



**COMMON COUNCIL MEETING AGENDA**

**MONDAY, MARCH 31, 2025 AT 7:00 PM**

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

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

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

**1. CALL TO ORDER**

**2. ROLL CALL**

**3. PLEDGE OF ALLEGIANCE**

**4. MINUTES OF COUNCIL MEETING HELD**

A. Meeting minutes from March 18, 2025

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

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

**6. REPORTS**

A. Finance Committee minutes of March 10, 2025

B. Public Works minutes from March 11, 2025

C. RDA Minutes from March 12, 2025

D. Site Plan Review minutes of March 24, 2025

E. Public Works minutes from March 25, 2025

**7. COMMUNICATION & RECOMMENDATIONS**

A. Present Alfred Krahn Citizenship Award to Brian Kolbow

B. Watertown Family Connections Update

C. Update on RDA Housing Rehab Grant Program

D. Bridge Update

**8. LICENSES**

A. Review and take action: application from JDTH LLC DBA D&J's Sports Bar (Jerry Heller, agent) to transfer a "Class B" Malt and Liquor License from 215 S Third St to 301 E Main St for licensing year July 1, 2024 – June 30, 2025

**9. ORDINANCES**

A. Ord. 25-05 - Ordinance to Amend Section 410-39 of the City of Watertown General Ordinances (Sponsor: Mayor McFarland From: Public Safety and Welfare Committee, Second Reading)

B. Ord. 25-06 - Amend Chapter 500-6(2) Vehicles and Traffic (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, First Reading)

C. Ord. 25-07 - Adopt Amendments to the 2019 City of Watertown Comprehensive Plan for 1220 Wilbur Street and 1220 W. Main Street to reflect that the future land use category shown from "Institutional" to "Two-Family Residential" on the Future Land Use Map of the Comprehensive

Plan pursuant to section 66.1001(4)(c) of Wisconsin Statutes (Sponsor: Mayor McFarland From: Plan Commission, First Reading)

## 10. RESOLUTIONS

- A. Exh. 9729 - Resolution to close TID 4 (Sponsor: Mayor McFarland From: Finance Committee)
- B. Exh. 9730 - Resolution to Approve the Side Letter Agreement to the Collective Bargaining Agreement between the City of Watertown and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC (Sponsor: Mayor McFarland From: Finance Committee)
- C. Exh. 9731 - Resolution to enter into confidentiality agreement with Jefferson County (Sponsor: Mayor McFarland From: Finance Committee)
- D. Exh. 9732 - Award 2027/2029 Annual Street & Utility Program Design Project to Kapur Inc for \$172,581.00 (Sponsor: Ald. Board From: Public Works Commission)
- E. Exh. 9733 - Award 2028 STP-Urban Labaree Street Design Project to McMahon Associates Inc for \$199,417.00 (Sponsor: Ald. Board From: Public Works Commission)
- F. Exh. 9734 - Resolution to approve out of state travel policy for employees (Sponsor: Mayor McFarland From: Finance Committee)

## 11. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

## 12. ADJOURNMENT

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

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

**Common Council Minutes  
Tuesday March 18, 2025**

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, March 18, 2025. This meeting was open for attendance in the council chambers as well as virtually.

**ROLL CALL**

Roll call indicated the following Alderpersons present: Ald. Davis, Board, Bartz, Blanke, Smith, Schmid, Wetzel and Moldenhauer. Absent was Ald. Lampe. City staff present were City Attorney Steven T. Chesebro, Fire Chief Tanya Reynen, Police Chief David Brower, Finance Director Mark Stevens, Public Works Director Andrew Beyer, Strategic Coordinator Mason Becker, 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 the Common Council meeting minutes held Tuesday, March 4, 2025. There being none, minutes were accepted as presented.

**COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT**

No comments were received.

**PUBLIC HEARING**

Mayor McFarland opened the public hearing for 1220 Wilbur Street and 1220 W. Main Street Comprehensive Plan Amendment at 7:02 p.m. There being no comment, Mayor McFarland closed the public hearing at 7:02 p.m.

**REPORTS**

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

The following reports were received and filed: Housing Authority minutes from January 16, 2025, Finance Committee minutes from February 10, 2025, Licensing Board minutes from February 12, 2025, Tourism minutes from February 13, 2025, Finance Committee minutes from February 17, 2025, Parks, Recreