project as presented. Motion carried.
 - C. Discussion regarding update of citywide intensive survey of Historic Properties
The commission is planning to apply for a Certified Local Government grant this fall to hire a consultant to update the 1987 intensive survey of historic properties in the city. The grant is administered through the Wisconsin Historical Society and there is a clearly defined process to follow. Little volunteered to be the point-person for the project and will work with Lampe to begin the application process.
 - D. Review draft of local landmark designation for 2 E. Main St.
Lampe presented the resolution for the nomination of this property. Motion by Ashenfelter, second by Nadeau to approve draft and forward to Mayor McFarland for City Council review and approval. Motion carried.
 - E. Election of Officers
With Board's appointment to the City Council, the commission held an election to select a new chairperson and vice-chairperson. Motion by Lampe, second by Little, to elect Maas as commission chair. Motion carried. Motion by Ashenfelter, second by Lampe, to elect Nadeau as vice-chair. Motion carried.
4. Adjournment
Motion by Trego, second by Maas to adjourn. Motion carried.

Respectfully submitted,
Melissa Lampe
Commission Secretary

WATERTOWN PUBLIC LIBRARY
BOARD OF TRUSTEES MEETING MINUTES
JULY 13, 2023

1. Call to order/Roll call

The meeting was called order by Board President Chris Koppes at 5:30 pm.

Members Present: Rahfaldt, Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Koppes

Members Absent: Burke, Wetzel

Staff present: Checkai, Antonopoulos, Hernandez, Peerenboom

2. Review Correspondence

Peg Checkai reports that we have received some pledges from Grinwald, Teska, and Johnsonville Sausage.

She has also received a restitution check from the young man who had damaged library property.

The library has also been notified of a donation from an estate.

3. Citizens to be Heard

None.

4. Appearances

B. Mark Stevens; Finance Director, discuss insurance for facility.

Mr. Stevens presents the library property insurance for the city. There was a meeting on July 1 and costs were assigned to the library.

There will be a notable increase for the library insurance cost secondary to increased square footage.

An assessment/appraisal will be done in 8/2023.

Payment of \$17,000 will most likely be made from the general fund in the 2024 Budget Cycle (August -> July.) This will be an annual cost.

A. Darren Schretter; Studio GC using Zoom link to attend meeting.

- Flag Plaza – bids should be received by 7/18/2023
- Interior donor wall per Pablocki. There is a laminate issue and they are working to correct that. Outside signage is in production.
- Peg and Darren are working with product for light fixture installation which will be installed after the outdoor sign is installed.
- Contract with Miron. Darren continues to work with Miron to try to tie up loose ends.

****** MOTION #1 per Chris Koppes, seconded per Oudenhoven to change order of meeting. Next**

item 6A.

Motion approved per voice acclimation.

6. Unfinished Business

A. Introduction of Attorney Vince Hein and to discuss investing remaining expansion/renovation donations.

- There are some remaining monies from the fund raising campaign that needs to be kept in a capital improvement account.
- The Library Finance Committee will work with Attorney Hein to set up trust/foundation. He recommends a partner with financial advisor.

******MOTION #2 per Koppes, seconded per Lapin to return to original order of meeting (5A)
Motion approved per voice acclimation.**

5. New Business

A. Recognition of Kate Lapin and her service to the Library Board of Trustees.

******MOTION #3 per Rahfaldt, seconded per O'Neill to approve resolution #2023-11.
Motion approved per voice acclimation.**

- B. Discuss with possible action: proposal from Complex Security for door locks.
There will be electronic locks which will be programmable (Keypad card access to front door (Main Street) and community room doors. Cost \$7,164.00.

******MOTION #4 per Lapin, seconded per Rahfaldt to approve contract with Complex Security for electronic locks. Cost \$7,164.00.
Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Koppes.
Motion carried.**

- C. Conduct and implement Library Board governance election.
No action taken.
Andy Merfeld introduces herself to the board. She will be new to the board upon approval at next Board of Trustees meeting.

******MOTION #5 per Rodriguez, seconded per Gerike to table 5C.
Approved per voice acclimation.**

- D. Discuss with possible action: request for restroom access for August 13 event.
Board discusses options. Will continue with present rest room procedure.

******MOTION #6 per Koppes, seconded per Lapin to deny request for bathroom access for private**

**function at Bentzin Square per existing rest room procedure.
Approved per voice acclimation.**

5. New Business (Cont)

- E. Discuss with possible action: employee breaks with implementation of new work schedules.

******MOTION #7 per Gerike, seconded per Oudenhoven to allow a 20 minute break per 6 hours worked.**

Votes to approve: Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Rahfaldt, Oudenhoven and Koppes.

Motion carries.

- F. Discuss with possible action: Poblocki's proposal for digital wall covering in Community Room.
Poblocki's proposal comes at the cost of \$11,488.00 for digital wall covering. The photo would be that of the new library, a photo taken by Studio GC staff.
Board would like to see rendering prior to approval. No action taken. Review in August.
- G. Discuss with possible action: access to public wifi inside and outside of facility.
Library public wifi does not cover much area outside of the library as compared to pre-construction.
Dan (IT person) recommended a mesh system extender with cost of \$179.00. This would extend coverage of 100' to 150' into the parking lot.

******MOTION #8 per Gerike, seconded per O'Neill to have Jamie Hernandez to research and purchase public wifi. Not to exceed \$1,000.00**

Votes to approve: O'Neill, Lapin, Rodriguez, Gerike, Rahfaldt, Oudenhoven, Koppes.

Motion carries.

- H. Review with possible action: a tangible personal property request.
Library notified that it has been named as the recipient of part of the trust of Imgaard Krueger. Attorney Nichole Froehle would like the board to take action to consent distribution of property listed in note book.

******MOTION #9 per Oudenhoven, seconded per Rahfaldt to consent to the trustee's suggestion of distribution of property listed in notebook.**

Votes to approve: Lapin, Rodriguez, Gerike, Rahfaldt, Oudenhoven, O'Neill, Koppes

Motion carried.

6. Unfinished Business

B. Recognition of Kim Rahfaldt and her service on the Library Board of Trustees.

******MOTION #10 per Lapin seconded per Rodriguez to approve Resolution #2023-7.**

Motion approved per voice acclimation.

7. Director's Report.

Director Peg Checkai reviews monthly highlights, budget and statistics.

8. President's report

President Koppes reports that he has not had many outside meetings this past month.

Looking for Budget approval October 23, 2023

9. Review and take action on consent agenda items.

A. Review and take action: Library Board of Trustees Minutes – June 8, 2023.

B. Review and take action: library expenditures and finances.

C. Review and take action: library expansion expenditures

******MOTION #11 per Lapin seconded per Rahfaldt to approve the consent agenda.**

Votes to approve: Rahfaldt, Oudenhoven, O'Neill, Lapin, Rodriguez, Gerike, Koppes.

Motion carried.

10. Adjournment

******MOTION #12 per Rahfaldt, seconded per Lapin to adjourn meeting at 8:45 pm.**

Motion approved per voice acclimation.

These meeting minutes are approved by the Board of Trustees.

Respectfully submitted,
Kate Lapin, Secretary

Bentzin Family Town Square COMMISSION

MINUTES

Wednesday, July 17, 2023

1. Call to order

The Bentzin Family Town Square Commission in person on July 17, 2023. The meeting was called to order by Stephanie Juhl. Members present were: Katie Keepman, Melissa Lampe, Bonnie Hertel, David Zimmerman, Dan Bartz, Brian Konz
Also present were: Kristine Butteris, Stephanie Juhl. 1-Community Member in attendance – John Katisch.

2. Review and approval of minutes:

Nothing to review – 1st meeting

3. Review and approval of financial reports

Nothing to review - 1st meeting

4. Citizens to be heard

There were none.

5. Business

a. Review and discuss Sponsorship flyer and potential donors

Flyer and Donors – Brian Konz – Brought up the idea of a 501c3 for the future. Agenda item for future. Try to be self-sustainable, we are working to get people involved and first year was free to vendors to gain interest. We are going to keep sponsors of the BFTS involved in the sponsorship opportunities, but not to ask all current sponsors.

b. Review and take possible action: Sponsorship Flyer

Flyer is to be looked over by Robin in Tourism – when she gets back from vacation. Melissa made a motion to go to Robin for approval David seconded. So moved.

c. Review and discuss: Programming options and Ideas; 2024 programming due Oct 1

Scaling back some of the events – all Saturdays? How are the Thursdays going? Noise and time – Connect with other community businesses. All concerts end at 9pm – we have adjusted for the rest of the season. People do not want Thursday/Saturday of the same week. Cut out three of the bands and do three acoustics. Commit to four dates with Lyn and bring in some other bands with the commission. Reduce the number of acts 3 to 4 and with the commission we will work to find acoustic bands. More culture/ethnic involvement – Ice carving –

d. Review and approve: commission positions and level of involvement

Katie Keepman is Secretary; Brian Konz is Chair; Dave Zimmerman is Assistant Chair
Melissa made a motion to accept all commission positions as listed above. Bonnie 2nd .

e. Review and discuss: Closure of S. Water Street

Closure of Water St. – Bollards/Jersey Barriers/Gates – How does the BFTS Commission feel about closing water St? Streets would like to see it closed during the summer. Table to next meeting.

f. Review and discuss: Christmas in the Town Square

Main St. Program will take on the Christmas Market – Jingle Bell on the Rock – Saturday, Dec. 2nd, Santa House open – sales downtown, reindeer. Main St. will have Santa House at the Town Square – Santa visits will be in doors so the 36-foot ramp that goes around will need space.

g. Review and discuss: Library Bathroom Open Times

Library Bathrooms – This year the bathrooms are open during city sponsored special events. Next year the restrooms will be during park hours.

h. Review and discuss: Budget Allocations and Ratios

Fountain technologies – working on a program for us to either decrease height of the water fountain, changing hours, allowing pause when pushing buttons – 5 cycles, 5 minutes.

6. Event Coordinator's Report:

a. Go over current and future calendar for 2023.

- i. Updated on all events through end of year.

b. Update on Ordinance for outside Beer Trucks

- i. This will be going to July Council meeting for first reading
- ii. This will need 2 readings to pass

c. Mention DORA webinar

d. Update on dock & historical art wall

- i. Dock will not be going in due to bridge construction
- ii. Historical wall will wait as well

e. Update on water usage options, landscaping and snow removal

- i. We are speaking with Fountain Technologies to reduce water usage. We also are waiting for a quote from Theder for landscaping and snow removal.

7. Adjournment – Next meeting date August 21, 2023

Dan Bartz motioned to adjourn the meeting. Dave Zimmerman seconded. All approved..

MEETING OF THE BOARD OF COMMISSIONERS
OF THE WATERTOWN HOUSING AUTHORITY

The Commissioners of the Watertown Housing Authority (WHA) met in regular session at 201 N. Water St., Watertown WI on Thursday, July 20, 2023.

- Call to Order**
The Chairman, J. Braughler called the meeting to order at 4:00 p.m.
Present: J. Braughler, R. Stocks, M. Malmstrom, W. Kehl & J. Bear. Also, present was Secretary T. Kasten.
Absent:
- Agenda Review**
The Commissioners approved the agenda as presented.
- Tenant/Citizen Comments**
Resident Commissioner M. Malmstrom informed the commissioners of the social events that have taken place at the Johnson Arms building.
- Approval of Minutes**
A motion to accept the minutes of the regular meeting held on Thursday, May 18, 2023, was made by J. Bear and seconded by M. Malmstrom. The motion carried.
- Approval of Monthly Expenditures and Financial Report**
A motion to accept the payment of bills which included checks (#22887-22931) and ACH debit transactions from 5/13/2023-7/13/2023 totaling \$83,596.55 was made by R. Stocks and seconded by J. Bear. The motion carried. May & June 2023 financials were discussed and will be placed on record, subject to audit.
- Review and possible action to amend Parking Lot/Vehicle Policy – Resolution #23-02**
T. Kasten discussed the proposed changes to the policy. After a discussion, a motion to amend the Parking Lot/Vehicle policy as presented was made by W. Kehl and seconded by R. Stocks and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braughler	X		
Kehl	X		
Malmstrom	X		
Stocks	X		

The motion carried.

- Review and possible action to amend the Lease Agreement – Resolution #23-03**
The proposed statements to Section 12.B., Section 12.R., and House Rules & Regulations were discussed. A motion to amend with the Lease Agreement (Section 12.B, 12.R, & House Rules & Regulations) with the changes as discussed was made by M. Malmstrom and seconded by J. Bear and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braughler	X		
Kehl	X		
Malmstrom	X		
Stocks	X		

The motion carried.

- Review and possible action to amend the Community Service Policy – Resolution #23-04**

T. Kasten discussed the proposed changes to the policy. After a discussion, a motion to amend the Community Service policy as presented was made by J. Bear and seconded by M. Malmstrom and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braugher	X		
Kehl			X
Malmstrom	X		
Stocks	X		

The motion carried.

- Approval of Anticipated Operating Budget FYE 9/2024 – Resolution #23-05**

T. Kasten presented the anticipated budget. After a discussion, a motion to accept the Anticipated Operating Budget FYE 9/2021 with changes as discussed and a 3% pay increase was made by J. Bear and seconded by M. Malmstrom and on a roll call was adopted with the following vote:

	AYES	NAYS	ABSENT
Bear	X		
Braugher	X		
Kehl			X
Malmstrom	X		
Stocks	X		

The motion carried.

- Executive Director’s Report**

Public Housing Overview

- T. Kasten informed the commissioners that for the past 2 months the office has been dealing with tenant litigation, vacancies and bedbugs. Badger Pest Control has been servicing these concerns.
- Wise Guy IT has been hired to service out IT concerns.
- T. Kasten reported that as a result of missed pickups, our contract with Waste Management has been terminated. As of August 1, 2023, GFL will be our new garbage/recycling service provider.
- Our bulk TV service with Spectrum has been upgraded for the tenants of the Johnson Arms building.
- We contracted with Nelrod to perform a salary study for the WHA. We will share the study and cost with Jefferson Housing Authority as we are similar in size.
- Recertifications will be completed for family site tenants in August.
- T. Kasten informed the commissioners the capital fund project to modernize the 5-bedroom unit is almost complete. We are in the process of receiving quotes to replace window treatments at Johnson Arms and seal coating all family site parking lots.
- WAHA conference will be September 20th & 21st.

Occupancy Update

- **Johnson Arms** – T. Kasten reported, effective August 1st, we will have 1 vacant unit.
- T. Kasten reported since we last met there has been 10 new units with bedbugs. We inspected 5 other units that were negative.
- T. Kasten gave 2 tours to applicants & mailed or emailed 5+ applications. I do follow up if applications are not returned.
- Average rent is \$374, and we have 11 tenants paying the flat rent of \$550.
- **Family Sites** – T. Kasten reported the only vacant unit is the 5-bdrm unit which is scheduled to be rented by August 15th.

- The housing authority was again granted the eviction of unit #1132 at the May 30th trial. This second trial was ordered by the judge to revisit evidence that was presented at the first trial. The Legal Action attorney for the tenant has appealed this decision. The date for this appeal is not known at this time.
- A 30-day notice was served on one tenant for nonpayment of rent.
- The average rent for our family units is:
 - 2-bdrm is \$529 with 3 tenants paying the flat rent of \$650
 - 3-bdrm is \$588 with 3 at the flat rent of \$916
 - 4-bdrm is \$616 with 2 at the flat rent of \$962
 - 5-bdrm is vacant/temporarily taken offline

Maintenance/Systems Overview

- M. Kasten is busy with the modernization work at the 5-bedroom and completing work orders.
- Work Orders are completed in a timely manner when parts are available. There were approximately 24 non-emergency work orders completed since we last met.
- After Hour Calls: 7 – All were tags not being put out or taken off.

- **Future Possible Agenda Items**

- Annual Meeting

- **Next Meeting Date/Time**

- The Board of Commissioners next regular session will be on Thursday, September 14, 2023 at 4:00 pm.

- **Adjournment**

- Being no further regular meeting business to come before the Board, a motion to adjourn the meeting was made by M. Malmstrom and seconded by J. Bear. The motion carried and the meeting was adjourned at 5:57 pm.

Secretary

Chairperson

(DISCLAIMER: These minutes are uncorrected, and any corrections made to them will be noted in the proceedings at which these minutes are approved.)

City of Watertown Historic Preservation
& Downtown Design Commission
Meeting Minutes
July 26, 2023

Members present: Melissa Lampe, Mike Trego, Jill Nadeau, Barry Ashenfelter, Jacob Maas and John Klink and Tim Little.

1. Call to Order.
Chairperson Maas called the meeting to order at 6 p.m. New member John Klink was welcomed to the Commission.
2. Review and Approve Minutes of June 21, 2023
Motion by Trego, second by Little, to approve minutes as presented. Motion carried.
3. BUSINESS:
 - A. Review and take action: Certificate of Appropriateness – 106 N. Third St. (216 E. Main St.)
The commission reviewed the design proposal by William Lindborg to create a new entryway off N. Third Street to access commercial space and an apartment that is being created on the second floor of the Brown's Shoe Fit Co. building. Motion by Nadeau, second by Ashenfelter to issue a Certificate of Appropriateness based on the plans presented. Lampe and Trego to determine final paint colors. Motion carried.
4. Adjournment
Motion by Ashenfelter, second by Trego to adjourn. Motion carried.

Respectfully submitted,
Melissa Lampe
Commission Secretary

City of Watertown Historic Preservation
& Downtown Design Commission
Special Meeting Minutes
Aug. 9, 2023

Section 6, Item G.

Members present: Melissa Lampe, Mike Trego, Jill Nadeau, Barry Ashenfelter, Jacob Maas and John Klink. Members not present: Tim Little

1. Call to Order.
Chairperson Maas called the meeting to order at 6 p.m.
2. BUSINESS:
 - A. Review and take action: Certificate of Appropriateness – 510 E. Main St.
Motion by Nadeau, second by Lampe, to approve issuance of a Certificate of Appropriateness for sign artwork as presented. Motion carried.
3. Adjournment
Motion by Ashenfelter, second by Trego to adjourn. Motion carried.

Respectfully submitted,
Melissa Lampe
Commission Secretary



LICENSING BOARD MEETING MINUTES

WEDNESDAY, AUGUST 09, 2023 AT 4:15 PM

WATERTOWN MUNICIPAL BUILDING - 106 JONES STREET, ROOM 0041

The Licensing Board met on the above date and time in person at the Municipal Building 106 Jones St. in Room 0041 and via GoToMeeting. The following members were present: Mayor McFarland, Ald. Blanke, Cheri Martin, Erin Schroeder, and Ald. Smith (arriving at 4:22pm). Staff present were: Police Chief Robert Kaminski, Assistant Police Chief Ben Olsen, City Attorney Steven Chesebro, and City Clerk Megan Dunneisen.

1. CALL TO ORDER Mayor McFarland called the meeting to order to order at 4:15pm
2. REVIEW AND APPROVE MINUTES
 - A. Schroeder made a motion to approve the Licensing Board meetings minutes from July 12, 2023, seconded by Ald. Blanke and carried by unanimous voice vote.
3. BUSINESS
 - A. Report: Meeting start time of 4:30pm September 2023 - May 2024 – all members are okay with this change.
 - B. Ald. Blanke made a motion to approve the application for “Class B” Malt and Liquor from The Score Sports Bar (Jaime Ellis, Agent) located at 300 N. 4th St, Watertown, WI 53094 (Currently licensed to Yangers), seconded by Schroeder and carried by unanimous voice vote
 - C. Mayor McFarland made a motion to approve the Application for “Class B” Malt and Liquor from ABW Enterprise LLC DBA Mobay Wine and Dine (Aston Boyd, Agent) located at 301 E. Main St. Watertown, WI 53094, seconded by Martin and carried by unanimous voice vote.
 - D. Schroeder made a motion to approve the application for Temporary Class “B” License from the Watertown Elks Lodge for the Elks Music and Bean Bag Fundraiser located at 117 N 1st St. on August 19, 2023 during the hours of 10:00am - 7:00pm, seconded by Martin and carried by unanimous voice vote.
 - E. Ald. Blanke made a motion to approve the application for Temporary Class “B” License for the Sounds of Summer Concert Series by the Main Street Program located at 1 West Main Street (Town Square) on August 24, 2023 during the hours 6pm-10pm, seconded by Martin and carried by unanimous voice vote.
 - F. Martin made a motion to approve the application for Temporary Class “B” License for the Sounds of Summer Concert Series by the Main Street Program located at 1 West Main Street (Town Square) on August 26, 2023 during the hours 6pm-10pm, seconded by Schroeder and carried by unanimous voice vote.
 - G. Schroeder made a motion to convene into Closed Session pursuant to Wis. Stats. 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of an evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held to discuss specific licenses: Application for operator license: George Melville, seconded by Ald.

Blanke and carried by roll call vote of Yes: 5 (Schroeder, Martin, Ald. Blanke, Ald. Smith, Mayor McFarland); No:0.

- H. Schroder made a motion to Reconvene to open session, seconded by Martin and carried by unanimous voice vote.
 - I. Schroder made a motion to deny the application for operator's license from George Melville based on false or missing information on the operator's license application, seconded by Martin and carried by unanimous voice vote.
 - J. Schroeder made a motion to convene into Closed Session pursuant to Wis. Stats. 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of an evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held to discuss specific licenses: Application for operator license: Cody Punzel, Ald. Blanke asked to combine both closed session item J and closed session item M (Antonio Cruz) due to neither applicant being present, seconded by Ald. Smith and carried by roll call vote of Yes: 5 (Ald. Smith, Martin, Ald. Blanke, Mayor McFarland, Schroeder); No:0.
 - K. Schroeder made a motion to Reconvene to open session, seconded by Martin and carried by unanimous voice vote.
 - L. Ald. Smith made a motion to deny the application for operator's license from Cody Punzel based on Cat I and V of the Watertown Licensing Guidelines, seconded by Schroeder, and carried unanimous voice vote.
 - M. (Item combined with item J) Convene into Closed Session pursuant to Wis. Stats. 19.85(1)(b) Considering dismissal, demotion, licensing or discipline of any public employee or person licensed by a board or commission or the investigation of charges against such a person, or considering the grant or denial of tenure for a university faculty member, and the taking of formal action on any such matter; provided that the faculty member or other public employee or person licensed is given actual notice of an evidentiary hearing which may be held prior to final action being taken and of any meeting at which final action may be taken. The notice shall contain a statement that the person has the right to demand the evidentiary hearing or meeting be held in open session. This paragraph and par. (f) do not apply to any such evidentiary hearing or meeting where the employee or person licensed requests that an open session be held to discuss specific licenses: Application for operator license: Antonio Cruz.
 - N. (Item combined with item K) Reconvene to open session.
 - O. Schroeder made a motion to deny the application for operator's license from Antonio Cruz based on false or missing information on the operator's license application, seconded by Ald. Blanke and carried by unanimous voice vote.
 - P. Special Events report from Clerk's Office was presented.
 - Q. Operator's List report from Clerk's Office was presented.
 - R. Police Report from Police Department was presented.
4. Schroeder made a motion to adjourn seconded by Martin and carried by unanimous voice vote at 4:40pm.

Respectfully Submitted,
Megan Dunneisen, City Clerk

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

COMMITTEE OF THE WHOLE
Wednesday, August 9, 2023

The Committee of the Whole met on the above date at 5:00 p.m. in the Council Chambers of City Hall. The meeting was also made available via GoToMeet. The following members present: Mayor McFarland, Alderpersons Davis, Lampe (arriving at 5:07pm), Board, Blanke, Smith, Schmid (arriving at 5:26pm), Wetzel and Moldenhauer. Also present were City Attorney Steven T. Chesebro, Fire Chief Travis Teesch, Deputy Fire Chief Rauterberg, Police Chief Robert Kaminski, Assistant Police Chief Ben Olsen, Finance Director Mark Stevens, Streets Director Stacy Winkleman, Parks Director Kristine Butteris, officers of the Police Department, and City Clerk Megan Dunneisen.

Mayor McFarland called the meeting to order at 5:01 p.m.

The purpose of this Committee of the Whole meeting was to present information from different city departments on the special event process and procedures. City Attorney Chesebro, Parks Director Butteris, Streets Superintendent Winkleman, Finance Director Stevens, and Clerk Dunneisen spoke and answered questions from the councilmembers on this topic. Additionally, a presentation was given by the Police Department regarding the July 2023 Pride in the Park special event.

Ald. Lampe motioned to convene into closed session to confer with legal counsel who either orally or in writing will advise governmental body on strategy to be adopted with respect to current or likely litigation under Wis. Stat. Sec. 19.85(1)(g). (Pride in the Park, July 2023), seconded by Ald. Board and carried by roll call vote of Yes: 9 (Lampe, Board, Bartz, Blanke, Smith, Schmid, Wetzel, Moldenhauer, Davis); No-0; Abstain-0.

Ald. Board motioned to reconvene to open session, seconded by Ald. Moldenhauer and carried by unanimous voice vote.

Ald. Schmid moved to adjourn the Committee of the Whole meeting at 8:27 p.m., seconded by Ald. Moldenhauer and carried by voice vote.

Respectfully submitted,

Megan Dunneisen, City Clerk

**PLAN COMMISSION
MINUTES
AUGUST 14, 2023**

Section 6, Item J.

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

The following members were present: Mayor McFarland, Blanke, Holloway, Krueger (remote), Lampe, Talaga (remote), Zirbes. Also in attendance were Ruth Mack of Loeb & Co., LLP; Helen Weihert, and Heather Van Dam.

- 1. Call to order (4:30pm)**
- 2. Approval of Minutes** (A and B voted on jointly)
 - A. Site Plan Review minutes July 24, 2023**

Motion to approve the June 24th Minutes was made by Konz and seconded by Lampe, passed on unanimous voice vote.
 - B. Plan Commission minutes July 24, 2023**

Motion to approve the June 24th Minutes was made by Konz and seconded by Lampe, passed on unanimous voice vote.
- 3. Business**
 - A. Review and take action: 418 Water Tower Court – proposed office and kennel addition to existing building**

Brian Zirbes presented the request for a proposed building addition at 418 Water Tower Court (Watertown Humane Society). This is for additional office and kennel space.

Motion was made by Holloway and seconded by Lampe to approve the site plan with the condition that a lighting plan consistent with the zoning code be submitted, passed on a unanimous voice vote.
 - B. Review and take action: N8890 West Road – Extraterritorial Certified Survey Map (CSM)**

Brian Zirbes presented the request for a proposed CSM from Helen Weiart for N8890 West Road. No right away or airport approach issues for this CSM.

Motion was made by Holloway and seconded by Blanke to approve the request for a preliminary extraterritorial CSM without conditions, passed on a unanimous voice vote.
 - C. Review and take action: 1014 S. Second Street – Certified Survey Map (CSM)**

Brian Zirbes presented the request for a proposed CSM from Loeb and company for a CSM for 1014 S. Second Street. This request would split the current lot into two separate lots, one of 2.1 acres and another of .857 acres.

Motion was made by Konz and seconded by Holloway to approve the CSM creating a two lot parcel at the current address of 1014 S. Second Street, passed on a unanimous voice vote.
 - D. Review public hearing comments and make recommendation to Council: rezoning ordinance for new fire station**

No comments were made at the public hearing. It was noted that there was one area that was currently two family however the correct current zoning is multi family. That correction has been made on the ordinance change.

Motion was made by Holloway and seconded by Blanke to make a positive recommendation with the conditions identified by the Plan Commission and noting the clerical error that incorrectly identified two family zoning to the common council, passed on a unanimous voice vote.
 - E. Review public hearing comments and make recommendation to Council: 1722 S. Church Street text amendments for drive thru**

No comments were made at the public hearing. This is an update to the City of Watertown Zoning Code Chapters 550-131 and 550-132 relating to permitted sign rules and drive thru signage.

Motion was made by Lampe and seconded by Holloway to make a positive recommendation to the common council, passed on a unanimous voice vote.

All materials discussed at this meeting can be found at:

Section 6, Item J.

<https://cms4files.revize.com/watertownwi/Plan%20Commission%20Meeting%20Packet%20August%202014,%202023.pdf>

4. Adjournment

Motion to adjourn was made by Lampe and seconded by Holloway and passed on a unanimous voice vote at 4:44pm.

Respectfully Submitted,

Alderman Brad Blanke



FINANCE COMMITTEE MEETING MINUTES

MONDAY, AUGUST 21, 2023, AT 5:30 PM

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

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

Others present: Finance Director Stevens, City Attorney Chesebro, Police Chief Kaminski, Park/Rec Director Butteris (video), Water/WW Manager Pete Hartz, Media Coordinator Lisa Famularo, Andrea Peters, Ben Olsen, David Brower, Stephanie Juhl (video)

1. **Call to order.** Mayor McFarland called the meeting to order at 5:30 p.m.
2. **Minutes** from the meeting of **August 7** were presented. Ald. Lampe, seconded by Ald. Moldenhauer, moved to approve. Unanimous voice vote.
3. Andrea Peters presented a list of **EMS billing accounts** with a **request for write-off** due to exhausted collection efforts (deceased, unable to locate, determined uncollectible by WI DOR). Ald. Bartz motioned to approve the list presented, seconded by Ald. Davis. All approved through voice vote.
4. Lisa Famularo requested permission to **hire Shea Harrod** to fill the vacancy of **media productions manager** at grade/step G2 [\$22.12 per hour] starting August 28. Five applied; Shea has nine years of experience in local government communications. Ald. Lampe moved, supported by Ald. Davis, to approve the request to hire. Unanimous voice vote.
5. Water Manager Hartz requested permission to **submit the assistant utility billing clerk** position description to our HR consultant **for evaluation of pay grade assignment**. This position was originally included in the administrative assistant project, but was deemed to not belong to that group. Ald. Lampe made a motion, seconded by Ad. Bartz, to move forward with the review. All approved.
6. Chief Kaminski asked to have the **job positions of police department support staff** that aren't administrative assistants **reviewed for pay grade assignment**. The positions include community service officer, investigations technician, clerk/typist, and records clerk. Ald. Davis offered a motion, supported by Ald. Lampe, to approve this request. Unanimous voice vote.
7. The **system maintenance agreement for the 911 software system** expired in July. It had been anticipated that the upgrade replacement being purchased in conjunction with Jefferson County would have been installed before this expiration. Chief Kaminski drafted a resolution requesting budget modification totaling \$21,563 within the Police Department to afford the renewal of the maintenance agreement. A motion to approve as presented was made by Ald. Lampe and seconded by Ald. Moldenhauer. Approved by committee.
8. Attorney Chesebro updated the committee on the status of the **burned property at 100 Western Ave.** The 2022 property tax bill of approximately \$5K has been paid. An intergovernmental agreement with Jefferson County to assist in the purchase of the property should be resolved in the next three weeks.
9. The committee had requested a summary of the **special event permits** issued in 2022 and 2023 that had fees assessed. Finance Director Stevens provided this information.

10. Ald. Moldenhauer moved, seconded by Ald. Lampe, to **convene into closed session** per Wis. § 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (expenses for Pride in the Park). The committee approved via roll call vote.
11. The committee reconvened into open session.
12. Ald. Lampe, supported by Ald. Davis, motioned to **table the agenda item to determine the amount to invoice for Pride in the Park** until the next regularly scheduled Finance Committee meeting (9/11/23). Approved by voice vote.
13. Ald. Davis moved, supported by Ald. Bartz, to **convene into closed session** per Wis. § 19.85(1)(b) considering discipline of any public employee or officer of any person licensed by governing body or investigation of charges against such person. No formal action or evidentiary hearing will occur. The committee approved via roll call vote.
14. The committee reconvened into open session.
15. Adjournment. Ald. Bartz moved to adjourn, seconded by Ald. Davis, at 7:34 pm and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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



FINANCE COMMITTEE MEETING MINUTES

MONDAY, SEPTEMBER 05, 2023, AT 6:30 PM

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

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

Others present: Finance Director Stevens, City Attorney Chesebro, Fire Chief Travis Teesch, Anthony Rauterberg, fire fighters, Nick Patterson (TWall)

1. **Call to order.** Mayor McFarland called the meeting to order at 6:30 p.m.
2. Chief Teesch reviewed the closed bid process that took place to **secure Construction Management at Risk Services for the fire station project**. Five proposals were submitted, and the review committee considered two as qualified. Maas Brothers and Miron were invited to in-person interviews with the panel. The committee unanimously determined that Maas Brothers Construction (Watertown) is the best choice for this project. The offer was a 2.5% construction management fee. The total for pre-construction services, construction management fee, insurance, performance bond, general conditions costs, and general requirement costs is \$966,770. Ald. Davis, supported by Ald. Lampe, approved that a contract be crafted to hire Maas Brothers Construction as recommended by Chief Teesch. Unanimous voice vote.
3. Ald. Bartz moved, seconded by Ald. Lampe, to **convene into closed session** per Wis. § 19.85(1)(e) for 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 (Main Street Watertown, LLC n/k/a Riverhouse on the Rock, LLC request for extension to Development Agreement). The committee approved via roll call vote.
4. The committee reconvened into open session.
5. Adjournment. Ald. Lampe moved to adjourn, seconded by Ald. Davis, at 6:56 pm and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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

SITE PLAN REVIEW COMMITTEE
September 11, 2023

Section 6, Item M.

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Brian Zirbes of Building, Safety & Zoning; Maureen McBroom of Engineering and Stormwater Utility; Kristine Butteris of Park & Rec; Stacy Winkelman of the Street Department; Jeff Meloy of the Police Department; Tim Hayden of the Water/Wastewater Department; and Anthony Rauterberg of the Fire Department. Also in attendance were Nikki Zimmerman, Jorge Monterrey and Alex Rodriguez of The Strike Zone, Kevin Zubke of KAZ Construction, and Jim Coughlin and David Egan of St. Bernard's Cemetery.

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 July 24, 2023

Motion was made by Anthony Rauterberg and seconded by Stacy Winkelman to approve the July 24, 2023 Site Plan Review minutes as submitted. Unanimously approved.

3. Business

A. Review and take action: 311 S. Third Street – proposed indoor batting cages

Jorge Monterrey was present for this item. The proposal is for 3 batting cages and a point of service area.

The following was presented by staff:

Building:	There should be a final check on the exit lights and outlet(s).
Fire:	No comments.
Eng/Stormwater:	No comments.
Parks:	No comments.
Police:	No comments.
Streets:	Businesses must coordinate their own garbage pickup.
Water/Wastewater:	No comments.

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission with inclusion of the above comments.

Unanimously approved.

B. Review and take action: 1508 Neenah Street – proposed open air pavilion

Schurz School is proposing to place an open air pavilion in their parking lot for picnic tables and shade for the students.

The following was presented by staff:

Building:	No comments.
Fire:	Verified specific location – it will be placed off the playground area.
Eng/Stormwater:	No comments.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water/Wastewater:	No comments.

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission.

Unanimously approved.

- C. Review and take action: 515 Pearl Street (614 Milford Street) – proposed 1,040 sf garage for group** Section 6, Item M.
St. Bernard's Cemetery is proposing a 1,040 sf garage to replace the existing storage building on site. The purpose is to store maintenance items for the cemetery area.

The following was presented by staff:

Building:	No comments.
Fire:	No comments.
Eng/Stormwater:	If the project disturbs more than 3,000 sf of land, an erosion control permit will be required.
Parks:	No comments.
Police:	No comments.
Streets:	No comments.
Water/Wastewater:	No comments.

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom to recommend approval of this proposal to Plan Commission.

Unanimously approved.

4. Adjournment

Motion was made by Anthony Rauterberg and seconded by Maureen McBroom 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.

Commission members present: Bartz, Board, Wetzel
City Employees present:
Stacy Winkelman Street Department Operations Manager
Andrew Beyer Assistant City Engineer

1. CALL TO ORDER Chair Wetzel called the meeting to order at 5:34

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT
NONE

3. REVIEW AND APPROVE MINUTES Public Works Minutes from August 22, 2023

Motion to approve Board

2nd Bartz

Carried by unanimous voice vote

4. BUSINESS

C. Review and discuss: action to be taken with street light installation on Chadwick Dr. between South St and Arlington Dr.

Review and discuss options for Chadwick Drive street light installation.

There has been a request for the addition of street lights...that goes back a few years. It has been added and cut from budgets. There is money in the 2024 budget (\$32,000) allocated for this work. Unfortunately...the money allocated will most likely only cover four streetlights while the installation cost was not considered. With that said, I am working with Highway Light and Landscape due to there being a substantial number of homes where the driveway approaches, boulevards, and possibly sidewalks that would be affected with installation, the line will need to be bored. Some action to consider:

1. Purchase the light poles with the money in the 2023 budget and budget money for installation in the 2024 budget.
2. Carryover the money budgeted in the 2023 b budget into the 2024 budget, add more funds in 2024 to cover the entire project correctly.
3. See if there is any 2023 budget money available anywhere to cover the installation of the poles.

Motion by Board to table item until 9/26 Public Works meeting when We Energies gives their dollar amount for installation.

2nd Bartz

Carried by unanimous voice vote

A. Review and take possible action: Review of Stormwater Utility Rate charges for duplexes and update to Chapter 453, Stormwater Management Utility. A recent review of the monthly stormwater utility charges for duplex residential units has revealed some inconsistencies in how the charges have been calculated for duplexes vs. how the charges are described as being calculated in Chapter 453 Article 1, Stormwater Management Utility. The current monthly Stormwater Utility charges for a duplex unit is \$7.33; according to Section 453-8(B), the monthly stormwater utility charge for a duplex unit should be \$9.72. The overall impact of this is a loss in revenue of about \$2,600 monthly, or \$31,200 annually, to the City's Stormwater Utility Budget.

Andrew Beyer said that when meeting with staff we found that was how they were directed to bill in 2005-2006.

Alder Bartz found no reason to not bill the same as a single family.

Alder Bartz made the following motion: The monthly Stormwater Utility charge for a duplex should be billed at \$9.72 consistent with existing ordinance 453-6 and 453-8 beginning January 1, 2024.

Alder Board asked to clarify that the charge would be per unit and was confirmed by Beyer.

B. Update, no action required: 2023 Salt Brine Program

The City added liquid salt brine to the winter snow and ice control program in 2021. Brine has primarily been used to pre-treat bridges, hills and intersections prior to a snow event. This improves the City's snow and ice control program 2 ways:

1. Light snowfalls melt faster in these areas as traffic drives over it, and
2. The brine layer allows snow plows to remove snow and ice from the pavement easier and faster. The brine makes it harder for the snow and ice to bond with the pavement. This reduces the number of times a plow has to go through the same area to remove snow and ice from these streets.

The City plans to grow the brine program incrementally over the next few years, starting with the following purchases in 2023:

1. A second storage tank to increase the amount of brine on hand to deal with snow events,
2. Equipment to outfit a second truck for pre-treating streets, and
3. A pre-wetting system for better salt application on a snow plow/salt truck.

The 2023 budget has funding for a brine-making machine; however staff have evaluated the program needs and would like to use this funding to make the purchases outlined above as the 2023 budget allows.

D. Review and take possible action: Change Order No. 4 to Contract #6-23 for \$57,406.10 to pave a portion of Water Tower Court

The northern portion of Water Tower Court has been subject to erosion issues over the past several years. City crews grade the roadway after heavy rain multiple times per year due to heavy rutting in the gravel roadway. The City hired Ruekert & Mielke to design pollutant control best management practices and roadway improvements, which are being installed by City crews this year. The roadway is currently being graded in anticipation of paving this year to stabilize the existing gravel roadway and prevent recurring erosion and resulting regrading. The City sought a change order from this year's asphalt paving contractor, Payne & Dolan, to perform the needed paving. Funding for said contract change order to come from Storm Water Utility Capital Outlay Account, 16-58-16-60. There is adequate funding in the account for paving of the northern portion of Water Tower Court.

The following motion was made by Alder Board: Pave Water Tower Court from just south of Maas Brothers driveway to the service road that goes to the pump house.

2nd Bartz

Carried by unanimous voice vote

5. ADJOURNMENT

Motion to adjourn Bartz 5:59 p.m.

2nd Wetzel

Carried by unanimous voice vote

Respectfully submitted,

Bob Wetzel

Public Works Commission Chair

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

Main Office
920-262-4060

Brian Zirbes
920-262-4041

Mark Hady
920-342-0986

Nikki Zimmerman
920-262-4045

Dell Zwieg
920-262-4042

Doug Zwieg
920-262-4062

Dennis Quest
920-262-4061

MEMO

To: City of Watertown Common Council

From: Brian Zirbes, Zoning Administrator

Date: September 19th, 2023

RE: Planned Unit Development (PUD) Overlay Zoning District

Recently the city has seen an uptick in the proposals of large-scale developments. As these development projects work their way through the approval process, some may desire to utilize the Planned Unit Development (PUD) Overlay Zoning District as described in §550-38 and §550-152 of the Zoning Code. The purpose of this memo is to provide a brief overview of what a PUD is, what it can and cannot do, and how it has been utilized in the City.

Below is a summary of the Planned Unit Development Overlay Zoning District.

Planned Unit Development (PUD) Overlay Zoning District.

The PUD Overlay Zoning District is intended to provide stimulus for redevelopment in areas of the community which are experiencing a lack of reinvestment, or which require flexible zoning treatment because of factors specific to the site. This district is designed to forward both aesthetic and economic objectives of the city by controlling the site design, land use, appearance, and density or intensity of development. The provisions of a PUD only apply to the specific parcel(s) where the overlay zoning district has been approved.

Development standards are flexible within the PUD Overlay Zoning District. PUDs outline the specific 'flexible development standards' that are available and require that any flexibilities are explicitly listed and compared to the underlying standard zoning district. This provides limits to what can be requested, and these limits are written out in the zoning code. The developer, city, and public have some parameters to work within which makes applying the regulations more transparent and predictable. It also makes it easier to interpret comprehensive plan consistency by choosing the most appropriate underlying zoning district that is consistent with the plan.

All PUD's are required to meet certain procedural requirements applicable only to PUDs, in addition to the general requirements of the zoning ordinance. A public hearing process is required to review a request for a

planned unit development. This process essentially combines the process for a zoning map with that required for a conditional use, with additional requirements.

Furthermore, planned unit developments are designed to forward both the aesthetic and economic development objectives of the City by controlling the site design and the appearance, density or intensity of development in terms of more flexible requirements for land uses, density, intensity, bulk (setbacks, lot sizes, etc.), landscaping, and parking requirements. In exchange for such flexibility, the planned unit development provides a higher level of site design, architectural control, and other aspects of aesthetic and functional performance than normally required for other developments.

The City of Watertown has approved approximately 40 PUDs dating back to the late 1980's. In recent years, PUDs have been used on specific development projects to reduce building and paving setbacks; allow exceptions to maximum building heights; and to adjust density, landscaping, parking, and other similar zoning code requirements.

As the City begins to consider PUD applications, please don't hesitate to reach out to me with any questions that you may have.

Sincerely,
Brian Zirbes

Zoning and Floodplain Administrator
Building, Safety and Zoning

Emily McFarland

TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

Redevelopment Authority

Karissa Hurtgen - serving partial five-year term ending January 2024 (replacing Brad Kuenzi)

Ryan Nowatka – serving partial five-year term ending January 2027 (replacing Nate Salas)

Thank you for your consideration.

Sincerely,



Emily McFarland
Mayor

Main Office
920-262-4060

Nikki Zimmerman
920-262-4045

Doug Zwieg
920-262-4062

Brian Zirbes
920-262-4041

Dell Zwieg
920-262-4042

Dennis Quest
920-262-4061

Mark Hady
920-342-0986

MEMO

To: City of Watertown Common Council

From: Brian Zirbes, Zoning Administrator

Date: September 19th, 2023

RE: City of Watertown - Town of Emmet Boundary Agreement - Annexation

The purpose of this memo is to provide some background information on the City of Watertown – Town of Emmet Cooperative Boundary Agreement and the future steps that will need to be taken to complete the final boundary adjustment (annexation) defined by the agreement.

History

The first version of the cooperative boundary agreement between the City of Watertown and the Town of Emmet, known as the 'Intermunicipal Cooperative Agreement' was first adopted in January of 2000. The term of this original agreement was from 2000 to 2013. In 2010, the City and Town started a review process of the original agreement. In 2013, a second version of the cooperative agreement was adopted, known as the 'Restated Intermunicipal Cooperative Agreement', that included amendments that corrected deficiencies in the original agreement. The 'Restated Intermunicipal Cooperative Agreement' had a term of about one year from June of 2013 to September of 2014. The third and current version of the cooperative agreement, known as the 'City of Watertown - Town of Emmet Cooperative Boundary Agreement', was adopted on September 24, 2014 and expires on December 31st, 2032.

Key provisions of the City of Watertown - Town of Emmet Cooperative Boundary Agreement include City and Town growth areas and four boundary adjustment areas. In the Town growth area land use is subject exclusively to town land use regulations, while in the City growth area land use is subject to City oversight. The four boundary adjustment areas are mandatory adjustments (annexations) scheduled at specific dates per the boundary agreement. The 'STH 16 Residential Area' is the last of these four boundary adjustments to be completed.

Schedule

The cooperative boundary agreement calls for the completion of the 'STH 16 Residential Area' annexation on or before September 29th, 2024. The required steps to complete this process are outlined on the

attached 'Town of Emmet Annexation Schedule' document. This document will continue to be the process proceeds.

Costs

Surveying

In order to complete the annexation process, a plat map with the legal description will have to be prepared by a surveyor. Funds for this have been proposed in the FY2024 budget.

Sewer/Water Connections

The boundary agreement requires that all properties in the territory being attached to the City be connected to City water and sewer within one year. The extensions of the water and sewer mains are the responsibility of the property owners. Cost estimates are provided in the attached informational summary.

Supporting Information

The attached informational summary provides more detailed information and maps regarding the boundary adjustment (annexation).

As this boundary adjustment process proceeds, please don't hesitate to reach out to me with any questions that you may have.

Sincerely,
Brian Zirbes
Zoning and Floodplain Administrator
Building, Safety and Zoning

Town of Emmet Annexation Schedule

Timeline	Annexation
Aug 30 th , 2023	Meeting between City and Town to discuss annexation process.
Sept 11 th , 2023	Plan Commission Meeting: <ul style="list-style-type: none"> Informational Update
Sept 19 th , 2023	Common Council Meeting: <ul style="list-style-type: none"> Informational Update
Sept 27 th , 2023	Meeting between City and Town to discuss annexation process.
TBD ???	Public Works Meeting: <ul style="list-style-type: none"> Special Assessment District/Service Area Options
July 8 th , 2024	Plan Commission Meeting: <ul style="list-style-type: none"> Initial Review and Scheduling of Common Council Public Hearing.
July 10 th , 2024	<ul style="list-style-type: none"> Submit the Notice of Public Hearing to the local paper indicating the date of the Public Hearing for the Annexation
July 15 th , 2024	<ul style="list-style-type: none"> Publication of Notice of Public Hearing for Annexation (<i>Class 1 at least 30 days prior to Public Hearing</i>)
Aug 20 th , 2024	Common Council Meeting: <ul style="list-style-type: none"> Public Hearing on Annexation
Aug 26 th , 2024	Plan Commission Meeting: <ul style="list-style-type: none"> Recommendation of Annexation Ordinance to Council
Sept 3 rd , 2024	Common Council Meeting: <ul style="list-style-type: none"> Common Council 1st reading of Annexation Ordinance
Sept 17 th , 2024	Common Council Meeting: <ul style="list-style-type: none"> Common Council 2nd reading and approval of Annexation Ordinance

WATERTOWN

Regular Plan Commission Meeting: Second & Fourth Mondays

Regular Common Council Meetings: First and Third Tuesdays

Newspaper: Published daily; Legal notices due 3 days prior to publishing

City of Watertown / Town of Emmet Boundary Adjustment
Information Summary
9-8-2023

The City of Watertown and the Town of Emmet have entered into a Cooperative Boundary Agreement which calls for four mandatory boundary adjustments (see Exhibit A). The last of these four adjustments, known as the ‘Highway 16 Residential Area’, is scheduled for attachment to the City on or before September 29, 2024. Below, depicted in green, is the ‘Highway 16 Residential Area’. An informational summary regarding the area to be attached to the City follows.

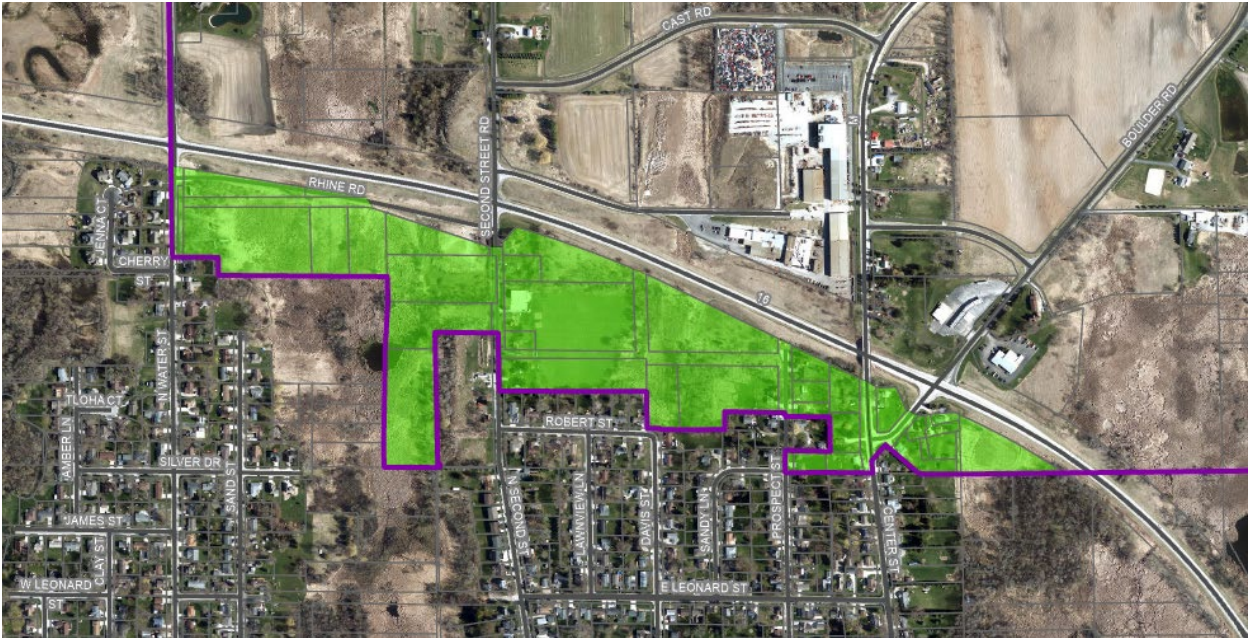


Figure 1 – Watertown / Emmet ‘Highway 16 Residential Area’ Boundary Adjustment Area

1. Property Values of land to be attached to the City. (Will need to be updated 2024.)
See Exhibit B.

2. Property Descriptions
To be completed by Legal and/or surveyor.

3. Population, Adults and children
To be completed by Legal

4. Wards
City Ward boundaries would need to be adjusted (see Exhibit C). Parts of the territory being attached to the City would go to Wards 2 & 4. Center St/CTH M would be the divide with all territory east of Center St/CTH M going to Ward 2 (from Emmet Ward 2) and all territory west of Center St/CTH M going to Ward 4 (from Emmet Ward 2). The City Clerk would be involved with this.

City of Watertown / Town of Emmet Boundary Adjustment Information Summary

9-8-2023

5. Aldermanic Districts

City Aldermanic District boundaries would need to be adjusted (see Exhibit C). Parts of the territory being attached to the City would go to Aldermanic Districts 1 & 6. Center St/CTH M would be the divide with all territory east of Center St/CTH M going to Aldermanic District 1 and all territory west of Center St/CTH M going to Aldermanic District 6. The City Clerk would be involved with this.

6. Other Districts

Dodge County would need to adjust their County Supervisory District Boundaries (see Exhibit C). Center St/CTH M would be the divide with all territory east of Center St/CTH M going to Supervisory District 23 (from Supervisory District 19) and all territory west of Center St/CTH M going to Supervisory District 22 (from Supervisory District 19).

The Town of Emmet would need to adjust their Ward boundaries to the new municipal boundary (Emmet Ward 2 would shrink).

7. Surveying

A plat map meeting WI Department of Administration requirements must be prepared for the territory being attached to the City. This generally will require the assistance of a registered surveyor.

Plat Map Requirements: The scale map shall be an *accurate reflection* of the legal description of the parcels (territory) being transferred. As such, it must show:

- A tie line from the parcel to the monumented corner of the section or quarter-section, or the monumented end of a private claim or federal reservation, in which the parcel lies. The corner and monument must be identified.
- Bearings and distances along all parcel boundaries as described.
- All adjoining parcels/land as referenced in the description.
- The map must include a graphic scale.
- The map must show and identify the existing municipal boundary, in relation to the parcel being transferred.
- It is also beneficial to include a North Arrow and identify adjacent streets and parcels on the map.

8. Zoning

Zoning of the entire attached territory will be Single Family Residential – 4 (SR-4), consistent with 2019 Comprehensive Plan.

9. Developable Area

Floodplains and wetlands exist between N Water St and N Second St. A small wetland area also exists north of Davis St. and at the far eastern end of the annexation area. The remaining area has development potential.

City of Watertown / Town of Emmet Boundary Adjustment Information Summary

9-8-2023

Section 8, Item B.



Figure 2 – Development Potential

10. Addresses

The following addresses shall be assigned:

- N590 North Water Street (PIN: 016-0915-2834-000) shall be 1237 North Water Street.
- N578 Second Street Road (PIN: 016-0915-2843-000) shall be 1627 North Second Street.
- N552 Second Street Road (PIN: 016-0915-2843-002) shall be 1617 North Second Street.
- N548 Second Street Road (PIN: 016-0915-2843-003) shall be 1611 North Second Street.
- N544 Second Street Road (PIN: 016-0915-2843-006) shall be 1605 North Second Street.
- 1528 Prospect Street (PIN: 016-0915-2844-006) shall be 1528 Prospect Street.
- 1533 Prospect Street (PIN: 016-0915-2844-009) shall be 1533 Prospect Street.
- 1529 Prospect Street (PIN: 016-0915-2844-010) shall be 1529 Prospect Street.
- 1527 Prospect Street (PIN: 016-0915-2844-011) shall be 1527 Prospect Street.
- 1519 Prospect Street (PIN: 016-0915-2844-014) shall be 1519 Prospect Street.
- 1524 Center Street (PIN: 016-0915-2844-008) shall be 1524 Center Street.
- 1522 Center Street (PIN: 016-0915-2844-013) shall be 1522 Center Street.
- 1518 Center Street (PIN: 016-0915-2844-015) shall be 1518 Center Street.
- 1530 Center Street (PIN: 016-0915-2844-003) shall be 1531 Center Street.
- 1545 Boulder Road (PIN: 016-0915-2844-019) shall be 1545 Boulder Road.
- 1549 Boulder Road (PIN: 016-0915-2844-020) shall be 1541 Boulder Road.
- 1537 Boulder Road (PIN: 016-0915-2844-018) shall be 1537 Boulder Road.
- 1527 Boulder Road (PIN: 016-0915-2844-017) shall be 1527 Boulder Road.

City of Watertown / Town of Emmet Boundary Adjustment Information Summary

9-8-2023

Section 8, Item B.

11. Right of Ways

The following Right-of-Ways shall be transferred to the City:

- North Water Street shall be North Water Street.
- Rhine St (Unimproved, Row Only) shall be Rhine St (Unimproved, Row Only)
- Second Street Road shall be North Second Street.
- Ranis St (Unimproved, Row Only) shall be Ranis St (Unimproved, Row Only).
- Germania St (Unimproved, Row Only) shall be Germania St (Unimproved, Row Only).
- Prospect St shall be Prospect St.
- Center St / CTH M shall be Center St / CTH M.
- Boulder Road shall be Boulder Road.

12. Water and Sewer Connection

The City of Watertown – Town of Emmet Cooperative Boundary Agreement requires that all properties in the territory being attached to the City be connected to City water and sewer within one year. The extensions of the water and sewer mains are the responsibility of the property owners. Below are estimated costs for each extension.

N Water Street

- Sewer and water mains in place, no extensions required. All currently served by utilities.
- Two undeveloped parcels with some developable area would be annexed on the east side of the street and served by the existing mains.
- Private sewer and water laterals would be needed for each structure connected at an approximate cost of \$7,500.

N Second Street – (Figure 3)

- Approximately 950 ft extension of sewer and water mains required.
- Serves 4 existing homes and 4 undeveloped parcels with some developable area. Additional developable area to the east behind existing homes.
- Approximate Water Cost (\$205/LF) \$194,750
- Approximate Sewer Cost (\$143/LF) \$135,850
- Approximate Total Cost \$330,600
- Private sewer and water laterals would be needed for each structure connected at an approximate cost of \$7,500.

City of Watertown / Town of Emmet Boundary Adjustment Information Summary

9-8-2023

Section 8, Item B.

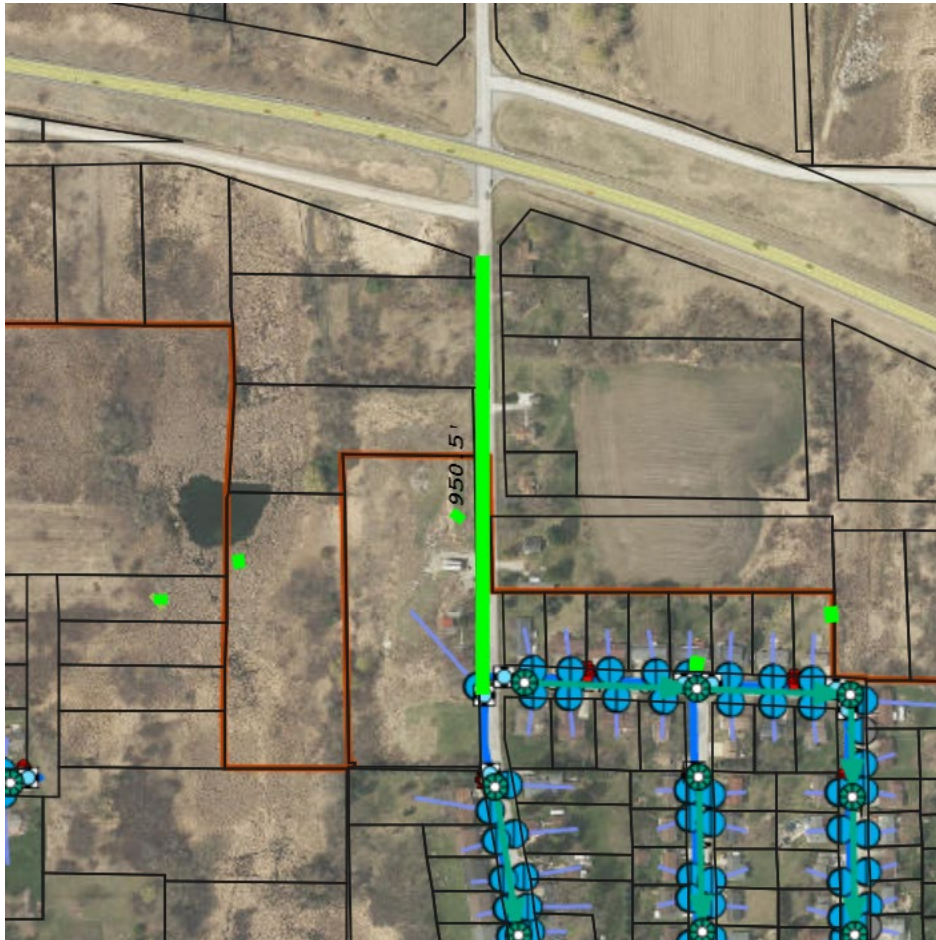


Figure 3 - N Second St Extension

Prospect Street (Figure 4)

- Approximately 315 ft extension of sewer and water mains required.
- Serves 4 existing homes and 1 undeveloped parcel with some developable area.
- Approximate Water Cost (\$205/LF) \$64,575
- Approximate Sewer Cost (\$143/LF) \$45,045
- Approximate Total Cost \$109,620
- Private sewer and water laterals would be needed for each structure connected at an approximate cost of \$7,500.

Center Street (Figure 4)

- Approximately 380 ft extension of sewer and water required.
- Serves 3 existing homes.
- Approximate Water Cost (\$205/LF) \$77,900
- Approximate Sewer Cost (\$143/LF) \$54,340
- Approximate Total Cost \$132,240

City of Watertown / Town of Emmet Boundary Adjustment Information Summary

9-8-2023

- Private sewer and water laterals would be needed for each structure connected at an approximate cost of \$7,500.

Boulder Rd (Figure 4)

- Approximately 310 ft extension of sewer and water required or private lift stations.
- Serves 4 existing homes.
- Approximate Water Cost (\$205/LF) \$63,550
- Approximate Sewer Cost (\$143/LF) \$44,330
- Approximate Total Cost \$107,880
- Private lift station \$15,000 each, plus collection system \$20,600 – cost split 3 ways.
 - Three homes would require private lift stations.
 - Total linear feet of sewer main may be reduced by use of private lift stations.
- Private sewer and water laterals would be needed for each structure connected at an approximate cost of \$7,500, if needed.

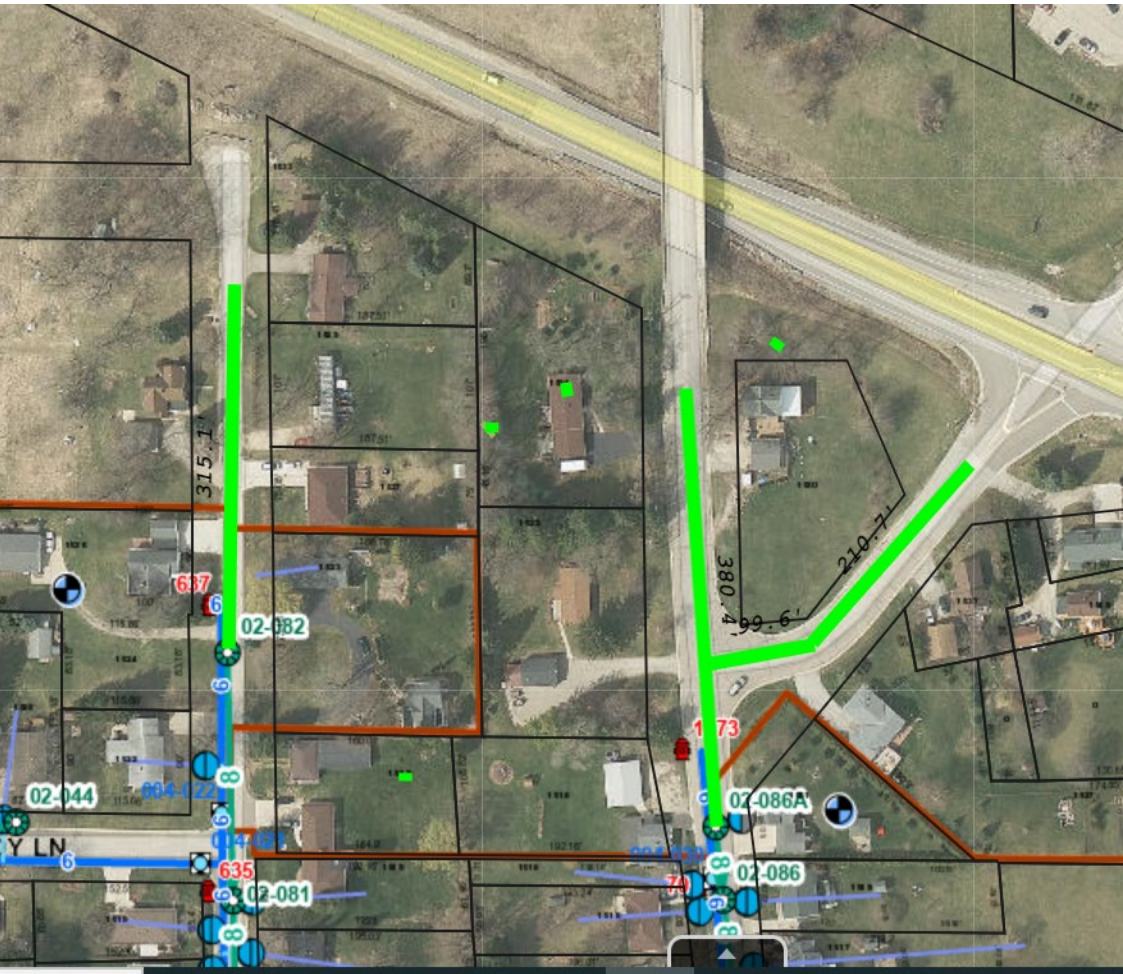


Figure 4- Prospect St, Center St, & Boulder Rd Extensions

City of Watertown / Town of Emmet Boundary Adjustment Information Summary

9-8-2023

Other

- Two existing homes that are already connected to utilities would also be annexed.
- Five undevelopable parcels would also be annexed.
 - Comprised of wetlands and/or floodplains with limited or no street access.

Possible options to fund Water and Sewer:

Special Service Area (SSA):

A Special Service Area (SSA), also known as “Business Improvement District (BID)” is a taxing mechanism that can be used to fund a wide range of special or additional services and/or physical improvements in a defined geographic area within a municipality or jurisdiction. This type of district allows local governments to establish such areas without incurring debt or levying a tax on the entire municipality.

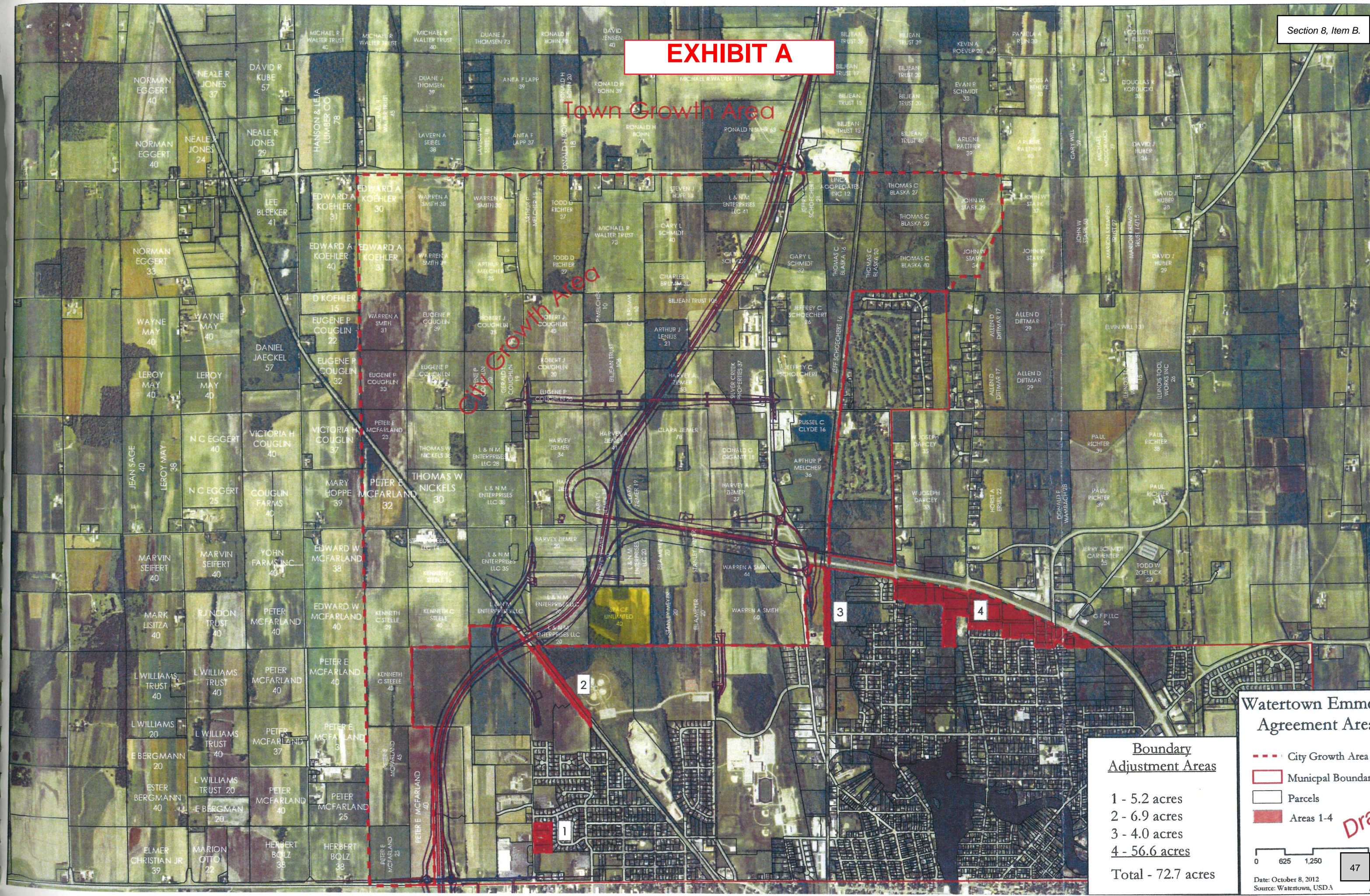
Special Assessment District (SAD):

A special assessment is a charge that public authorities can assess against real estate parcels for certain public projects. This charge is levied in a specific geographic area known as a special assessment district (SAD). A special assessment may only be levied against parcels of real estate which have been identified as having received a direct and unique "benefit" from the public project. There may be state grant opportunities for compensating “low to moderate” income residents to help offset some of their costs.

Payback Agreements:

Payback Agreement is an agreement between the City and a developer for the sole purpose of providing a mechanism for reimbursing a developer for a portion of the Developer’s original costs of installing a facility extension or transportation system improvement as part of a Final Acceptance Certificate (FAC). Generally, Payback Agreements only include those facilities or streets that extend beyond the limits of or up to the Developer’s property, allowing direct connection to or use of the facilities or streets by the benefiting properties adjacent to the facilities or streets. The agreement requires owners of benefiting properties to pay for their pro-rata share of the costs of improvements when they are permitted a connection to the extended facility. The agreement allows the City to collect payments from benefiting properties and pass them on to the Developer. The City collects the money during the normal utility permitting process. The term can allow a maximum term of 20 years for a Utility Payback Agreement, and a maximum term of 15 years for a Transportation Payback Agreement; however, the City, at its discretion, may define a shorter term for the agreement.

EXHIBIT A



Watertown Emmet Agreement Area

Boundary Adjustment Areas

- 1 - 5.2 acres
- 2 - 6.9 acres
- 3 - 4.0 acres
- 4 - 56.6 acres
- Total - 72.7 acres

--- City Growth Area
Municipal Boundary
Parcels
Areas 1-4

0 625 1,250 47

Date: October 8, 2012
Source: Watertown, USD.A

Draft

EXHIBIT B

Assessed Values of Attached Real Estate

Property Owner Name	Property Address	Pin	Total Assessed Value
William T Liebhart & James L Liebhart	*Information Not Available*	016-0915-2831-007	1,000.00
William T Liebhart & James L Liebhart	N590 Water St	016-0915-2834-000	39,500.00
Marion Rumier	*Information Not Available*	016-0915-2834-001	4,500.00
William T Liebhart & James L Liebhart	*Information Not Available*	016-0915-2834-002	4,500.00
Benjamin Judd	*Information Not Available*	016-0915-2834-004	1,500.00
Hady Electric Inc	Second Street Rd	016-0915-2843-008	62,000.00
William Liebhart	*Information Not Available*	016-0915-2843-004	25,000.00
William T Liebhart & James L Liebhart	*Information Not Available*	016-0915-2834-003	4,500.00
William T Liebhart & James L Liebhart	N578 Second Street Rd	016-0915-2843-000	202,100.00
William T Liebhart & James L Liebhart	N578 Second Street Rd	016-0915-2843-001	24,000.00
Damian Denault & Mary Denault	N552 Second Street Rd	016-0915-2843-002	191,200.00
Alexa C Eiting & Kaleb J Eiting	N548 Second Street Rd	016-0915-2843-003	127,100.00
Michael Edwin Stadler Jr & Holly Marie Stadler	N544 Second Street Rd	016-0915-2843-006	152,800.00
Todd J Maier	*Information Not Available*	016-0915-2843-007	6,500.00
Todd J Maier	1528 Prospect St	016-0915-2844-006	181,200.00
Gerald R Ebert & Mary R Ebert	1533 Prospect St	016-0915-2844-009	173,100.00
Brian Kelchner & Kattie Kelchner	1529 Prospect St	016-0915-2844-010	47,500.00
Brian Kelchner & Kattie Kelchner	1527 Prospect St	016-0915-2844-011	132,800.00
Edwin & Mary J Nilsen Irrevocable Trust	1519 Prospect St	016-0915-2844-014	80,000.00
Terrence J Mckee & Christine M Mckee	1524 Center St	016-0915-2844-008	146,400.00
LKDaniels Enterprises LLC	1522 Center St	016-0915-2844-013	119,700.00
William F Tessmann & Raymond H Tessmann	1518 Center St	016-0915-2844-015	119,800.00
Jared M Donner & Stephanie L Donner	1530 Center St	016-0915-2844-003	158,200.00
Debra J Ebert	1527 Boulder Rd	016-0915-2844-017	139,100.00
Warren J Halbrader & Sheila D Halbrader	1537 Boulder Rd	016-0915-2844-018	129,000.00
Warren J Halbrader & Sheila D Halbrader	*Information Not Available*	016-0915-2844-022	1,000.00
Darcie A Schafer	1545 Boulder Rd	016-0915-2844-019	113,900.00
Jessica J Wortman & Craig M Wortman	1549 Boulder Rd	016-0915-2844-020	107,400.00
Jessica J Wortman & Craig M Wortman	*Information Not Available*	016-0915-2844-021	15,000.00
Darcie A Schafer & Delfino Valenzuela Vergara	Boulder Rd	016-0915-2733-004	1,200.00
			TOTAL: 2,511,500.00

Estimated Tax Revenue from Emmet Annexation (STH 16 Residential Area)

Example:

\$2,511,500 assessed value at the Watertown (Dodge Co) mill rate of \$18.4999300 is \$46,463. Minus other taxing entities, the city’s portion of the mill rate is \$7.959721, a tax revenue of \$19,991.

10-Year Revenue Sharing Agreement

Example:

The boundary agreement states that the annual amount the city pays is based on the Emmet mill rate. Currently, the Emmet mill rate is \$16.29 compared to the city at \$18.50. Minus other taxing entities, the town’s portion of the mill rate is \$5.75, a tax revenue of \$14,441. Under the agreement, the city is required to pay the \$14,441 of the \$19,991 to the town in Year 1 and then decrease the payment 10% each year. Therefore, the City’s net increase in Year 1 would be about \$5,550, and then grow an additional \$1,444 more each year until the revenue sharing ends in 10 years.

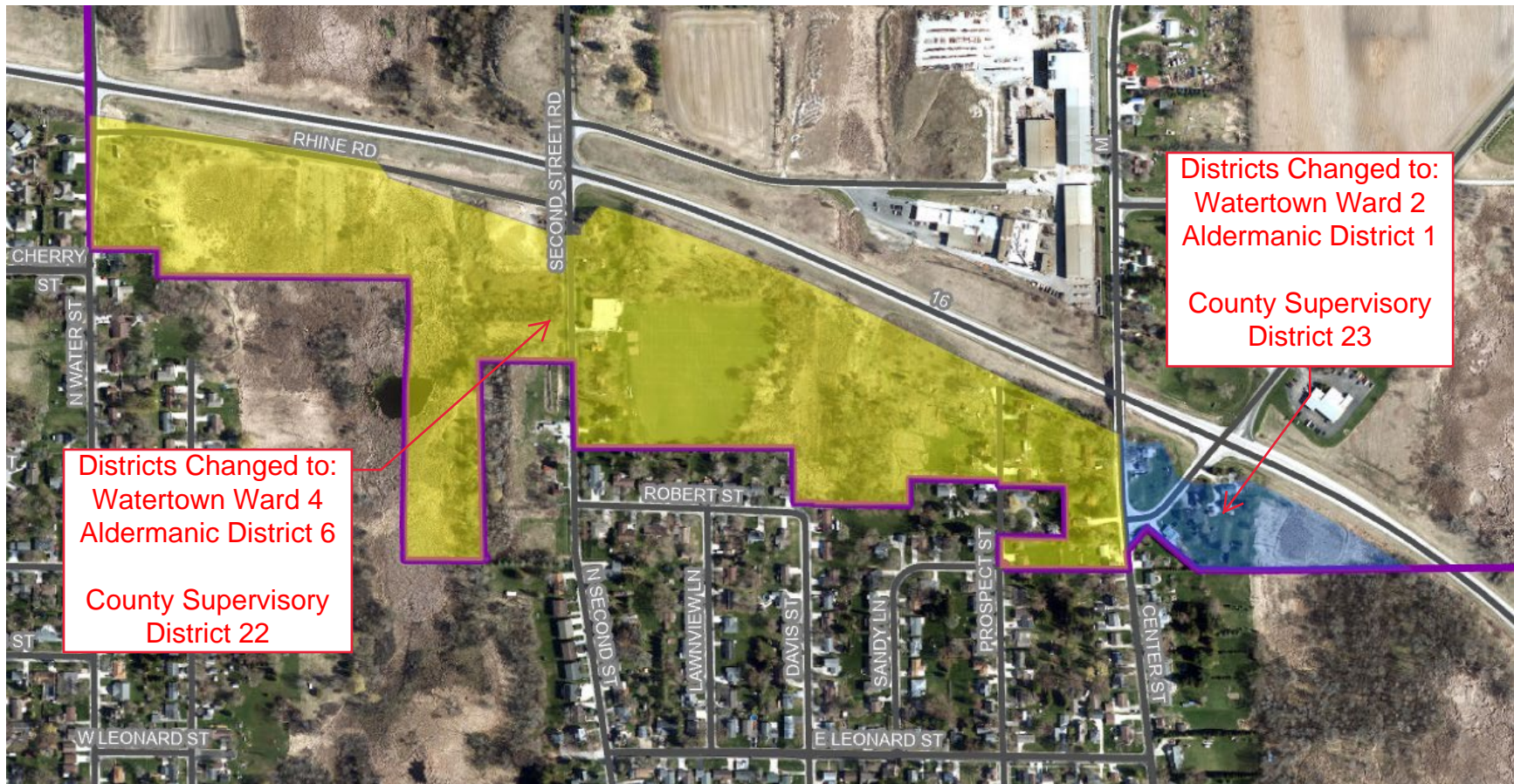
12.02. Revenue Sharing.

The City agrees to reimburse the Town for lost Town tax revenue from the annexation or attachment of land in the “City Growth Area.” The reimbursement shall be calculated on the assessed value of all land and improvements in the attached or attached territory as of January 1 of the year the annexation or attachment occurs. The assessed value of such lands shall be multiplied by the mill rate established by the Town for the year of annexation or attachment to calculate the amount due to the Town under this formula. The reimbursement shall be made within 30 days of the first of January of each year beginning with the first year after the annexation or attachment of land from the “City Growth Area” in accordance with the following rate schedule:

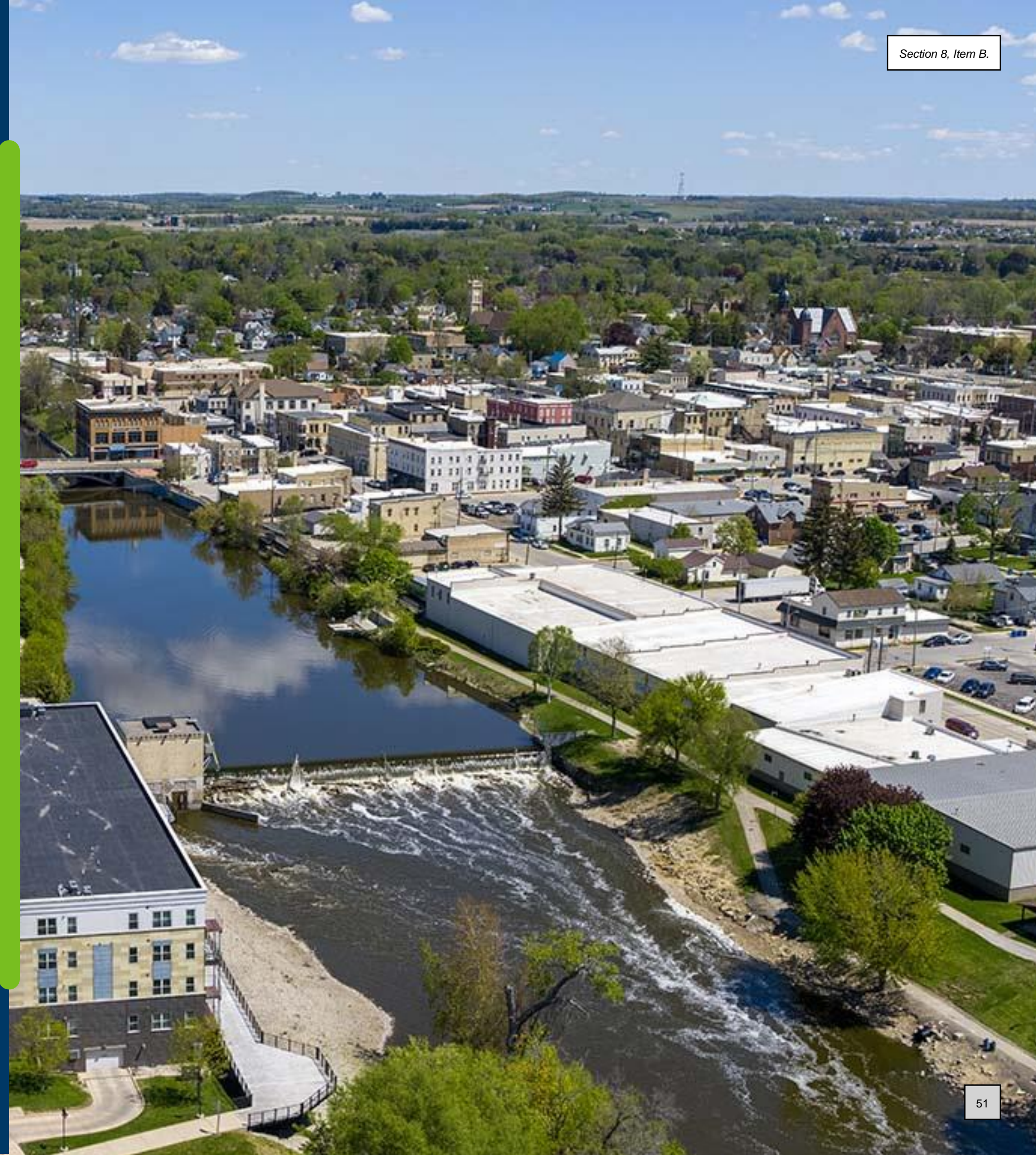
Year 1	100%	Year 6	50%
Year 2	90%	Year 7	40%
Year 3	80%	Year 8	30%
Year 4	70%	Year 9	20%
Year 5	60%	Year 10	10%

The unpaid balance of revenue sharing shall be paid in accordance with the above payment schedule even if the term of this Agreement expires before full payment has been made to the Town. Notwithstanding anything to the contrary, the revenue sharing required by this Section XII shall only apply to the annexation or attachment of property with a total assessed value in excess of \$1 million at the time of the annexation or attachment

EXHIBIT C



City of Watertown- Town of Emmet Cooperative Boundary Agreement



History

- ‘Intermunicipal Cooperative Agreement’ was first adopted in 2000
 - Term from January 2000 to June 2013
- ‘Restated Intermunicipal Cooperative Agreement’ adopted in 2013
 - Term from June of 2013 to September of 2014
- ‘City of Watertown - Town of Emmet Cooperative Boundary Agreement’ adopted in 2014
 - Term from September 24th, 2014 to December 31st, 2032



Key Provisions

- Town Growth Area
 - Subject exclusively to Town land use regulations
- City Growth Area
 - Land use is subject to City oversight
- Four Mandatory Boundary Adjustments (Annexations)
 - The 'STH 16 Residential Area' is the last of these four boundary adjustments to be completed



STH 16 Residential Area



Schedule

- ‘STH 16 Residential Area’ boundary adjustment must be completed on or before September 29th, 2024



Town of Emmet Annexation Schedule

Aug 30 th , 2023	Meeting between City and Town to discuss annexation process.
Sept 11 th , 2023	Plan Commission Meeting: <ul style="list-style-type: none">• Informational Update
Sept 19 th , 2023	Common Council Meeting: <ul style="list-style-type: none">• Informational Update
Sept 27 th , 2023	Meeting between City and Town to discuss annexation process.
TBD ???	Public Works Meeting: <ul style="list-style-type: none">• Special Assessment District/Service Area Options
July 8 th , 2024	Plan Commission Meeting: <ul style="list-style-type: none">• Initial Review and Scheduling of Common Council Public Hearing.
July 10 th , 2024	<ul style="list-style-type: none">• Submit the Notice of Public Hearing to the local paper indicating the date of the Public Hearing for the Annexation
July 15 th , 2024	<ul style="list-style-type: none">• Publication of Notice of Public Hearing for Annexation (<i>Class 1 at least 30 days prior to Public Hearing</i>)
Aug 20 th , 2024	Common Council Meeting: <ul style="list-style-type: none">• Public Hearing on Annexation
Aug 26 th , 2024	Plan Commission Meeting: <ul style="list-style-type: none">• Recommendation of Annexation Ordinance to Council
Sept 3 rd , 2024	Common Council Meeting: <ul style="list-style-type: none">• Common Council 1st reading of Annexation Ordinance
Sept 17 th , 2024	Common Council Meeting: <ul style="list-style-type: none">• Common Council 2nd reading and approval of Annexation Ordinance



Costs

- A plat map with a legal description of the Boundary Adjustment will be prepared by a surveyor in 2024
- Agreement requires that sewer and water connections must be completed within one year of annexation
 - Costs are the responsibility of the property owners
- Details in the informational packet



Next Steps and Questions

- City and Town to meet again and continue discussions
- Letter will be sent out to Emmet residents affected by annexation with details of a meeting with the Town and City in early 2024
- City will need to decide or weigh in on a few items:
 - How do we want to proceed?
 - What additional information or steps do you need/want?
 - How do we proceed with utility needs (engineered design, construction, etc.)?





THE CITY OF
WATERTOWN

Opportunity runs through it.

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 09/19/2023

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
ADVANTAGE POLICE SUPPLY INC						
1120	ADVANTAGE POLICE SUPPLY I	23-0389	PD - AMMUNITION	09/07/2023	1,090.80	01-52-11-60 CAPITAL OUTLAY
Total 1120:					1,090.80	
ALSCO INC						
1512	ALSCO INC	IMIL1943318	MATT SERVICE AT CITY HALL	09/01/2023	67.22	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1943318	SHIRTS AND COVERALLS MEC	09/01/2023	39.03	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1943318	COVERALLS STORM WATER T	09/01/2023	19.50	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1943318	COVERALL SERVICE FOR SOLI	09/01/2023	24.56	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					150.31	
1512	ALSCO INC	IMIL1945344	MATT SERVICE AT CITY HALL	09/08/2023	67.22	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL1945344	SHIRTS AND COVERALLS MEC	09/08/2023	36.00	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1945344	COVERALLS STORM WATER T	09/08/2023	17.99	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL1945344	COVERALL SERVICE FOR SOLI	09/08/2023	23.05	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					144.26	
ANIMAL HEALTH CENTER						
1571	ANIMAL HEALTH CENTER	98110	K9 EXAM/SCREENING	09/11/2023	34.64	24-58-11-12 POLICE CANINE UNIT
Total 1571:					34.64	
ARING EQUIPMENT EXCHANGE						
1637	ARING EQUIPMENT EXCHANGE	642646	LOCK CYLINDER VEH 129	08/28/2023	188.98	01-54-11-20 REPAIRS
Total 1637:					188.98	
BADGER WELDING SUPPLIES INC						
2043	BADGER WELDING SUPPLIES I	3786613	OXYGEN FD	08/31/2023	6.20	01-52-31-54 EMS SUPPLIES
Total 2043:					6.20	
BAKER TILLY US LLP						
2051	BAKER TILLY US LLP	BT2495144	AUDIT SERVICES - JUL 23	07/31/2023	9,944.00	01-51-57-42 ACCOUNTING & AUDIT
Total 2051:					9,944.00	
2051	BAKER TILLY US LLP	BT2521739	AUDIT SERVICES - AUGUST 202	08/31/2023	15,596.00	01-51-57-42 ACCOUNTING & AUDIT
Total 2051:					15,596.00	
2051	BAKER TILLY US LLP	BT2522062	AUDIT SERVICES - WTR	08/31/2023	1,914.00	03-99-23-18 OUTSIDE SERVICES EXP
2051	BAKER TILLY US LLP	BT2522062	AUDIT SERVICES - WW	08/31/2023	1,044.00	02-84-00-10 ACCOUNTING & AUDIT
2051	BAKER TILLY US LLP	BT2522062	AUDIT SERVICES - STORM WAT	08/31/2023	522.00	16-58-16-28 AUDIT FEES
Total 2051:					3,480.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
BAYCOM INC						
552736	BAYCOM INC	SRVCE00000	PD - SERVICE CONTRACT	08/31/2023	22,858.00	01-52-11-20 MAINTENANCE CONTRA
Total 552736:					22,858.00	
552736	BAYCOM INC	EQUIPINV-045	FREQUENCY KNOB FOR RADIO	08/25/2023	33.00	01-52-31-26 RADIO MAINTENANCE
Total 552736:					33.00	
BOHDI						
554986	BOHDI	BH264008-3	WITNESS FEES	09/13/2023	6.00	01-51-61-42 WITNESS FEES
Total 554986:					6.00	
BRANDON WOJNOWSKI						
23906	BRANDON WOJNOWSKI	6201113140	REIMBURSEMENT FOR DAMAG	08/01/2023	272.93	01-52-31-18 SUPPLIES & EXPENSE
Total 23906:					272.93	
BROOKS TRACTOR INC						
2775	BROOKS TRACTOR INC	S36914	LEVEL SWITCH VEH 132	07/14/2023	39.49	01-54-11-20 REPAIRS
Total 2775:					39.49	
BUELOW VETTER BUIKEMA OLSON & VLIET LLC						
2932	BUELOW VETTER BUIKEMA OL	52368.00099	LEGAL FEES RE: GENERAL LAB	07/12/2023	162.50	01-51-61-16 ADDITIONAL LEGAL EXP
Total 2932:					162.50	
CARDIO PARTNERS INC						
554116	CARDIO PARTNERS INC	INV3249263	CHARGE PAK & ELECTRODES -	08/25/2023	323.00	03-99-21-18 SUPPLIES & EXPENSE
Total 554116:					323.00	
CARRICO AQUATIC RESOURCES INC						
3129	CARRICO AQUATIC RESOURCE	20233703	CHEMICALS-AQUATIC CENTER	06/22/2023	167.50	01-55-22-40 CHEMICALS
Total 3129:					167.50	
3129	CARRICO AQUATIC RESOURCE	20234354	CHEMICALS-AQUATIC CENTER	07/12/2023	6,085.72	01-55-22-40 CHEMICALS
Total 3129:					6,085.72	
3129	CARRICO AQUATIC RESOURCE	20235823	ENVIRO - CPO INSTRUCTION C	09/11/2023	350.00	14-53-13-23 EDUCATION/TRAINING
Total 3129:					350.00	
CASPERS TRUCK EQUIPMENT INC						
3135	CASPERS TRUCK EQUIPMENT I	0057275-IN	PARTS FOR BOXES	06/09/2023	1,942.37	01-54-11-20 REPAIRS
Total 3135:					1,942.37	
CENTURYLINK						
3301	CENTURYLINK	656409167	PHONE SERVICE - LONG DISTA	09/01/2023	5.86	01-51-71-32 TELEPHONE
Total 3301:					5.86	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
CONFERENCES AND SEMINARS						
554984	CONFERENCES AND SEMINAR	115350	INTERNSHIP SEMINAR FIRE	09/12/2023	495.00	01-52-31-48 TRAINING TUITION
Total 554984:					495.00	
CONSOLIDATED DOORS INC						
3752	CONSOLIDATED DOORS INC	535949	CARP SHOP DOOR REPAIR	08/28/2023	530.00	01-55-41-20 REPAIRS
Total 3752:					530.00	
CONSTRUCTION FABRICS & MATERIALS CORP						
3755	CONSTRUCTION FABRICS & MA	205666	N. CHURCH ST FILL SITE	08/21/2023	2,718.00	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 3755:					2,718.00	
CORE & MAIN LP						
3784	CORE & MAIN LP	T403078	18" FERNCO(2)-STRMWTR RPR	08/16/2023	290.00	03-66-73-18 SUPPLIES-MAINT. T & D
Total 3784:					290.00	
CORNERSTONE ENVIRONMENTAL GROUP LLC						
3785	CORNERSTONE ENVIRONMEN	52121876	OLD LANDFILL MONITORING	09/06/2023	2,457.68	17-58-17-26 OLD LANDFILL EXPENSE
Total 3785:					2,457.68	
CORPORATE BUSINESS SYSTEMS						
3794	CORPORATE BUSINESS SYSTE	346379	COPIER OVERAGE HR	09/01/2023	4.66	01-51-60-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	346379	COPIER OVERAGE ADMIN	09/01/2023	7.50	01-51-31-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	346379	COPIER OVERAGE MAYOR	09/01/2023	1.54	01-51-31-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	346379	COPIER OVERAGE IT	09/01/2023	.72	01-51-86-18 IT SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	346379	COPIER OVERAGE SIDC	09/01/2023	2.93	60-51-05-18 SUPPLIES SIDC COORD
Total 3794:					17.35	
3793	CORPORATE BUSINESS SYSTE	34777192	COPIER LEASE FEE CA	08/30/2023	146.43	01-51-61-18 SUPPLIES & EXPENSE
Total 3793:					146.43	
3793	CORPORATE BUSINESS SYSTE	34804018	COPIER LEASE FEE	09/04/2023	69.50	17-58-17-18 SUPPLIES
3793	CORPORATE BUSINESS SYSTE	34804018	COPIER LEASE FEE	09/04/2023	69.50	01-54-21-18 SUPPLIES & EXPENSE
Total 3793:					139.00	
CRANE 1 SERVICES INC						
554412	CRANE 1 SERVICES INC	128-04129	ANNUAL INSPECTION	09/08/2023	925.00	01-54-11-20 REPAIRS
Total 554412:					925.00	
CRANE ENGINEERING SALES INC						
3875	CRANE ENGINEERING SALES I	439183-00	HAYWARD GORDON PUMP PAR	08/30/2023	7,642.00	02-97-30-12 REPAIR OR REPLACE
Total 3875:					7,642.00	
3875	CRANE ENGINEERING SALES I	440562-00	HAYWARD GORDON PUMP TRV	08/30/2023	8,127.00	02-97-30-12 REPAIR OR REPLACE
Total 3875:					8,127.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
DENIS ROUSSEAU						
55333	DENIS ROUSSEAU	0015011	REFUND LIFEGUARD FEE	05/22/2023	200.00	01-44-62-32 INDOOR POOL REVENU
Total 55333:					200.00	
EMERGENCY LIGHTING & ELECTRONICS						
554983	EMERGENCY LIGHTING & ELEC	220395	BULB HOLDER FIRE	09/01/2023	84.86	01-52-31-20 EQUIPMENT REPAIRS/RE
Total 554983:					84.86	
ENERGENECS INC						
5591	ENERGENECS INC	0046257-IN	LIFT STN PANEL UPGRADES -	08/29/2023	39,900.00	02-97-30-12 REPAIR OR REPLACE
Total 5591:					39,900.00	
5591	ENERGENECS INC	0046273-IN	CHEMICAL ROOM SAFETY SWI	08/31/2023	348.90	03-64-52-18 SUPPLIES-MAINT.TREAT
Total 5591:					348.90	
FAITH LEAK DETECTION SERVICES LLC						
554918	FAITH LEAK DETECTION SERVI	01022123	N VOTECH LEAK DETECTION -	09/06/2023	600.00	03-99-23-18 OUTSIDE SERVICES EXP
Total 554918:					600.00	
FEILS CATERING						
6093	FEILS CATERING	H230831	BIRTHDAY MEALS-SR CENTER	08/31/2023	96.38	24-58-11-07 SR. CENTER FUNDRAISI
Total 6093:					96.38	
FIRE SERVICE INC						
6371	FIRE SERVICE INC	WI-8767	REPLACE HOOD STRUTS ON M	08/31/2023	176.78	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					176.78	
6371	FIRE SERVICE INC	WI-8771	MED 54 OIL CHANGE DRAIN BR	08/31/2023	600.00	01-52-31-42 APPARATUS MAINTENAN
Total 6371:					600.00	
Grant Falk						
554985	Grant Falk	FALK 0912202	CDL LICENSE REIMBURSEMEN	09/12/2023	40.00	01-54-31-59 SAFETY EQUIPMENT
Total 554985:					40.00	
GREGORY MAGNAN						
554958	GREGORY MAGNAN	MAGNAN 0906	REIMBURSEMENT CDL LICENS	09/06/2023	40.00	01-54-31-59 SAFETY EQUIPMENT
Total 554958:					40.00	
HAUS OF PEACE						
554021	HAUS OF PEACE	090123	2023 DISCRETIONARY FUND	09/01/2023	3,000.00	01-57-11-62 HAUS OF PEACE
Total 554021:					3,000.00	
HYDROCORP						
8994	HYDROCORP	0073983-IN	CROSS CONNECTION PROGRA	08/31/2023	1,278.00	03-99-23-18 OUTSIDE SERVICES EXP

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 8994:					1,278.00	
INSIGHT FS						
9415	INSIGHT FS	16016473	GASOLINE - WW	08/29/2023	2,236.15	02-82-00-40 GASOLINE
Total 9415:					2,236.15	
INTEGREIS OCCUPATIONAL MEDICINE ENID						
554981	INTEGREIS OCCUPATIONAL ME	119580	DRUG SCREEN NEW EMPLOYE	08/31/2023	35.00	01-51-84-22 DUES, FEES & SUBSCRI
Total 554981:					35.00	
J&L TIRE INC						
10009	J&L TIRE INC	110558	SQUAD REPAIRS-POLICE	08/08/2023	38.00	01-52-11-44 VEHICLE REPAIRS & MAI
Total 10009:					38.00	
10009	J&L TIRE INC	110860	SQUAD REPAIRS-POLICE	08/22/2023	44.95	01-52-11-44 VEHICLE REPAIRS & MAI
Total 10009:					44.95	
10009	J&L TIRE INC	110897	SQUAD REPAIRS-POLICE	08/23/2023	44.95	01-52-11-44 VEHICLE REPAIRS & MAI
Total 10009:					44.95	
10009	J&L TIRE INC	111145	TRANSMISSION REPAIRS	09/06/2023	195.00	01-55-41-42 EQUIPMENT REPAIRS
Total 10009:					195.00	
JADE'S HOLISTIC HANDS						
554964	JADE'S HOLISTIC HANDS	082423 HOLIS	MASSAGE FROM WELLNESS G	08/24/2023	50.00	01-51-60-18 SUPPLIES & EXPENSE
Total 554964:					50.00	
JANI-KING OF MILWAUKEE						
10100	JANI-KING OF MILWAUKEE	MIL09230163	CLEANING SERVICE AT AIRPOR	09/01/2023	642.75	01-54-53-18 SUPPLIES & EXPENSE
Total 10100:					642.75	
JFTCO INC						
6020	JFTCO INC	PIMS0290781	REPAIR PARTS-STREET VEH 13	09/06/2023	14.95	01-54-11-20 REPAIRS
Total 6020:					14.95	
6020	JFTCO INC	PIMS0291084	REPAIR PARTS-STREET VEH 13	09/07/2023	425.23	01-54-11-20 REPAIRS
Total 6020:					425.23	
JOHNSON CONTROLS						
10500	JOHNSON CONTROLS	23723528	WW SERVICE AGREEMENT	09/01/2023	3,672.65	01-51-71-20 REPAIRS
Total 10500:					3,672.65	
JONATHAN WEHNER						
53094	JONATHAN WEHNER	20230901 JW	WELLNESS GRANT REIMBURS	09/01/2023	46.00	01-51-60-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 53094:					46.00	
JX ENTERPRISES INC						
1094	JX ENTERPRISES INC	13201527P	VALVE-SOLENOID	07/31/2023	91.99	17-58-17-20 REPAIRS
Total 1094:					91.99	
KEESER MASONRY & TILE						
11239	KEESER MASONRY & TILE	2405	OLD DOORWAY OUT & LAY NE	08/28/2023	9,985.00	01-55-20-60 CAPITAL OUTLAY
Total 11239:					9,985.00	
KIM WENZLICK						
554963	KIM WENZLICK	082423 WENZ	MASSAGE FROM WELLNESS G	08/24/2023	60.00	01-51-60-18 SUPPLIES & EXPENSE
Total 554963:					60.00	
KOPLIN EXCAVATING & GRADING INC						
11624	KOPLIN EXCAVATING & GRADI	126400	WATERTOWER CT - TORPEDO	08/31/2023	1,809.08	16-58-16-60 CAPITAL OUTLAY
11624	KOPLIN EXCAVATING & GRADI	126400	N CHURCH ST FILL SITE - STON	08/31/2023	2,122.32	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 11624:					3,931.40	
KWIK TRIP EXTENDED NETWORK						
11971	KWIK TRIP EXTENDED NETWO	NP65031766	PD - CAR WASH/FUEL	09/04/2023	52.00	01-52-11-40 FUEL
Total 11971:					52.00	
LAFORCE						
12028	LAFORCE	00002956FT	YEARLY FRONT DOOR SERVIC	09/01/2023	536.00	01-55-20-17 CONTRACT SERVICES
Total 12028:					536.00	
LANGE ENTERPRISES						
12110	LANGE ENTERPRISES	84779	RAILROAD SIGNS (5)	08/25/2023	309.35	01-54-41-18 SUPPLIES & EXPENSE
Total 12110:					309.35	
12110	LANGE ENTERPRISES	84780	SIGN STOCK	08/25/2023	804.30	01-54-41-18 SUPPLIES & EXPENSE
Total 12110:					804.30	
LANGUAGE LINE SERVICES						
12115	LANGUAGE LINE SERVICES	11085699	OVER THE PHONE INTERPRET	08/31/2023	670.78	01-52-11-17 OUTSIDE SERVICES
Total 12115:					670.78	
LISA SCHWARTZ						
19380	LISA SCHWARTZ	20230901 WEL	WELLNESS GRANT REIMBURS	09/01/2023	50.00	01-51-60-18 SUPPLIES & EXPENSE
Total 19380:					50.00	
LRS						
554437	LRS	0004050231	AIRPORT TRASH DISPOSAL - S	08/31/2023	102.00	01-54-53-18 SUPPLIES & EXPENSE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 554437:					102.00	
LYCON INC						
553951	LYCON INC	0988397-IN	CONCRETE - 4TH AND GREEN	05/31/2023	1,235.00	05-58-11-69 STREETS
Total 553951:					1,235.00	
553951	LYCON INC	0988398-IN	CONCRETE 4TH AND EMERALD	05/31/2023	520.00	05-58-11-69 STREETS
Total 553951:					520.00	
553951	LYCON INC	0988399-IN	CONCRETE 4TH AND CADY	05/31/2023	1,728.96	05-58-11-69 STREETS
Total 553951:					1,728.96	
553951	LYCON INC	0989529-IN	CONCRETE - DIVISION AND 4T	06/11/2023	1,008.00	05-58-11-69 STREETS
Total 553951:					1,008.00	
553951	LYCON INC	1000537-IN	CONCRETE - SOUTH ST AND LI	09/10/2023	634.25	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 553951:					634.25	
553951	LYCON INC	1000538-IN	CONCRETE - LIBERTY LANE	09/10/2023	817.00	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 553951:					817.00	
553951	LYCON INC	AUG0036-FC	FINANCE CHARGE	08/31/2023	4.85	05-58-11-69 STREETS
Total 553951:					4.85	
553951	LYCON INC	AUG0114-FC	FINANCE CHARGES	08/31/2023	433.88	05-58-11-69 STREETS
Total 553951:					433.88	
MACQUEEN EQUIPMENT						
13035	MACQUEEN EQUIPMENT	P19064	BULLDOZER FIRE BILLET CNC	08/24/2023	746.00	05-52-31-70 CAPITAL PROJECTS
Total 13035:					746.00	
MADISON AREA TECHNICAL COLLEGE						
13041	MADISON AREA TECHNICAL CO	000000067184	PD - TRAINING - PETERS	08/18/2023	296.20	01-52-11-56 TRAINING
Total 13041:					296.20	
MARANATHA BAPTIST UNIVERSITY						
554629	MARANATHA BAPTIST UNIVER	202003512	REIMBURSE WAC RENTAL FEE	07/31/2023	200.00	01-44-62-30 AQUATIC CENTER REVE
Total 554629:					200.00	
MEAD AND HUNT INC						
554744	MEAD AND HUNT INC	354107	PROJ R4667475-231187.01 MAS	09/11/2023	42,801.14	05-58-11-40 BRIDGES
Total 554744:					42,801.14	
554744	MEAD AND HUNT INC	354259	R4666751-222127.01-SLUDGE D	09/12/2023	2,241.00	02-85-00-20 OUTSIDE SERVICES EM

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 554744:					2,241.00	
MEGAN DUNNEISEN						
554094	MEGAN DUNNEISEN	082523	2023 WMCA ANNUAL CONFERE	08/25/2023	183.08	01-51-40-24 TRAVEL & TRAINING
Total 554094:					183.08	
MEGAN SCHWEFEL						
19390	MEGAN SCHWEFEL	20230901 WEL	WELLNESS GRANT REIMBURS	09/01/2023	40.00	01-51-60-18 SUPPLIES & EXPENSE
Total 19390:					40.00	
MENARDS INC						
13384	MENARDS INC	56156	STRIPING PAINT	07/28/2023	1,439.28	01-55-41-18 SUPPLIES & EXPENSE
Total 13384:					1,439.28	
13384	MENARDS INC	57991	SHOP SUPPLIES - WW	09/01/2023	73.05	02-82-00-18 SUPPLIES & EXPENSE
Total 13384:					73.05	
MICHAEL HOYT						
8710	MICHAEL HOYT	HOYT-WCTC	HOYT-TRAINING REIMB	08/28/2023	87.62	01-52-11-56 TRAINING
Total 8710:					87.62	
MICHELS MATERIALS						
13414	MICHELS MATERIALS	449558	STONE FOR PARKS	05/13/2023	191.46	01-55-41-20 REPAIRS
Total 13414:					191.46	
MID-STATE EQUIPMENT						
13424	MID-STATE EQUIPMENT	D56614	BLADES, SKID SHOES, HARDW	08/18/2023	779.64	01-54-53-18 SUPPLIES & EXPENSE
Total 13424:					779.64	
13424	MID-STATE EQUIPMENT	D57225	HARDWARE	08/29/2023	3.27	01-54-53-18 SUPPLIES & EXPENSE
Total 13424:					3.27	
13424	MID-STATE EQUIPMENT	D57409	OIL DIPSTICK-JOHN DEERE MO	09/01/2023	15.56	02-82-00-18 SUPPLIES & EXPENSE
Total 13424:					15.56	
13424	MID-STATE EQUIPMENT	D57490	OIL	09/02/2023	7.50	01-54-53-18 SUPPLIES & EXPENSE
Total 13424:					7.50	
13424	MID-STATE EQUIPMENT	U00287	RPR 15' ROTARY CUTTER	08/14/2023	99.18	01-54-53-18 SUPPLIES & EXPENSE
Total 13424:					99.18	
MIDWEST PAVING EQUIPMENT INC						
554978	MIDWEST PAVING EQUIPMENT	2585	HOT BOX	09/04/2023	30,000.00	05-54-11-70 CAPITAL PROJECTS
554978	MIDWEST PAVING EQUIPMENT	2585	HOT BOX	09/04/2023	7,000.00	16-58-16-39 STREET REPAIRS
554978	MIDWEST PAVING EQUIPMENT	2585	HOT BOX	09/04/2023	3,280.00	01-54-31-59 SAFETY EQUIPMENT

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
554978	MIDWEST PAVING EQUIPMENT	2585	HOT BOX	09/04/2023	7,000.00	05-58-11-69 STREETS
Total 554978:					47,280.00	
MILWAUKEE ALARM CO INC						
13515	MILWAUKEE ALARM CO INC	253404	FIRE TEST AND BATTERY	08/29/2023	122.84	01-54-31-59 SAFETY EQUIPMENT
13515	MILWAUKEE ALARM CO INC	253404	FIRE TEST AND BATTERY	08/29/2023	122.83	16-58-16-41 SAFETY EQUIPMENT
13515	MILWAUKEE ALARM CO INC	253404	FIRE TEST AND BATTERY	08/29/2023	122.83	17-58-17-59 SAFETY EQUIPMENT
Total 13515:					368.50	
PAYNE & DOLAN, INC.						
16185	PAYNE & DOLAN, INC.	APPLICATION	#6-23 BITUMINOUS SURFACING	09/12/2023	17,653.06	05-58-11-69 STREETS
Total 16185:					17,653.06	
PTM DOCUMENT SYSTEMS						
553029	PTM DOCUMENT SYSTEMS	0087215	2023 TAX FORMS	09/01/2023	176.72	01-51-40-18 SUPPLIES & EXPENSE
Total 553029:					176.72	
R&R INSURANCE SERVICES INC						
18005	R&R INSURANCE SERVICES IN	2898792	WORK COMP INSURANCE	09/01/2023	26,000.00	01-51-94-46 WORKMAN'S COMPENS
Total 18005:					26,000.00	
18005	R&R INSURANCE SERVICES IN	2898793	LIABILITY PACKAGE - LWMMI	09/01/2023	17,539.00	01-51-94-40 PUBLIC LIABILITY
Total 18005:					17,539.00	
RAMAKER & ASSOCIATES, INC						
18065	RAMAKER & ASSOCIATES, INC	124922	WAC SLIDE EVAL	08/30/2023	2,000.00	01-55-22-17 SVC CONTRACTS/LICEN
Total 18065:					2,000.00	
RAUL NIETO SALAS						
552482	RAUL NIETO SALAS	NIETO 082320	NIETO REIMB-FUEL	09/06/2023	30.00	01-52-11-40 FUEL
Total 552482:					30.00	
RHYME BUSINESS PRODUCTS						
4092	RHYME BUSINESS PRODUCTS	34783577	COPIER MAINT FEE-	08/31/2023	836.81	01-52-11-20 MAINTENANCE CONTRA
Total 4092:					836.81	
RICOH USA INC						
18509	RICOH USA INC	5067925186	COPIER CONTRACT-	08/20/2023	326.87	01-55-20-17 CONTRACT SERVICES
Total 18509:					326.87	
ROBERT E LEE & ASSOCIATES						
12297	ROBERT E LEE & ASSOCIATES	84793	PROJECT 15364087 WELSH RO	08/30/2023	7,530.25	05-58-11-69 STREETS
Total 12297:					7,530.25	
12297	ROBERT E LEE & ASSOCIATES	84794	PROJECT 15364088 DEWEY AV	08/30/2023	5,393.64	16-58-16-60 CAPITAL OUTLAY
12297	ROBERT E LEE & ASSOCIATES	84794	PROJECT 15364088 DEWEY AV	08/30/2023	16,180.93	05-58-11-69 STREETS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 12297:					21,574.57	
ROCK RIVER LABORATORY, INC.						
18693	ROCK RIVER LABORATORY, IN	S56309	BIOSOLIDS SOIL TESTING-LAN	08/31/2023	267.00	02-85-00-20 OUTSIDE SERVICES EM
Total 18693:					267.00	
RODS DOORS						
18698	RODS DOORS	12197	REPLACE OPENER KEY	08/28/2023	165.00	01-54-12-20 REPAIRS
Total 18698:					165.00	
RUEKERT MIELKE INC						
18891	RUEKERT MIELKE INC	147978	PROJ 79-00000 GENERAL SERV	08/16/2023	56.50	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					56.50	
18891	RUEKERT MIELKE INC	147979	PROJ 79-10040 TIF #4 POND RE	08/16/2023	1,640.00	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					1,640.00	
18891	RUEKERT MIELKE INC	147980	PROJ 79-10042 MS4 MODELING	08/16/2023	13,915.40	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					13,915.40	
18891	RUEKERT MIELKE INC	147981	PROJ 79-10045 WATER TOWER	08/16/2023	990.00	16-58-16-60 CAPITAL OUTLAY
Total 18891:					990.00	
SAFETY KLEEN SYSTEMS INC						
19061	SAFETY KLEEN SYSTEMS INC	92497186-230	BULK QLFILTER SRVUNCRUSH	09/06/2023	367.29	17-58-17-41 OUTSIDE RECYCLING S
Total 19061:					367.29	
SANOFI PASTEUR INC						
19115	SANOFI PASTEUR INC	920777522	HEALTH - CREDIT FOR RETUR	07/10/2023	465.42-	01-53-12-42 VACCINATIONS
Total 19115:					465.42-	
19115	SANOFI PASTEUR INC	921136826	HEALTH - FLUZONE HD UT8072	08/26/2023	4,551.77	01-53-12-42 VACCINATIONS
Total 19115:					4,551.77	
SCHINDLER ELEVATOR CORP						
19271	SCHINDLER ELEVATOR CORP	8106342320	MUNI BLDG - ELEVATOR CONT	09/01/2023	1,434.00	01-51-71-26 MAINTENANCE CONTRA
Total 19271:					1,434.00	
19271	SCHINDLER ELEVATOR CORP	8106342321	SENIOR CENTER ELEVATOR	09/01/2023	716.79	01-55-20-17 CONTRACT SERVICES
Total 19271:					716.79	
SHERI ROHR						
553268	SHERI ROHR	091223	MILEAGE - JEFF CO TAX SOFT	09/12/2023	24.24	01-51-40-24 TRAVEL & TRAINING

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 553268:					24.24	
SHORT ELLIOTT HENDRICKSON INC						
19563	SHORT ELLIOTT HENDRICKSO	452712	PROJECT 160163 T-MOBILE AN	09/12/2023	291.20	03-99-23-18 OUTSIDE SERVICES EXP
Total 19563:					291.20	
19563	SHORT ELLIOTT HENDRICKSO	452713	PROJECT 160390-WATRN SPRI	09/12/2023	427.50	03-99-23-18 OUTSIDE SERVICES EXP
Total 19563:					427.50	
STEPHANIE MAZZONI						
554005	STEPHANIE MAZZONI	20230901 WEL	WELLNESS GRANT REIMBURS	09/01/2023	30.00	01-51-60-18 SUPPLIES & EXPENSE
Total 554005:					30.00	
THE OBRION AGENCY LLC						
15175	THE OBRION AGENCY LLC	88515	COPY PAPER - FINANCE	07/26/2023	191.25	01-51-40-18 SUPPLIES & EXPENSE
Total 15175:					191.25	
TIM HAYDEN						
554470	TIM HAYDEN	TH082423WR	WRWA EXPO MILEAGE REIMBU	09/01/2023	128.38	03-99-21-18 SUPPLIES & EXPENSE
Total 554470:					128.38	
TNEMEC COMPANY, INC.						
20580	TNEMEC COMPANY, INC.	2631352	PAINT FOR WAC	08/31/2023	3,045.00	01-55-22-20 REPAIRS
Total 20580:					3,045.00	
TRITECH SOFTWARE SYSTEMS						
20825	TRITECH SOFTWARE SYSTEM	390996	SOFTWARE SUBSCRIPTION-FI	09/01/2023	460.00	01-52-31-28 COMPUTERS AND SOFT
Total 20825:					460.00	
UNIVERSAL RECYCLING TECHNOLOGIES LLC						
21538	UNIVERSAL RECYCLING TECH	ARINV205420	APPLIANCE AND ELECTRONIC	09/05/2023	899.00	17-58-17-41 OUTSIDE RECYCLING S
Total 21538:					899.00	
USIC LOCATING SERVICES LLC						
553098	USIC LOCATING SERVICES LLC	609405	DIGGERS HOTLINE TICKET LO	08/31/2023	16.26	01-54-31-18 SUPPLIES & EXPENSE
553098	USIC LOCATING SERVICES LLC	609405	DIGGERS HOTLINE TICKET LO	08/31/2023	1,922.06	16-58-16-32 DIGGER'S LOCATE FEES
553098	USIC LOCATING SERVICES LLC	609405	DIGGERS HOTLINE TICKET LO	08/31/2023	1,922.06	03-99-23-18 OUTSIDE SERVICES EXP
553098	USIC LOCATING SERVICES LLC	609405	DIGGERS HOTLINE TICKET LO	08/31/2023	1,922.05	02-85-00-20 OUTSIDE SERVICES EM
Total 553098:					5,782.43	
VANDEWALLE & ASSOCIATES						
22160	VANDEWALLE & ASSOCIATES	202307063	MAIN ST REMAKE - ARPA DOW	07/19/2023	16,825.09	24-58-11-26 DOWNTOWN/MAIN ST IM
Total 22160:					16,825.09	
22160	VANDEWALLE & ASSOCIATES	202308051	CITY PLANNING SERVICES	08/18/2023	90.00	01-54-09-13 CONTRACT PLANNING S
22160	VANDEWALLE & ASSOCIATES	202308051	TIDS8 PLANNING SERVICES	08/18/2023	277.50	23-58-08-48 PLANNING

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
22160	VANDEWALLE & ASSOCIATES	202308051	FUTURE TID: PLANNING SERVI	08/18/2023	1,645.00	60-51-05-26 PROSPECTIVE PLANNIN
Total 22160:					2,012.50	
VERMEER-WISCONSIN INC						
22325	VERMEER-WISCONSIN INC	20272930	CHIPPER PARTS	08/25/2023	230.35	01-54-11-20 REPAIRS
Total 22325:					230.35	
22325	VERMEER-WISCONSIN INC	23080020	FINANCE CHARGE	08/31/2023	3.18	01-54-11-20 REPAIRS
Total 22325:					3.18	
22325	VERMEER-WISCONSIN INC	40039861	CHIPPER - SWITCH	04/12/2023	70.59	01-54-11-20 REPAIRS
Total 22325:					70.59	
VET PEST CONTROL LLC						
554266	VET PEST CONTROL LLC	0537	MONTHLY PEST CONTROL	08/31/2023	90.00	01-54-12-18 SUPPLIES & EXPENSE
Total 554266:					90.00	
554266	VET PEST CONTROL LLC	0538	PARK PEST CONTROL	08/31/2023	65.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					65.00	
554266	VET PEST CONTROL LLC	0539	PARK PEST CONTROL	08/31/2023	80.00	01-55-41-18 SUPPLIES & EXPENSE
Total 554266:					80.00	
WASTEWATER TRAINING SOLUTIONS						
23114	WASTEWATER TRAINING SOLU	SB0919-20WT	BIOLOGICAL TRTMNT-ATTACHE	09/11/2023	165.00	02-85-00-23 TRAINING
Total 23114:					165.00	
WATERTOWN REGIONAL MEDICAL CENTER LLC						
23400	WATERTOWN REGIONAL MEDI	081123 FIETE	NEW HIRE DRUG SCREEN FIET	08/11/2023	40.00	11-58-12-18 SUPPLIES
Total 23400:					40.00	
WAUKESHA CTY TECHNICAL COLLEGE						
23498	WAUKESHA CTY TECHNICAL C	S0808862	TRAINING - HOYT	08/29/2023	700.00	01-52-11-56 TRAINING
23498	WAUKESHA CTY TECHNICAL C	S0808862	TRAINING - SIMON	08/29/2023	700.00	01-52-11-56 TRAINING
Total 23498:					1,400.00	
WI DEPT OF JUSTICE						
23731	WI DEPT OF JUSTICE	G3488 202309	RECORDS CHECKS RECREATI	09/01/2023	7.00	01-55-21-18 SUPPLIES & EXPENSE
23731	WI DEPT OF JUSTICE	G3488 202309	RECORDS CHECKS LIBRARY FI	09/01/2023	7.00	11-58-12-18 SUPPLIES
Total 23731:					14.00	
WI DEPT OF TRANSPORTATION						
23795	WI DEPT OF TRANSPORTATION	395-00003168	PROJ ID 39530500108 MAIN ST	08/01/2023	548.72	16-58-16-60 CAPITAL OUTLAY
23795	WI DEPT OF TRANSPORTATION	395-00003168	PROJ ID 39530500108 MAIN ST	08/01/2023	1,646.17	05-58-11-69 STREETS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 23795:					2,194.89	
23795	WI DEPT OF TRANSPORTATION	395-00003204	PROJ ID 39539970030 WELSH R	09/01/2023	1,489.84	05-58-11-69 STREETS
Total 23795:					1,489.84	
23795	WI DEPT OF TRANSPORTATION	395-00003204	CADY ST BRIDGE PROJ 395399	09/01/2023	1,028.61	05-58-11-40 BRIDGES
Total 23795:					1,028.61	
WISCONSIN AVIATION INC						
23646	WISCONSIN AVIATION INC	RYV23-196682	WEED KILLER,MOWER PARTS,	08/31/2023	226.01	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV23-196682	WAMA CONFERENCE:K BROW	08/31/2023	350.00	01-54-53-24 TRAVEL
23646	WISCONSIN AVIATION INC	RYV23-196682	MOWERS & TRUCKS	08/31/2023	478.51	01-54-53-28 FUEL
23646	WISCONSIN AVIATION INC	RYV23-196682	AIRPORT ELECTRIC GATE, AW	08/31/2023	73.72	01-54-53-30 ELECTRIC
Total 23646:					1,128.24	
23646	WISCONSIN AVIATION INC	RYV23-197000	AIRPORT MANAGER FEE - SEP	08/31/2023	4,672.00	01-54-53-10 AIRPORT MANAGERS FE
Total 23646:					4,672.00	
23646	WISCONSIN AVIATION INC	RYV23-197283	AIRPORT GENERAL LABOR	08/31/2023	1,092.00	01-54-53-18 SUPPLIES & EXPENSE
23646	WISCONSIN AVIATION INC	RYV23-197283	AIRPORT MOWING & TRIMMIN	08/31/2023	1,470.00	01-54-53-36 MOWING
23646	WISCONSIN AVIATION INC	RYV23-197283	NAV, AIDS LIGHT CHECK, REPAI	08/31/2023	420.00	01-54-53-38 NAVIGATIONAL AIDS
Total 23646:					2,982.00	
WISCONSIN PARK & REC ASSN						
23676	WISCONSIN PARK & REC ASSN	5990	TICKET RETURN PAYMENT	09/13/2023	14,263.00	01-27-19-50 GREAT AMERICA, ETC. T
Total 23676:					14,263.00	
WOLFF PACK APPAREL & PROMOTIONS						
23904	WOLFF PACK APPAREL & PRO	2772	YOUTH SOCCER SHIRTS	09/01/2023	3,117.25	01-55-21-18 SUPPLIES & EXPENSE
Total 23904:					3,117.25	
ZBM INC						
26005	ZBM INC	29178	PAPER PRODUCTS	08/31/2023	147.10	01-54-53-18 SUPPLIES & EXPENSE
Total 26005:					147.10	
Grand Totals:					440,610.06	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
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Report Criteria:
Detail report.
Invoices with totals above \$0.00 included.
Only unpaid invoices included.
Invoice.Payment due date = 09/19/2023

PAYROLL SUMMARIES

For the Period of: 8/23/2023 9/5/2023

Section 10, Item A.

Department	Employees		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
	FT	PT						
Police	53	-	4,206.00	180.50	7,679.85	144,947.42	114,000.00	142,790.31
Fire	28	2	3,096.50	101.00	3,203.18	137,558.43	150,000.00	77,880.58
Municipal Court	1	1	100.00	-	-	-	-	3,024.88
Mayor	1	-	80.00	-	-	-	-	3,294.08
Bldg. Inspection	3	3	279.50	-	-	(47.44)	1,000.00	11,743.13
Attorney	2	1	220.00	-	-	-	-	7,375.40
Finance	6	-	476.00	0.50	17.51	1,500.65	1,500.00	14,222.24
Watertown TV	2	2	163.75	-	-	-	-	3,923.04
Administration	3	1	280.00	-	-	-	-	8,934.00
Engineering	5	5	583.75	-	-	-	-	11,835.38
Health	9	2	800.00	-	-	238.88	10,500.00	25,208.02
Library	8	17	1,143.38	-	-	75.40	-	24,007.57
Municipal Building	1	-	80.00	8.50	284.84	1,032.49	1,000.00	2,072.04
Solid Waste	8	-	640.00	1.50	58.84	1,049.83	3,000.00	15,735.99
Street	23	1	1,867.00	16.25	668.52	14,750.01	39,200.00	54,121.26
Park	8	1	648.00	13.00	515.12	8,671.98	18,000.00	16,474.33
Forestry	2	-	160.00	0.75	-	-	-	4,416.00
Park/Rec Admin	6	1	519.00	-	-	-	400.00	14,297.61
Recreation and Pools	-	21	216.75	-	-	1,623.81	500.00	3,454.45
Wastewater	10	1	856.00	17.75	808.36	6,776.85	18,000.00	24,066.58
Water Dept.	10	-	800.00	10.75	461.59	11,051.50	23,500.00	25,147.98
Crossing Guards	-	3	25.00	-	-	-	-	281.25
Police Auxiliary	-	4	53.00	-	-	-	-	835.28
Alderspersons (2nd PR)	-	-	-	-	-	-	-	-
TOTALS	189 FT	66 PT	17,293.63	350.50	13,697.81	329,229.81	380,600.00	495,141.40

AUGUST 2023 - CREDIT CARD PURCHASES OVER \$10,000

Date	Amount	Expense Account	Vendor	Cardholder	Description
7/31/2023	\$10,546.90	02-82-00-60	Kemira Water Solutions	Hartz	FERRIC CHLORIDE SOLUTION - WW
8/3/2023	\$10,131.65	03-66-73-18	Jerry Hepp Excavating	Hartz	EXCAVATING TICKETS - WTR
8/3/2023	\$3,135.20	03-66-77-18	Jerry Hepp Excavating	Hartz	EXCAVATING TICKETS - WTR
8/2/2023	\$23,491.52	17-58-17-42	Waste Management	Winkelman	June Landfilling - 469.36 ton @ \$50.05 per ton
8/23/2023	\$22,682.69	17-58-17-42	Waste Management	Winkelman	July Landfilling - 453.2 ton @ \$50.05 per ton



Office of the
Clerk

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

September 15, 2023

TO: Members of the Common Council

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

Application for "Class B" Malt and Liquor from Osaka LLC (Harmini Hartman, Agent) located at 100 E. Madison Street (formerly licensed to Rock River Pizza)

Secondhand Article License from ecoATM Walmart (Sean Flaherty) located at 1901 Market Way

Agent change for Aldi Inc., 1520 S. Church Street from Megan Turner to Jennifer Johnson

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

Application for operator's license from Nicholas Milton due to CATEGORY IV of the Licensing Guidelines. (Applicants who have a pending outstanding arrest warrant for a related offense are not eligible for a license, or a renewal of a license, if a conviction for the offense would place the applicant in any other category. An applicant may re-apply when the underlying matter is concluded.)

Respectfully Submitted,

Megan Dunneisen, City Clerk

Original Alcohol Beverage License Application

FOR OFFICIALS ONLY	
Municipality	Section 11, Item B.
C. O.	
License Period	

License(s) Requested

- ☐ Class "A" Beer \$ 100. ☐ "Class A" Liquor \$ 450.
☒ Class "B" Beer \$ 100. ☒ "Class B" Liquor \$ 450.
☐ "Class C" Wine \$ 100. ☐ "Class A" Liquor (Cider Only) \$ 0
☐ Reserve "Class B" Liquor \$ ☐ "Class B" (Wine Only) Winery \$

License Fees	\$
Publication Fee	\$175.00
Background Check	\$
Total Fees	\$

Part A: Premises/Business Information

1. Legal Business Name (registered entity name or individual's name if sole proprietorship)
~~Hartman Hartman~~ OSAKA LLC

2. Trade Name or DBA
 OSAKA

3. Premises Address
 100 E Madison St

4. County ✓ Jefferson 5. Municipality ✓ Watertown 6. Aldermanic District ✓

7. Mailing Address (if different from premises address)
 5056 autumn leaf lane Madison WI 53704

8. FEIN 35-2812306 9. Wisconsin Seller's Permit Number 456-1031471590-04

10. Premises Phone (608) 301 6875 11. Premises Email girlhmn@gmail.com

12. Entity Type (check one)
☐ Sole Proprietor ☐ Partnership ☒ Limited Liability Company ☐ Corporation ☐ Nonprofit Organization

13. Premises Description - Describe the building or buildings where alcohol beverages are to be sold and stored. Describe all rooms including living quarters, if used, for the sales, service, consumption, and/or storage of alcohol beverages and records. Alcohol beverages may be sold and stored ONLY on the premises described in this application. Attach additional sheets if necessary.
 First floor Restaurant

Part B: Questions

1. Have the partners, agent, or sole proprietor satisfied the responsible beverage server training requirement for this license period? Submit a copy of Responsible Beverage Server Training Course Certificate ☐ Yes ☒ No
2. Does the applicant business or its partners, officers, directors, managing members, or agent hold a direct or indirect interest in any alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? ☐ Yes ☒ No
 If yes, please explain using the space below. Attach additional sheets if necessary.

Part C: For Corporate/LLC Applicants Only

1. State of Registration WISCONSIN		2. Date of Registration 08/15/2023	
3. Is the applicant business owned by another corporation or LLC? If yes, please provide the name and FEIN of the parent company below, include parent company members in Part D, and attach Form AT-103 for all of the parent company's principal members, managers, officers, or directors <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			
Name of Parent Company		FEIN of Parent Company	
4. Does the parent company or any of its officers, directors, managing members, or agent hold any direct or indirect interest in any other alcohol beverage wholesaler or producer (e.g., brewer, brewpub, winery, distillery)? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If yes, please explain using the space below. Attach additional sheets if necessary.			
5. Agent's Last Name Hartman		Agent's First Name HARMINI	
		Phone (608) 301 6875	

Part D: Individual Information

A Supplemental Questionnaire, Form AT-103, must be completed and attached to this application for each person involved in the applicant business and any parent company as indicated in Part C. Persons in the applicant business include: sole proprietor, all officers, directors, and agent of a corporation or nonprofit organization, all partners of a partnership, and all managing members and agent of a limited liability company.

List the full name, title, and phone number for each person below. Attach additional sheets if necessary.

Last Name	First Name	Title	Phone
Hartman	Harmini	Owner	(608) 301 6875

Part E: Attestation

Who must sign this application?

- sole proprietor • one general partner of a partnership • one corporate officer • one managing member of an LLC

READ CAREFULLY BEFORE SIGNING: Under penalty of law, I have answered each of the above questions completely and truthfully. I agree that I am acting solely on behalf of the applicant business and not on behalf of any other individual or entity seeking the license. Further, I agree that the rights and responsibilities conferred by the license(s), if granted, will not be assigned to another individual or entity. I agree to operate this business according to the law, including but not limited to, purchasing alcohol beverages from state authorized wholesalers. I understand that lack of access to any portion of a licensed premises during inspection will be deemed a refusal to allow inspection. Such refusal is a misdemeanor and grounds for revocation of this license. I understand that any license issued contrary to Wis. Stat. Chapter 125 shall be void under penalty of state law. I further understand that I may be prosecuted for submitting false statements and affidavits in connection with this application, and that any person who knowingly provides materially false information on this application may be required to forfeit not more than \$1,000 if convicted.

Signature 		Date 08/15/2023	
Name (Last, First, M.I.) Hartman Harmini			
Title owner	Email girlhmn@gmail.com	Phone (608) 301 6875	

Part F: For Clerk Use Only

Date application was filed with clerk 8-15-2023	Date reported to governing body	Date provisional license issued (if applicable)
Date license granted	License number	Date license issued
Signature of Clerk/Deputy Clerk		

RECEIVED

AUG 17 2023

State of WI
(WI Stat. s.

Section 11, Item C.

LICENSE APPLICATION

for

**PAWNBROKER
SECONDHAND JEWELRY DEALER
SECONDHAND ARTICLE DEALER
SECONDHAND ARTICLE DEALER MALL or FLEA MARKET**

CHECK ALL THAT APPLY:

☐ Original application

☒ Renewal

TYPE:

☐ Pawnbroker

☐ Secondhand Jewelry Dealer

☒ Secondhand Article Dealer

☐ Mall or Flea Market

INSTRUCTIONS:

NATURAL PERSON (INDIVIDUAL) LICENSE – Complete Sections 1, 2, 3 and 7

PARTNERSHIP LICENSE – Complete Sections 1, 2, 3, 5 and 7

CORPORATE LICENSE – Complete Sections 1, 2, 3, 6 and 7

LIMITED LIABILITY COMPANY LICENSE – Complete Sections 1, 2, 3, 4 and 7

(SECTION 1) APPLICANT INFORMATION

Applicant Name (Last, First, MI)	Sex	Race	Date of Birth	Place of Birth (City, State, Country)
Sean Flaherty	M	CAU	06/11/1982	Middletown, CT
Street Address	City	State	ZIP	Home Telephone Number
10121 Barnes Canyon Road	San Diego	CA	92121	(858) 766-7250
List all states applicant previously resided: CA, CT				
Is applicant a: <input type="checkbox"/> Natural Person (Individual) <input type="checkbox"/> Corporation <input checked="" type="checkbox"/> Limited Liability Company <input type="checkbox"/> Partnership				

(SECTION 2) CONVICTION RECORD

Has the applicant, been convicted or adjudicated of any of the following within the last 10 years where the circumstances of the offense substantially relate to the circumstances of the licensed activity :

a felony?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a misdemeanor?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a statutory violation punishable by forfeiture?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO
a county or municipal ordinance violation?	<input type="checkbox"/> YES	<input checked="" type="checkbox"/> NO

For each "YES" response provide the date of arrest, the nature of the offense and conviction or penalty information:
Attach additional sheets if necessary.

(SECTION 3) BUSINESS INFORMATION

Business Name	Street Address	City	State	ZIP	Telephone Number
ecoATM, LLC	1901 Market Way (Inside Walmar1776)	Watertown	WI	53094	(858) 766-7250
Owner's Name	Street Address	City	State	ZIP	Telephone Number
ecoATM, LLC	10121 Barnes Canyon Road	San Diego	CA	92121	(858) 766-7250
Business Manager's Name	Street Address	City	State	ZIP	Telephone Number
Sean Flaherty	10121 Barnes Canyon Road	San Diego	CA	92121	(858) 766-7250
Building Owner's Name	Street Address	City	State	ZIP	Telephone Number


(Over)

to PD
8/18
SR

(SECTION 4) LIMITED LIABILITY COMPANY INFORMATION					
Limited Liability Company Name: ecoATM, LLC					
List name, address, and date of birth (DOB) of all members. <i>Attach additional sheets if necessary.</i>					
Name (Last, First, MI)	DOB	Street Address	City	State	ZIP
Harris, Kevin, C - Chief Legal Officer	04/19/1971	942 Begonia Court	Carlsbad	CA	92011

(SECTION 5) PARTNERSHIP INFORMATION					
Partnership Name: 					
List name, address, and date of birth (DOB) of all partners. <i>Attach additional sheets if necessary.</i>					
Name (Last, First, MI)	DOB	Street Address	City	State	ZIP

(SECTION 6) CORPORATE INFORMATION					
Corporation Name: 				State of Incorporation: 	
List name, address, and date of birth (DOB) of all corporation officers and directors. <i>Attach additional sheets if necessary.</i>					
Name (Last, First, MI)	DOB	Street Address	City	State	Zip

(SECTION 7) PENALTY NOTICE	
I understand that this license may be denied or revoked for fraud, misrepresentation or false statement contained in the application or for any violation of Wis. Stat. §§ 134.71, 943.34, 948.62 or 948.63.	
Under penalty of law, I swear that the information provided in this application is true and correct to the best of my knowledge. I agree to inform the clerk within ten (10) days of any change in the information supplied in this application.	
Signature of Applicant: <u></u>	
Print Name of Applicant: <u>Sean Flaherty</u>	

FOR ADMINISTRATIVE USE ONLY			
Licensing Authority	License Number Assigned	Date Effective	Clerk
FEES RECEIVED: Pawnbroker Bond \$ _____ Secondhand Article License \$ <u>30⁰⁰</u>			
Pawnbroker License \$ _____ Secondhand Dealer Mall/Flea Market License \$ _____			
Secondhand Jewelry License \$ _____ TOTAL FEE: \$ <u>30⁰⁰</u>			
FOR LAW ENFORCEMENT USE ONLY			
<input type="checkbox"/> Recommend Approval <input type="checkbox"/> Recommend Denial (Attach explanation.)			
Investigating Office Signature _____ Date: _____			
Print Name of Investigating Officer: _____			

Form
AT-200

Appointment of Successor Agent – Retail Licenses

Submit this form to your licensing authority with a \$10 processing fee

If there is a change in agent, each club, corporation, or limited liability company that holds a retail license to sell fermented malt beverages and/or intoxicating liquor must appoint a successor agent and have the appointment approved by the licensing authority pursuant to sec. 125.04(6), Wis. Stats. The following questions must be answered by the agent, and the appointment must be signed by an officer of the corporation/organization or one member of the limited liability company (only one signature is required)

Section 1: Licensee Information and Acknowledgement

Licensee Name

ALDI #26

Reason for Cancellation of Appointed Agent

Store Manager (Agent) change

The undersigned appoints Michelle L. Johnson as agent in accordance with sec. 125.04(6), Wis. Stats.

Signature of President / Member

Date

7/31/23

Section 2: Agent Information and Acknowledgement

Agent Name

Michelle L. Johnson

Mailing Address

W1110 Concord Center Dr

City or Post Office

Sullivan

State

WI

Zip Code

53178

Agent Questions

Yes No

1. Are you of legal drinking age? ☒ Yes ☐ No
2. Have you been a resident of Wisconsin for at least 90 continuous days prior to the date of appointment as agent? ☒ Yes ☐ No
3. Have you ever been convicted of a federal law violation? ☐ Yes ☒ No
4. Have you ever been convicted of a state law violation? ☐ Yes ☒ No
5. Have you ever been convicted of a local ordinance violation? ☐ Yes ☒ No
6. Have you completed the required responsible beverage server training course per sec. 125.04(5)(a)5, Wis. Stats.? ☒ Yes ☐ No

UNDER PENALTY OF LAW, I declare that my answers above are true and correct to the best of my knowledge and belief.

I hereby accept appointment as agent for ALDI #26 and assume full responsibility of the conduct of the business relative to fermented malt beverages and intoxicating liquors

Signature of Agent

Date

8/21/23

Section 3: Licensing Authority Approval

Municipality Name

Signature of Official

Date

Title of Official

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

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

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

SECTION 1. The following described property, City of Watertown, Jefferson County, Wisconsin is hereby altered and changed from a General Business (GB) Zoning District and Multi-Family Residential (MR-8) Zoning District classification to a Central Business (CB) Zoning District classification as follows:

PART OF OUTLOT 25, PART OF OUTLOT 7 AND PART OF OUTLOT 2 OF THE TWELFTH WARD, FORMERLY THE THIRD WARD IN THE CITY OF WATERTOWN BEING PART OF THE NE 1/4 AND THE SE 1/4 OF THE SE 1/4 OF SECTION 5, AND PART OF THE SW 1/4 AND NW 1/4 OF THE SW 1/4 OF SECTION 4, TOWN 8 NORTH, RANGE 15 EAST, CITY OF WATERTOWN, JEFFERSON COUNTY, WISCONSIN DESCRIBED AS FOLLOWS:

COMMENCING AT THE SOUTHEAST CORNER OF SECTION 5, TOWN 8 NORTH, RANGE 15 EAST; THENCE N 01°33'08" W, ALONG THE EAST LINE OF THE SOUTHEAST 1/4 OF SECTION 5, 942.39 FEET TO THE NORTH RIGHT-OF-WAY OF FAIRVIEW DRIVE; THENCE N 61°21'10" E, ALONG THE NORTH RIGHT-OF-WAY OF FAIRVIEW DRIVE, 11.19 FEET; THENCE N 01°33'08" W, ALONG THE EAST LINE OF OUTLOT 25, 162.35 FEET TO THE POINT OF BEGINNING; THENCE S 88°26'52" W, 191.48 FEET TO THE NORTHEAST CORNER OF LOT 4 OF CSM 5745; THENCE N 66°36'25" W, ALONG THE NORTH LINE OF LOT 4 OF CSM 5745, 135.00 FEET, TO THE EAST RIGHT-OF-WAY OF EICKSTEADT LANE; THENCE N 23°23'35" E, ALONG THE EAST RIGHT-OF-WAY OF EICKSTEADT LANE 140.74 FEET TO THE NORTH RIGHT-OF-WAY OF EICKSTEADT LANE; THENCE N 66°36'25" W, ALONG THE NORTH RIGHT-OF-WAY OF EICKSTEADT LANE AND NORTH LINE OF LOT 2 OF CSM 5745, 224.60 FEET TO THE EAST RIGHT-OF-WAY OF JOHNSON STREET; THENCE ALONG THE EAST RIGHT-OF-WAY OF JOHNSON STREET ALONG A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 300.58 FEET, A RADIUS OF 3893.82 FEET, A DELTA ANGLE OF 04°25'23", AND A CHORD BEARING N 14°56'56" E, 300.51 FEET TO THE SOUTHERLY RIGHT-OF-WAY OF MILFORD STREET; THENCE N 50°49'08" E, ALONG THE SOUTHERLY RIGHT-OF-WAY OF MILFORD STREET, 22.79 FEET TO THE NORTHWEST CORNER OF LOT 1 OF CSM 5745; THENCE S 39°10'52" E, ALONG THE WEST LINE OF LOT 1 OF CSM 5745, 132.70 FEET; THENCE N 40°46'48" E, ALONG THE EASTERLY LINE OF LOT 1 OF CSM 5745, 87.92 FEET TO THE NORTH LINE OF OUTLOT 25 OF MAP OF OUTLOTS AND SUBDIVISION OF LOTS 3RD AND 4TH WARD; THENCE N 88°16'08" E, ALONG SAID LINE, 214.65 FEET TO THE MOST SOUTHERLY POINT OF PARCEL 4 OF CSM 2112; THENCE N 01°29'26" W, ALONG THE EAST LINE OF PARCEL 4 OF CSM 2112, 136.76 FEET TO THE MOST SOUTHERLY POINT OF PARCEL 3 OF CSM 2112; THENCE N 50°28'35" E, ALONG THE SOUTH LINE OF PARCEL 3 OF CSM 2112, 118.55 FEET TO THE SOUTH RIGHT-OF-WAY OF BERNARD STREET; THENCE S 39°12'29" E, ALONG THE SOUTH RIGHT-OF-WAY OF BERNARD STREET, 168.85 FEET; THENCE CONTINUING ALONG THE SOUTH RIGHT-OF-WAY OF BERNARD STREET, ALONG A CURVE TO THE LEFT HAVING AN ARC LENGTH OF 105.84 FEET, A RADIUS OF 260.00 FEET, A DELTA ANGLE OF 23°19'23", AND A CHORD BEARING S 50°06'14" E, 105.11 FEET; THENCE S 27°30'35" W, 161.42 FEET; THENCE S 17°57'35" W, 127.00 FEET; THENCE S 87°38'34" W, 154.82 FEET TO THE EAST LINE OF OUTLOT 25 OF MAP OF OUTLOTS AND SUBDIVISION OF LOTS 3RD AND 4TH WARD; THENCE S 01°33'08" E, ALONG THE EAST LINE OF OUTLOT 25, 285.35 FEET TO THE POINT OF BEGINNING.

DESCRIBED LANDS HAVING AN AREA OF 278,154 SQUARE FEET OR 6.386 ACRES. (Parcel Numbers 291-0815-0432-019 and 291-0815-0544-003).

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

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

DATE:	September 5, 2023		September 19, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED September 19, 2023

CITY CLERK

APPROVED September 19, 2023

MAYOR

AN ORDINANCE
TO AMEND CHAPTER 550: ZONING CODE, THROUGH THE REMOVAL & ADDITION
OF LANGUAGE TO SECTIONS § 550-131.1A(2), § 550-131.1A(3)(a), and § 550-132
Table 550-132A(1)

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

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

SECTION 1. Amend Section § 550-131.1A(2) through removal and addition of language:

* * *

(2) ~~No more than one electronic message sign shall be permitted per site.~~ The number of permitted electronic message signs shall be in accordance with § 550-132 Permitted Sign Rules.

* * *

SECTION 2. Amend Section § 550-131.1A(3)(a) through removal of language:

* * *

~~(a) Drive-through signs: no more than 33% of a sign's actual area shall contain an electronic message sign.~~

~~(b)~~ (a) *Electronic message signs shall count toward the site's maximum permitted signage.*

* * *

SECTION 3. Amend Section § 550-132 Table 550-132A(1) through removal and addition of language:

* * *

Table 550-132A(1): Permanent Sign Group ¹								
D. Permanent Changeable Sign Category:*						Sign Area and Height Maximums for Zoning Districts		
Sign Categories and Sign Types	Sign Permit Needed	Number of Signs Allowed	Sign Area Formula (each side)	Sign Location Requirements	Sign Lighting Allowed	ER, CR, SR, TR	MR, SNR, RH, NO, NB	PO, PB, GB, CB, PI, GI, HI
1. Wall- <u>M</u> ounted <u>C</u> hangeable <u>S</u> ign	Sign permit required for each	Limit of 1 permanent <u>W</u> all- <u>M</u> ounted <u>C</u> hangeable	None needed. Use max area limit.	On-building. Maximum 4 inches from wall.	Ambient only	Not allowed.	8 feet maximum area per sign.	

	new sign.	<u>Sign for each tenant.</u>					
2. Freestanding <u>Changeable</u> Sign		<u>Limit of 1 permanent Freestanding Changeable Sign for each tenant unless used in conjunction with a Drive- Through.</u> <u>Drive- Through use limit of 1 permanent Freestanding Changeable Sign per Drive- Through lane.</u>		Freestanding. Within 10 feet of public entrance. <u>When used in conjunction with a Drive- Through per C.U.P.</u>	<u>Standard</u>		8 feet maximum height per sign. 12 <u>15</u> square feet maximum area per sign. <u>8 feet maximum height per sign.</u>
3. Drive- <u>Through</u> <u>Sign</u>		<u>Limit of 1 Drive- Through Sign per Drive- Through lane.</u>		Per C.U.P.		Not allowed.	24 <u>40</u> square feet maximum area per sign. 8 feet maximum height per sign.

SECTION 4.

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

SECTION 5.

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

DATE:	September 5, 2023		September 19, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED September 19, 2023

CITY CLERK

APPROVED September 19, 2023

MAYOR

**RESOLUTION TO APPROVE COLLECTIVE BARGAINING
AGREEMENT WITH LABOR ASSOCIATION OF WISCONSIN
(POLICE OFFICERS)**

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

WHEREAS, the Finance Committee and the Labor Association of Wisconsin (Police Officers) have reached an agreement on a Collective Bargaining Agreement covering years 2024 and 2025; and

WHEREAS, it is the recommendation of the Finance Committee that the City ratify this Agreement; and

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN: agrees to enter into the attached 2024- 2025 Agreement and authorizes the proper City officials to execute said Agreement on behalf of the City.

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

ADOPTED September 18, 2023

CITY CLERK

APPROVED September 18, 2023

MAYOR

AGREEMENT

Between

CITY OF WATERTOWN

AND

LABOR ASSOCIATION OF WISCONSIN

(POLICE CONTRACT)

January 1, 2024 – December 31, 2025

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AGREEMENT

This Agreement is entered into by and between the **CITY OF WATERTOWN**, hereinafter referred to as the “Employer”, and the **LABOR ASSOCIATION OF WISCONSIN**, hereinafter referred to as the “Association”.

ARTICLE I - PURPOSE

Section 1.01: It is the purpose of this Agreement and the desire of both parties thereto to protect and promote the interests of the general public to whom the parties provide service, to maintain harmonious labor relations, to obtain a complete agreement covering wages, hours of work, and conditions of employment, to provide for the well-being of the employees, and to allow the Employer to operate and manage its affairs as efficiently and flexibly as possible.

ARTICLE II - MANAGEMENT RIGHTS

Section 2.01: The Association recognizes the prerogatives of the Employer to operate and manage its affairs in all respects in accordance with its responsibility and in the manner provided by law, and the powers or authority which the Employer has not specifically abridged, delegated, or modified by other provisions of this Agreement are retained as the exclusive prerogatives of the Employer. Such powers and authority, in general, include, but are not limited to the following:

- A. To determine its general business practices and policies and to utilize personnel, methods, and means efficiently and flexibly.
- B. To manage and direct the employees of the Employer, to make assignments of jobs, to determine the size and composition of the work force, to determine the work to be performed by the work force and each employee and to determine the competence and qualifications of the employees.
- C. To determine the methods, means, and personnel by which and the location where the operations of the Employer are to be conducted.
- D. To take whatever action may be necessary in situations of emergency.
- E. To utilize temporary, provisional, part-time, or seasonal employees when deemed necessary.

- F. To hire, promote, transfer and lay off employees and to make promotions to supervisory positions.
- G. To suspend, demote, or discharge employees.
- H. To establish or alter the numbers of shifts, hours of work, work schedules, methods, or processes.
- I. To schedule overtime work when required.
- J. To create new positions or departments; to introduce new or improved operations or work practices; to terminate or modify existing positions, departments, operations, or work practices; and to consolidate existing positions, departments, or operations.
- K. To make and alter rules and regulations for the conduct of its business and of its employees.

ARTICLE III - RECOGNITION

Section 3.01: The Employer hereby recognizes the Association as the exclusive bargaining agent for the regular full-time employees of the Watertown Police Department having the power of arrest, excluding all supervisory, confidential, managerial, and executive employees of the Watertown Police Department and all other employees of the City of Watertown.

ARTICLE IV - ASSOCIATION ACTIVITY

Section 4.01: No Association meeting shall be attended by employees while on duty, unless permission to do so has been granted by the Police Chief or his representative.

Section 4.02: No Association business shall be conducted by employees while on duty except as follows: Authorized representatives of the Association shall be allowed to process grievances in accordance with the procedures outlined in this Agreement and to engage in certain routine business such as posting of Association notices and bulletins, provided they have received permission to do so in advance from their Bureau commander. The Association agrees to conduct such business off the job as much as possible. The Association shall furnish the names of its officers or other designated representatives to the Employer.

ARTICLE V - SALARIES

Section 5.01: Salaries shall be paid as listed on Appendix A, attached hereto and made a part hereof, on a bi-weekly basis.

ARTICLE VI - LONGEVITY

Section 6.01: Employees shall receive, in addition to their salaries, the following annual amounts which shall be payable on the first pay period in December of each year in a separate check:

After eight (8) years of continuous service with the Employer:	\$175.50
After twelve (12) years of continuous service with the Employer:	\$351.00
After sixteen (16) years of continuous service with the Employer:	\$526.50

In the year in which an employee reaches the above levels, the payout shall be prorated.

Section 6.02: Continuous service shall not include any period of layoff or unpaid leave of absence, except military leave if required by law, where such layoff or leave of absence exceeds sixty (60) consecutive calendar days.

Section 6.03: Payments under this Article shall not be used in computing hourly rates.

ARTICLE VII - WORKING HOURS/OVERTIME

Section 7.01: All employees, except as provided in Section 7.02, shall work an average forty-five (45) hour workweek on an annual basis. The usual working day for such employees shall not be more than nine (9) hours and shall include a thirty (30) minute paid lunch period during which time the employees shall remain on call. The usual work schedule of such employees shall alternate on a regular basis between five (5) days of work with three (3) days off. Any overtime work, i.e., work performed in excess of the regularly scheduled workweek or workday, except as provided in Section 7.03, shall be paid for in cash at the rate of time and one-half (1½) the employee's regular straight-time rate. Each shift shall have an overlap of at least thirty (30) minutes which allows employees fifteen (15) minutes at the beginning of their shift to change into their uniform and fifteen (15) minutes at the end of their shift to change out of their uniform.

Effective January 1, 1997, all personnel working the 5-2 schedule shall receive three (3) additional paid days off.

Section 7.02: Employees assigned to a forty (40) hour per week, eight (8) hour per day, Monday through Friday work schedule, shall receive overtime pay for work performed in excess of the normal regularly scheduled workweek or working day, and, except as provided in Section 7.03, overtime shall be paid for in cash at the rate of time and one-half (1½) the employee's regular straight-time rate.

Section 7.03: All employees may take overtime hours in the form of cash at one and one-half (1½) times the employee's regular rate or in the form of compensatory time off at the rate of one and one-half (1½) hours times the overtime hours worked. Compensatory time off may be accumulated to a maximum of ninety (90) hours. When an employee accumulates ninety (90) hours of compensatory time off, no further compensatory time may be accumulated and any additional overtime will be paid in cash. Unused compensatory time can be carried over from year to year. Use of compensatory time off will be at the City's discretion and denial of same will not be subject to the Grievance Procedure. Upon retirement, resignation, or dismissal, the employee will be paid in cash for the balance of his or her compensatory time. Accumulated compensatory time off (up to a maximum of thirty-six (36) hours per year) may be converted to cash on December 1st of each year payable in the first payroll period thereafter. This payout shall be on a separate check.

Section 7.04: It is the policy of the Employer to avoid the necessity of overtime. No overtime work shall be performed without the approval of the Police Chief or the shift supervisor and the Employer shall not incur any obligation for unauthorized overtime worked. Employees shall be required to work overtime when requested by the Police Chief or shift supervisor. An employee called in for overtime work on a day he is scheduled to work shall be allowed to work his full scheduled shift that day.

Section 7.05: Employees working overtime involving court appearances will receive a minimum of three (3) hours' pay, provided that if the court appearance is scheduled within one (1) hour of the start or finish of the employee's assigned shift, the employee shall receive overtime based upon actual time worked. Employees working overtime involving training will receive a minimum of one (1) hour for such overtime. The above minimums shall not apply to such overtime work that is consecutively prior to or subsequent to an employee's scheduled shift hours. If court is cancelled with less than twelve (12) hours' notice Employees shall still receive three (3) hours' pay.

Section 7.06: Employees on special assignments, including, but not limited to, DARE Program, school liaison, and Drug Task Force, may, at the request of the City and subject to their individual agreement, vary their hours of work and work schedule as required. No employee shall be disciplined for failure to agree to such a requested change.

Section 7.07: Any employee assigned to a Field Training Officer (FTO) position shall receive a Three Dollars (\$3.00) per hour increase in his compensation for that period of time during which he is performing such assignment.

Section 7.08: During the term of this Agreement, the Employer may allow shift trades at its discretion pursuant to Chapter 22.1.1.

ARTICLE VIII - UNIFORM ALLOWANCE

Section 8.01: Employees shall be paid an annual clothing allowance in the amount of Eight Hundred Dollars (\$800.00), provided, however, that new employees shall not be eligible for the annual clothing allowance during the first twelve (12) months of employment, but shall, after completing the first twelve (12) months, receive a pro rata amount of the annual clothing allowance equal to the number of months remaining in that calendar year. In the event an employee who has received his clothing allowance terminates his employment with the Employer at any time during that calendar year, he shall have deducted from his final paycheck a pro rata amount of the annual clothing allowance equal to the number of months remaining in that calendar year subsequent to his termination. Clothing allowance checks will be issued separately from normal payroll checks. The City shall contribute Eight Hundred Dollars (\$800.00) for a new ballistic vest every five (5) years for employees.

Section 8.02: New employees shall receive the sum of Eight Hundred Dollars (\$800.00) as and for an initial clothing allowance during the first month of employment. In the event a new employee who has received his initial clothing allowance terminates his employment within his first year of employment, he shall have deducted from his final paycheck a pro rata amount of his initial clothing allowance equal to the number of months remaining in such first year subsequent to his termination.

Section 8.03: Upon the written approval of the Chief, whose determination to approve or not approve will be final, the City will pay for all officers’ items that are necessary for the performance of their duty as required by the City and for other items that may be approved by the Chief which are damaged or destroyed while on duty except those items covered by the City’s insurance. If payment for such items is made by the City and at some later date due to court action or by other means an award for damages is made directly to the officer, such award is to be turned over to the City only up to the amount paid by the City.

ARTICLE IX - VACATIONS

Section 9.01: Employees shall be entitled to the following annual vacations in accordance with their continuous service with the Employer:

- After 6 months of continuous service 45 hours (to use prior to 1 year)
- After 1 year of continuous service 90 hours
- After 3 years of continuous service 108 hours
- After 5 years of continuous service 117 hours
- After 7 years of continuous service 135 hours
- After 10 years of continuous service 153 hours
- After 12 years of continuous service 162 hours
- After 14 years of continuous service 180 hours
- After 17 years of continuous service 198 hours
- After 19 years of continuous service 207 hours
- After 21 years of continuous service 225 hours
- After 23 years of continuous service 234 hours
- After 25 years of continuous service 243 hours
- After 27 years of continuous service 252 hours
- After 29 years of continuous service 261 hours

Section 9.02: Vacation schedules, including the number of employees able to be on vacation at the same time, shall be approved by the Police Chief or his representative.

Section 9.03: Vacations must be taken in the year in which they accrue or they shall be considered lost. Up to one (1) weeks’ vacation may be carried over until March 31st of the following year with the prior written approval of the Chief. The grant or denial of approval shall be at the sole discretion of the Chief. Carried over vacation time will not be scheduled until employees are allowed to exercise current year preferences.

Section 9.04: Continuous service shall not include any period of layoff or unpaid leave of absence, except military leave if required by law, where such layoff or leave of absence exceeds sixty (60) consecutive calendar days.

ARTICLE X - HOLIDAYS

Section 10.01: Employees shall be granted one hundred and eight (108) hours off with pay at a time mutually agreed upon between the employee and the Police Chief or his representative in lieu of the following holidays:

- | | |
|---------------------|-------------------------------|
| a) New Year’s Day | g) Veterans Day |
| b) Good Friday | h) Thanksgiving Day |
| c) Patriots Day | i) Day after Thanksgiving Day |
| d) Memorial Day | j) Christmas Eve Day |
| e) Independence Day | k) Christmas Day |
| f) Labor Day | l) New Year’s Eve Day |

Section 10.02: The above holidays are listed for the purpose of determining the accrual of holidays. In the event an employee takes such holiday time off before the holiday occurs (as established by state statutes) and terminates his employment prior to the date of the holiday, pay for such advance time off shall be deducted from his final paycheck.

Section 10.03: All holiday time off must be taken within the calendar year or it will be considered as lost.

ARTICLE XI - PENSION

Section 11.01: Employees shall be covered under the State of Wisconsin Retirement Fund in accordance with Chapter 40 of the Wisconsin Statutes. Effective January 1, 2015 employees shall pay the employee required pension contribution, based upon a contribution rate established each year by the Department of Employee Trust Funds.

ARTICLE XII – HEALTH AND WELFARE/PENSION

Section 12.01:

(a) The City shall pay ninety percent (90%) of the lowest premium available from a plan provider whose services are readily and substantially accessible to the City of Watertown.

(b) A retired employee may continue to participate in the City’s group health insurance program for active employees until the retired employee becomes eligible for Medicare, provided that the insurance carrier agrees to permit the retired employee to continue in such group program and provided the retired employee pays the full premium for such insurance, such payment to be on the basis of two (2) months premium paid in advance.

(c) For any employee who retires pursuant to the Wisconsin Retirement Fund at or before age fifty-five (55), the City will establish a health insurance premium account for such employee in an amount equal to Fifty Dollars (\$50) per day for each day of accumulated unused sick leave remaining in such employee's sick leave account as of his date of retirement. Such premium account shall be used only for the purpose of making future payments of premiums toward the City’s group health insurance program on behalf of such retired employee, provided such retired employee is a participant in the City’s group health insurance program for active employees as provided in paragraph (b) above. Payments of such premiums from said premium account will be on the basis of one-half (½) the premium cost per month and coordinated with the retired employee’s own payment for the other half (½) of the premium cost paid two (2) months in advance as provided in paragraph (b) above until such premium account is depleted or the retired employee is no longer a participant in the City's group health insurance program for active employees. Any employee who does not retire between the ages of fifty-three (53) through fifty-eight (58) shall not be eligible for this health insurance premium account, unless the employee’s continued employment is at the request of the City. An employee eligible under this paragraph may to the extent permitted by law,

and as an alternative to the above-described payment, take a one-time cash payout equal to the amount the City would otherwise designate for the health insurance premium account.

Section 12.02 - False Arrest Insurance: The Employer shall continue to provide full false arrest insurance coverage for employees. Such coverage shall be maintained at no less than the level in effect on July 19, 1973.

Section 12.03 – Dental Insurance: The City will contribute ninety percent (90%) per month towards the cost of single dental coverage and family dental coverage.

Section 12.04: Employees who are involved in a work-related traumatic event shall receive up to five (5) sessions with a therapist or psychologist which shall be paid by the City. If the City has an employee assistance program the employee shall exhaust their sessions through that program first. The amount shall not exceed one thousand two hundred and fifty dollars (\$1,250).

Section 12.05 – Physical Fitness Test: There is a mandatory physical fitness program for Employees, there will be no ramification if you do not pass the physical fitness test. Wisconsin law requires all ***applicants*** for Law Enforcement employment attend and successfully complete a preparatory training program. The exit standards and training programs are based upon a validated analysis of the physical tasks officers must perform (or must be prepared to perform) each day.

These are the physical tests the City of Watertown Police Department will administer once each year:

Physical Readiness Test	Standard
1.5-mile run	16:57
300m run	68 seconds
Push ups	23
Sit-ups	30
Vertical Jump	14 inches
Agility Run	19.5 seconds

Employees that meet all six (6) exit standards will be awarded an additional nine (9.0) hours of flex time.

ARTICLE XIII - SICK LEAVE

Section 13.01: Employees who have been continuously employed by the Employer for a period of at least six (6) months in any calendar year shall be entitled to sick leave with pay on the basis of one (1) working day for each calendar month of full-time service. Sick leave may be accumulated to a total of not more than one hundred twenty (120) days. For purposes of the payout of sick leave referenced in Section 12.01(c), the maximum amount of sick leave which will be subject to the payout is one hundred twenty (120) days. No sick leave shall accrue for any month during which an employee has been absent in excess of twelve (12) working days. Absence as used in this Section shall not include time away from work because of vacations, holidays, or illness or injury which is compensable under the Worker's Compensation Act.

Section 13.02: Employees on sick leave may be required to file with the Police Chief or his representative a written report upon his return to duty on a form furnished by the Employer stating his length of absence from duty and nature of illness.

Section 13.03: If an employee has been absent more than three (3) days, he must file with the Police Chief or his representative on return from duty a physician's statement to the effect that he was unavailable to perform the duties of his position specifying the cause. For cause, such statement may be requested by the Police Chief or his representative for absences of lesser duration.

Section 13.04: Sick leave shall include absences from duty on a scheduled workday because of an employee's illness or exposure to contagious disease or because of a serious health condition in the employee's immediate family, i.e., parent, child, or spouse. The term "serious health condition" is defined as that term is used in both the Federal and State Family and Medical Leave Acts.

Section 13.05: Up to three (3) sick days per year will be allowed for the care of an employee's minor child due to illness or accident. These days will be labeled as Minor Child Sick Leave Days. If the child's illness or accident qualifies for FMLA leave and requires care as set forth in 13.04, the Minor Child Sick Leave Days will be credited back to the employee to be used at a later

date.

ARTICLE XIV – WORKER’S COMPENSATION

Section 14.01: If an employee is injured while performing work for the City and is receiving worker’s compensation payments for temporary partial or temporary total disability, he shall receive the difference between his regular salary and his worker’s compensation payments during his period of disability or a period of ninety (90) days from the date of the initial injury, whichever is less. The ninety (90) day calendar period shall begin to run from the date of injury or the date of the first full day of work missed, whichever is later. In no event shall the period of wage supplement extend beyond one hundred twenty (120) calendar days from the date of injury. If the employee is unable to return to work after the expiration of such ninety (90) day period, the Police Chief or his designee may request the Common Council to extend those payments for just cause.

Section 14.02: Any employee receiving or who has received the difference between his worker’s compensation benefits and his regular salary pursuant to Section 14.01 who recovers damages against a third party arising out of his compensable injury shall reimburse the City to the extent said damages equal or exceed the payments under Section 14.01. In no event shall the City’s recovery under this Section exceed the payments made under Section 14.01.

ARTICLE XV – FUNERAL LEAVE

Section 15.01: The City will grant leaves of absence with pay for the purpose of bereaving the loss of the following: three (3) days in case of the death of a parent, step-parent, child, step-child or spouse; two (2) days in case of the death of a sibling or step-sibling; one (1) day in case of the death of an in-law (mother-in-law, father-in-law, daughter-in-law, son-in-law, sister-in-law, brother-in-law) or of a grandparent, step-grandparent, grandchild or step-grandchild of the employee or employee’s spouse.

ARTICLE XVI - SENIORITY

Section 16.01: Seniority is defined as the status attained by length of continuous service of an employee with powers of arrest in the Police Department beginning with the latest date of hire.

Section 16.02: New employees shall not attain any seniority until they have completed their probationary period. Following a successful completion of their probationary period, the new

employee's seniority shall be retroactive to his date of hire.

Following the completion of the probationary period and at the Chief's discretion, an experienced law enforcement officer may be placed at any step on the salary schedule and receive vacation benefits based on that step in the salary schedule. However, the officer's seniority shall be based on his hire date with the Department.

Section 16.03: A new employee shall be on probation for the first twelve (12) months of his employment or until he has completed his recruit training, whichever is later. The probationary period may be extended by mutual agreement of the City and the Association. For employees hired after January 1, 2005, time spent at the recruit academy will not constitute time worked for purposes of the twelve (12) month probationary period. Probationary employees may be terminated at any time in the sole discretion of the Employer without recourse to any grievance or appeal procedure.

Section 16.04: Seniority shall not accrue for any period of layoff or during any period of unpaid leave of absence, except military leave if required by law.

Section 16.05: Employees shall lose their seniority for any of the following reasons:

- A. Discharge.
- B. Resignation. (Any employee absent for two (2) consecutive scheduled workdays without notifying the Employer of the reason for absence shall be considered as having resigned, except where the employee has a legitimate reason for being absent and a legitimate reason for not notifying the Employer.)
- C. Retirement.
- D. Unexcused failure to return to work after the expiration of a vacation period, leave of absence, or period for which worker's compensation was paid, or failing to report to work within five (5) days after notice of recall from layoff.
- E. On layoff for a continuous period of time equivalent to twelve (12) calendar months.

Section 16.06: Seniority shall apply to vacation selection and shift preference to the day shift. Seniority shall also apply to layoffs and recall from layoffs providing the Employer retains the necessary qualified employees for its operations.

ARTICLE XVII - GRIEVANCE PROCEDURE

Section 17.01: The Grievance Procedure provided for in this Article shall apply only to grievances involving the interpretation or application of a specific provision of this Agreement. Time limits set forth herein shall be exclusive of Saturdays, Sundays, and holidays. Grievances required to be in writing shall state the specific provision or provisions of this Agreement involved. Suspensions, demotions, and discharge shall not be subject to the provisions of this Article but shall be processed exclusively under Section 62.13, Wisconsin Statutes.

Section 17.02: Both the Association and the Employer recognize that grievances and complaints shall be settled promptly and at the earliest possible stage and, therefore, agree that the grievance processes must be initiated within ten (10) days of the incident or within ten (10) days of the date the employee should have had knowledge of the incident. Any grievances not reported or filed within such ten (10) day period shall be invalid. The procedure for the adjustment of the grievance is as follows:

Step 1: The employee and/or the Association representative shall take the grievance up orally with the employee's Captain. The Captain shall attempt to make a mutually satisfactory adjustment within five (5) days.

Step 2: The grievance shall be considered settled in Step 1 unless, within five (5) days after the Captain's answer or after the last date such answer is due, the grievance is reduced to writing and presented to the Police Chief or his representative. The Police Chief or his representative may confer with the aggrieved employee and the Association before making his determination. Such decision shall be reduced to writing and submitted to the aggrieved employee and the Association within five (5) days of his receipt of the grievance.

Step 3: The grievance shall be considered settled in Step 2 above unless, within ten (10) days from the date of the Police Chief's or his representative's regular answer or last date due, the aggrieved employee and/or Association shall request in writing to the Mayor that the dispute be submitted to the Finance Committee of the Common Council.

The Finance Committee may confer with the aggrieved employee or the Association before making its decision and shall submit its written decision to the aggrieved employee and the Association within twenty (20) days from its receipt of the grievance.

Step 4: The grievance shall be considered settled in Step 3 above unless, within ten (10) days from the date of the Finance Committee's decision or last date due, the aggrieved employee and/or Association shall notify the Mayor in writing that the matter is to be submitted to arbitration and shall request the Wisconsin Employment Relations Commission to appoint an arbitrator.

Section 17.03: Each party shall share equally in the cost of the arbitrator. Each party, however, shall bear its own costs for witnesses and all other out-of-pocket expenses, including possible attorneys' fees.

Section 17.04: Upon completion of this review and hearing, the arbitrator shall render a written decision as soon as possible to both the Employer and the Association which shall be final and binding upon both parties. In making his decision, the arbitrator shall neither add to, detract from nor modify the language of this Agreement. The arbitrator shall have no authority to grant wage increases or wage decreases. The arbitrator shall expressly confine himself to the precise issue(s) submitted for arbitration and shall have no authority to determine any other issue not so submitted to him or to submit observations or declarations of opinion which are not directly essential in reaching the determination. In any arbitration award, no right of management shall in any manner be taken away from the Employer, nor shall such right be limited or modified in any respect excepting only to the extent that this Agreement clearly and explicitly expresses an intent and agreement to divest the Employer of such right.

Section 17.05: All grievances not submitted or appealed by the grievant or his representative within the time limits specified herein shall be deemed abandoned grievances and as such shall be considered as being resolved in favor of the Employer. Time limits provided for in this Article may be extended, however, by mutual consent of the parties.

Section 17.06: The Association will give the Employer, in writing, the names of its grievance representatives.

ARTICLE XVIII - NO STRIKE

Section 18.01: The Association agrees, individually and collectively, not to strike, slow down, engage in mass sick calls, or in any manner impede the full working efficiency of the Police Department, including refusals to perform customarily assigned police duties, including overtime.

Section 18.02: The Association shall neither cause nor counsel any or all of its members to engage in the acts prohibited in Section 18.01.

Section 18.03: Participation by employees in the actions prohibited by Section 18.01 shall be basis for disciplinary actions, including discharge.

Section 18.04: The acts prohibited by Section 18.01 are hereby deemed illegal and a violation of this Agreement.

Section 18.05: In the event of any strike, slowdown, mass sick call, interruption of work or interference of operations of the Police Department prohibited in this Article, the Employer shall notify the Association thereof and the Association shall give notice to the employees involved that they are in violation of this Agreement and shall end such activity.

ARTICLE XIX - CONDITIONS OF AGREEMENT

Section 19.01: This Agreement constitutes an entire agreement between the parties and no verbal statement shall supersede any of its provisions.

Section 19.02: The parties acknowledge that during the negotiations which resulted in this Agreement each had the unlimited right and opportunity to make requests and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement.

The Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered by this Agreement, or with respect to any subject or matter not specifically referred to or covered by this Agreement, even though such subject or matter may not have been known or contemplated by either or both parties at the time they negotiated or signed this Agreement.

Section 19.03: Except as specifically provided otherwise, neither party to this Agreement waives any rights possessed by it under state or federal laws, regulations or statutes.

Section 19.04: The term “employee” or “employees” shall refer to a full-time employee or full-time employees whenever used, unless specifically provided otherwise.

Section 19.05: All motions, resolutions or ordinances heretofore adopted by the Employer which relate to employees covered by this Agreement shall remain in full force and effect, unless the same are inconsistent with a specific provision of this Agreement and in such event they are hereby superseded by this Agreement.

Section 19.06: All employees will be required, within twelve (12) months following their hire, to live within a twenty-five (25) mile radius of the Watertown City Hall which shall include the corporate city limits of the cities of Lake Mills, Oconomowoc, and Jefferson. If there is any question about whether a proposed residence falls within the boundary or without, it shall be incumbent upon the employee to obtain prior approval from the Mayor prior to making any financial commitments.

ARTICLE XX - AMENDMENTS AND SAVINGS CLAUSE

Section 20.01: This Agreement may not be amended, altered or added to, except by the mutual consent of the parties in writing.

Section 20.02: If any article of this Agreement or any addenda thereto should be held invalid by operation of law or any tribunal of competent jurisdiction, or if compliance with or enforcement of any article should be restrained by such tribunal, the remainder of this Agreement and addenda shall not be affected thereby, and negotiations on the same subject matter shall be instituted to adjust, if possible, such article.

ARTICLE XXI - VOLUNTARY DUES DEDUCTION

Section 21.01: Membership in the Association is not compulsory. Employees have the right to join, maintain or drop their membership in the Association as they see fit. The Association shall not exert pressure on or discriminate against an employee as regards such matters. No employee will be denied membership because of race, color, creed or sex, and this Article is subject to the duty of the Wisconsin Employment Relations Commission to suspend the application of this Article whenever the Commission finds that the Association has denied an employee membership because of race, color, creed or sex.

Section 21.02: The Association will represent all of the employees in the bargaining unit, members and non-members, fairly.

Section 21.03: The Employer agrees that it will deduct monthly from the earnings of employees who are in the bargaining unit the Association dues certified by the Association, provided, however, that the employees have provided the City with a written dues deduction authorization form authorizing the City to deduct the dues from the employees' paychecks. With respect to new employees, such deduction shall commence with the month immediately following the month such employee completes his probationary period unless such employee becomes a member of the Association prior thereto and in that case such deductions will commence with the month immediately following receipt of notice by the Employer of his Association membership and the written dues deduction authorization form.

Section 21.04: The Employer shall pay any amounts deducted, pursuant to Section 21.03 above, to the Treasurer of the Association on or before the end of the month in which the deductions are made.

Section 21.05: The Employer shall not be required to submit any amounts to the Association under this Article for employees otherwise covered who are on layoff, leave of absence or other status in which they receive no pay for the pay period normally used by the Employer to make such deductions.

Section 21.06: The Employer shall not be liable to the Association, employee or any party by reason of the requirements of this Article for the remittance or payment of any sum other than those constituting actual dues made from employee wages earned. The Association shall defend, indemnify and save the Employer harmless against any and all claims, demands, suits, orders, judgments or other forms of liability that may arise out of or by reason of action taken by the Employer under this Article.

ARTICLE XXII- LIFE INSURANCE

Section 22.01: The City shall provide term life insurance coverage for each employee in an amount equal to the employee’s base annual salary.

Section 22.02: Coverage levels for employees aged sixty-five (65) to sixty-nine (69) shall be reduced in the event that the cost of providing life insurance for persons of that age exceeds the cost of providing insurance for persons aged sixty (60) to sixty-four (64). Coverage levels for such persons shall equal the amount available for the same cost as is expended for persons aged sixty (60) to sixty-four (64) by the City. Employees aged seventy (70) or older shall not receive life insurance coverage.

ARTICLE XXIII - DRUG TESTING

Section 23.01: Employees shall be covered by the terms of the City Drug Testing Ordinance, provided that all regular full-time employees not covered by this Agreement are also subject to its terms. Further, employees will be permitted, as an alternative, to provide a blood sample in lieu of a urine sample, at the employee's option.

Section 23.02: The City will insure those employees tested pursuant to the random selection provisions of the Ordinance will be selected on a true random basis by an entity other than the City of Watertown.

ARTICLE XXIV - DURATION

Section 24.01: This Agreement shall be effective on the 1st day of January, 2024, and shall remain in full force and effect to and including the 31st day of December, 2025, and shall be automatically renewed from year to year unless the party desiring to open negotiations submits in writing a request to renegotiate said Agreement on or about the 1st day of July during the year of termination. The initial meeting of the parties shall be held within thirty (30) days of the date of the filing of any request, but no later than the 1st day of August.

Dated this _____ day of _____, 2023.

CITY OF WATERTOWN

**WATERTOWN PROFESSIONAL POLICE
ASSOCIATION**

APPENDIX A
POLICE OFFICER PAY RATES

	January 1, 2024 5%	
	Monthly	Annual
Start	4,833.52	58,002.26
After 1 year	5,252.30	63,027.60
After 2 years	5,467.75	65,613.00
After 3 years	5,703.55	68,442.58
After 4 years	5,943.45	71,321.34
After 6 years	6,241.73	74,900.76
After 8 years	6,390.48	76,685.77

	July 1, 2024 5%	
	Monthly	Annual
Start	5,075.20	60,902.37
After 1 year	5,514.92	66,178.98
After 2 years	5,741.14	68,893.65
After 3 years	5,988.73	71,864.71
After 4 years	6,240.62	74,887.41
After 6 years	6,553.82	78,645.80
After 8 years	6,710.00	80,520.06

	January 1, 2025 5%	
	Monthly	Annual
Start	5,328.96	63,947.49
After 1 year	5,790.66	69,487.93
After 2 years	6,028.19	72,338.33
After 3 years	6,288.16	75,457.95
After 4 years	6,552.65	78,631.78
After 6 years	6,553.82	82,578.09
After 8 years	7,045.51	84,546.06

NOTE: Officer in Charge will receive Three Dollars (\$3.00) per hour for those hours serving as Officer in Charge.

Annual rates are computed by multiplying monthly rates by twelve (12).

Officers who have four (4) or more years of service on or before December 31, 2001 shall be placed at the new four step effective January 1, 2002.

All other officers shall move through the wage schedule on their anniversary dates.

Officers that are bilingual and fluently speak two languages, as shown by completion of testing approved by the City or a bilingual certification from a accredited university, shall receive an annual stipend of \$500.00 on a separate check or direct deposit in the first pay period in December.

SIDE LETTER OF AGREEMENT
ON FLEX TIME

The City of Watertown and the Labor Association of Wisconsin agree to the following Side Letter of Agreement to the 2024-2025 collective bargaining agreement.

Definition of Flex Time. For the purpose of this Agreement, flex-time is considered time worked in excess of, or in place of, one's regularly-scheduled work day, and is accumulated and compensable on a one-hour for one-hour basis.

Eligibility. Flex-time is available to all full-time, non-exempt sworn employees of the Police Department and only for the following reasons or events:

- Non-mandatory training
- Lights 'n Sirens
- Bicycle Rodeo
- Other community programs at the discretion of the Chief of Police or his designee.

Non-Mandatory Training.

Officers certified by the Wisconsin Law Enforcement Standards Board are required to attend a minimum of twenty-four (24) hours of state certified training each fiscal year. (See Policy 33.5.1 *Annual Retraining Program*).

Most officers are assigned training opportunities that provide them with substantially more than the minimum requirement. The additional training may be one day in duration to several days and, consequently, may fall on an employee's regularly-scheduled day off.

To avoid the necessity of paying large blocks of overtime, a policy of providing flex-time, as defined above, has been established. Employees wishing to take advantage of non-mandatory training may be asked to "flex" their regularly scheduled day off for another day off.

Use of Accumulated Flex-Time. Flex time earned in a calendar year must be used in a calendar year.

Maximum Accumulation. An officer may accumulate a maximum of sixty-five (65) hours of flex-time at any point in time, unless prior approval is received from the Chief of Police or his designee. An employee shall have the option to have twenty four (24) hours of flex time paid out in the first pay period of December with their compensatory time payout. This payout shall be included on the separate check for compensatory time off.

Duration. This Side Letter of Agreement shall be in effect from January 1, 2024 through December 31, 2025 and shall only be renewed by agreement of both parties.

Dated this _____ day of _____, 2023.

CITY OF WATERTOWN

**WATERTOWN PROFESSIONAL POLICE
ASSOCIATION**

**RESOLUTION TO
APPROVE STATE MUNICIPAL FINANCIAL
AGREEMENT REVISION #1 FOR RECONSTRUCTION
OF COLE MEMORIAL BRIDGE**

SPONSOR: MAYOR MCFARLAND

WHEREAS, The State of Wisconsin and the City of Watertown are currently under a signed State/Municipal Financial Agreement (SMFA) for the reconstruction of Cole Memorial Bridge (Main Street Bridge) for work to commence in 2024; and,

WHEREAS, the State of Wisconsin is seeking an additional State/Municipal Financial Agreement for the reconstruction of the Cole Memorial Bridge (Main Street Bridge) regarding \$2,000,000 dedicated to the City in the 2023–25 fiscal biennium State Budget; and,

WHEREAS, the reconstruction of the Cole Memorial Bridge (Main Street Bridge) for work to commence in 2024 went before the Public Works Commission, and the Finance Committee and received support; and,

WHEREAS, under the revised State/Municipal Financial Agreement (SMFA) the City of Watertown will receive \$2,000,00 from the DOT for use with reconstruction of the Cole Memorial Bridge (Main Street Bridge) beginning in 2023.

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

That the proper City Officials are hereby authorized to approve the State/Municipal Financial Agreement (SMFA) for the reconstruction of the Cole Memorial Bridge (Main Street Bridge) for work to commence in 2023.

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


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

ADOPTED September 19, 2023

CITY CLERK

APPROVED September 19, 2023

MAYOR

 <div>Revision #1 STATE/MUNICIPAL FINANCIAL AGREEMENT FOR A STATE- LET HIGHWAY PROJECT <i>This agreement supersedes the agreement signed by the Municipality on 03/27/2018 and signed by the State on 04/24/2018.</i></div>	<div>Revised Date: August 30, 2023 Date: November 9, 2017 I.D.: 3050-04-01/-21/-81/-82 Road Name: STH 19 Title: C Watertown, Main Street Limits: Rock River Structure B-28-906 County: Jefferson Roadway Length: N/A</div>
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The signatory **City of Watertown**, hereinafter called the Municipality, through its undersigned duly authorized officers or officials, hereby requests the State of Wisconsin Department of Transportation, hereinafter called the State, to initiate and affect the highway or street improvement hereinafter described.

The authority for the Municipality to enter into this agreement with the State is provided by Section 86.25(1), (2), and (3) of the Statutes.

NEEDS AND ESTIMATE SUMMARY:

Existing Facility - Describe and give reason for request: Existing structure B-28-906 is a concrete spandrel arch structure built in 1931. During a deck rehabilitation project by the Municipality, deterioration of the substructure spandrels was exposed; this deterioration was not visually available during routine inspections due to its location. The Municipality has removed parking from the structure due to the deterioration.

Proposed Improvement - Nature of work: Replace structure. In HSIS, existing structure is identified as being eligible for the National Register (Cole Memorial Bridge).

Describe non-participating work included in the project and other work necessary to finish the project completely which will be undertaken independently by the municipality: Cost share in design for connecting highway. All construction costs associated with lanes utilized for parking and adjusting utility manholes and valves.

PROJECT IS CURRENTLY SCHEDULED FOR 2024 CONSTRUCTION

Phase	Total Est. Cost	Federal/State Funds	%	Municipal Funds	%
Preliminary Engineering:					
Plan Development: 3050-04-01	\$ 806,660	\$ 604,995	75%	\$ 201,665	25%
Real Estate Acquisition:					
Acquisition: 3050-04-21	\$ 16,100	\$ 16,100	100%	\$ -	
¹ Construction: 3050-04-81					
Roadway	\$ 791,850	\$ 791,850	100%	\$ -	
Structure and Wing Walls	\$ 5,049,520	\$ 5,049,520	100%	\$ -	
Parking	\$ 36,400	\$ -	0%	\$ 36,400	100%
Valve & Manhole Adjustments	\$ 8,400	\$ -	0%	\$ 8,400	100%
² Construction: 3050-04-82					
Bridge	\$ 2,000,000	\$ 2,000,000	MAX	\$ -	BAL
Total Cost Distribution	\$ 8,708,930	\$ 8,462,465		\$ 246,465	
Investigation Work Reimbursement	\$ 15,000	\$ 15,000		\$ (15,000)	credit
1. Estimates for 3050-04-81 include 12% delivery/engineering oversight 2. Estimate for 3050-04-82 includes 0% delivery/oversight					

This request shall constitute agreement between the Municipality and the State; is subject to the terms and conditions that follow (pages 3 – 4); is made by the undersigned under proper authority to make such request for the designated Municipality, upon signature by the State and delivery to the Municipality. The initiation and accomplishment of the improvement will be subject to the applicable federal and state regulations. No term or provision of neither the State/Municipal Financial Agreement nor any of its attachments may be changed, waived or terminated orally but only by an instrument in writing executed by both parties to the State/Municipal Financial Agreement.

Signed for and in behalf of the City of Watertown (please sign in blue ink)	
Name (print)	Title
Signature	Date
Signed for and in behalf of the State (please sign in blue ink)	
Name Stephen Flottmeyer	Title WisDOT Southwest Region Planning Manager
Signature	Date

TERMS AND CONDITIONS:

1. The Municipality shall pay to the State all costs incurred by the State in connection with the improvement which exceeds federal/state financing commitments or are ineligible for federal/state financing. Local participation shall be limited to the items and percentages set forth in the Summary of Costs table, which shows Municipal funding participation. In order to guarantee the Municipality's foregoing agreements to pay the State, the Municipality, through its above duly authorized officers or officials, agrees and authorizes the State to set off and withhold the required reimbursement amount as determined by the State from General Transportation Aids or any moneys otherwise due and payable by the State to the Municipality.
2. Funding of each project phase is subject to inclusion in an approved program and per the State's Facility Development Manual (FDM) standards. Federal aid and/or state transportation fund financing will be limited to participation in the costs of the following items as specified in the Summary of Costs:
 - (a) Design engineering and state review services.
 - (b) Real Estate necessitated for the improvement.
 - (c) Compensable utility adjustment and railroad force work necessitated for the project.
 - (d) The grading, base, pavement, curb and gutter, and structure costs to State standards, excluding the cost of parking areas.
 - (e) Storm sewer mains, culverts, laterals, manholes, inlets, catch basins, and connections for surface water drainage of the improvement; including replacement and/or adjustments of existing storm sewer manhole covers and inlet grates as needed.
 - (f) Construction engineering incidental to inspection and supervision of actual construction work, except for inspection, staking, and testing of sanitary sewer and water main.
 - (g) Signing and pavement marking necessitated for the safe and efficient flow of traffic, including detour routes.
 - (h) Replacement of existing sidewalks necessitated by construction and construction of new sidewalk at the time of construction. Sidewalk is considered to be new if it's constructed in a location where it has not existed before.
 - (i) Replacement of existing driveways, in kind, necessitated by the project.
 - (j) New installations or alteration resulting from roadway construction of standard State street lighting and traffic signals or devices. Alteration may include salvaging and replacement of existing components.
3. Work necessary to complete the improvement to be financed entirely by the Municipality or other utility or facility owner includes the following items:
 - (a) New installations of or alteration of sanitary sewers and connections, water, gas, electric, telephone, telegraph, fire or police alarm facilities, parking meters, and similar utilities.
 - (b) New installation or alteration of signs not necessary for the safe and efficient flow of traffic.
 - (c) Roadway and bridge width in excess of standards.
 - (d) Construction inspection, staking, and material testing and acceptance for construction of sanitary sewer and water main.
 - (e) Provide complete plans, specifications, and estimates for sanitary sewer and water main work. The Municipality assumes full responsibility for the design, installation, inspection, testing, and operation of the sanitary sewer and water system. This relieves the State and all of its employees from the liability for all suits, actions, or claims resulting from the sanitary sewer and water system construction.
 - (f) Parking lane costs.

- (g) Coordinate, clean up, and fund any hazardous materials encountered during construction. All hazardous material cleanup work shall be performed in accordance to state and federal regulations.
 - (h) Damages to abutting property due to change in street or sidewalk widths, grades, or drainage.
 - (i) Conditioning, if required, and maintenance of detour routes.
 - (j) Repair of damages to roads or streets caused by reason of their use in hauling materials incidental to the improvement.
4. As the work progresses, the Municipality will be billed for work completed which is not chargeable to federal/state funds. Upon completion of the project, a final audit will be made to determine the final division of costs.
 5. If the Municipality should withdraw the project, it shall reimburse the State for any costs incurred by the State in behalf of the project.
 6. The work will be administered by the State and may include items not eligible for federal/state participation.
 7. The Municipality shall assume general responsibility for all public information and public relations for the project and to make a fitting announcement to the press and such outlets as would generally alert the affected property owners and the community of the nature, extent, and timing of the project and arrangements for handling traffic within and around the projects.
 8. Basis for local participation:
 - (a) Design Engineering (3050-04-01): The Municipality is responsible for 25% of the design engineering costs for improvements within connecting highway limits.
 - (b) Construction (3050-04-81): As items are identified during the design phase that require cost participation or are ineligible for Federal/State funding, this agreement will be amended to reflect those costs.

Parking: In accordance with Wisconsin Statutes 86.32(4) and WisDOT policy, the Municipality is required to pay 100% of the construction costs for that part of the state trunk highway on which parking is permitted. Payment will be actual cost for the parking lane area and will be made by the Municipality at the time of construction.

Valve & Manhole Adjustments: The Municipality will pay 100% of the cost of adjusting water and sanitary sewer systems, including manhole and valve adjustments. These costs are not eligible for Federal/ State funding.

- (c) Construction (3050-04-82): The City of Watertown has received a \$2 million earmark for the Watertown Structure B-28-906 in the 2023-2025 biennial Wisconsin State Budget. The City of Watertown will be reimbursed for up to \$2 million dollars through this earmark. The City may submit any Bids it receives for preapproval from WisDOT, which shall confirm within 10 days that the Bid contains approved eligible project costs. The City will submit all invoices for the project to WisDOT. WisDOT will directly pay all invoices consistent with a preapproved bid within 10 business days. For all other invoices WisDOT will directly pay for eligible project costs, as determined by WisDOT, contained in the invoices within 10 business days. All invoices must contain a statement as to whether they are to be directly paid to the vendor or contractor or reimbursed to the City and the Project ID along with the Items and Quantities to be paid. Send all invoices by email to: DOTExpenditureAccounting@dot.wi.gov.

Upon completion of work to excavate and fully disconnect existing structure B-28-906 from any buildings or appurtenances in the NE Quadrant of the structure, the Municipality shall send a letter stating that such work has been completed. Letter shall be sent to:

Wisconsin Department of Transportation
ATTN: Brett Wallace, SW Region Director

2101 Wright Street
Madison, WI 53704

- (d) Investigation Work Reimbursement: The Municipality hired a firm to complete investigations for the project. Cost of the investigation work is eligible for State funding. The Municipality paid \$15,000 for the investigation work. The State will reimburse the Municipality \$15,000. Reimbursement will be paid to the City of Watertown via direct payment and will not be a credit to the project.

9. Indemnification

- (a) The Municipality shall become familiar with, and shall at all times comply with and observe all federal, state, and local laws, ordinances, and regulations which in any manner affect the work or Municipality’s conduct.
- (b) In carrying out the provisions of this Agreement, or in exercising any power or authority granted to the State thereby, there shall be no personal liability upon the authorized representatives of the State, it being understood that in such matters they act as agents and representatives of these agencies.
- (c) The Municipality shall be responsible for any and all damages to property or persons arising out of a negligent act, error and/or omission in the Municipality’s performance of the work under this Agreement.
- (d) The Municipality shall indemnify and save harmless the State and all of their officers, agents, and employees on account of any damages to persons or property resulting from negligence of the Municipality in connection with performance and completion of the work covered by this Agreement.

10. Insurance Requirements

- (a) The Municipality shall maintain the following types and limits of commercial insurance in force until such time as all work under or incidentals to the contract have been completed.

Type of Insurance	Minimum Limits Required*
i. Commercial General Liability Insurance; shall be endorsed to include completed operations and blanket contractual liability coverage.	1. \$1 Million Combined Single Limits per Occurrence, may be subject to an Annual Aggregate Limit of not less than \$2 Million.
2. Worker’s Compensation and Employer’s Liability Insurance	3. Worker’s Compensation: Statutory Limits Employer’s Liability 4. Bodily Injury by Accident - \$100,000 Each Accident 5. Bodily Injury by Disease \$500,000 Each Accident \$100,000 Each Employee
6. Commercial Automobile Liability Insurance; shall cover all Municipality owned, non-owned and hired vehicles used in carrying out the contract.	i. \$1 Million - Combined Single Limits per occurrence
ii. Architect’s and Engineers Errors and Omissions Insurance**	1. \$1 Million - Each Claim, may be subject to an Annual Aggregate Limit of \$1 Million

*These requirements may be satisfied either through primary insurance coverage or through excess/umbrella insurance policies.

****This insurance requirement applies only to engineering services and is waived for non-engineering services. Engineering services are defined as project management, construction management and inspection, feasibility studies, preliminary engineering, design engineering, surveying mapping and architectural related services.**

- (b) An Insurance Certificate, (or Certificates) showing the Municipality is covered by the above required types and amounts of insurance and naming the State as an additional insured shall be furnished to the State prior to the performance of any services under this Agreement.
- (c) A 60 day notice of cancellation or change in coverage shall be required. All coverage shall be placed with insurance companies licensed to do business in the State of Wisconsin with an A.M. Best rating of A - or better. The State reserves the right to require other coverage and limits as described in the special provisions of this Agreement.
- (d) The above insurance requirements shall apply with equal force whether the work under this Agreement is performed by the Municipality, a subcontractor of the Municipality, or by any entity employed directly or indirectly by either party.
- (e) Any exceptions to the above insurance requirements requires approval from the Statewide Consulting Engineer.

Comments and Clarification: This agreement is an active agreement that may need to be amended as the project is designed. It is understood that these amendments may be needed as some issues have not been fully evaluated or resolved. The purpose of this agreement is to specify the local and state involvement in funding the project. A signed agreement is required before the State will prepare or participate in the preparation of detailed designs, acquire right-of-way, or participate in construction of a project that merits local involvement.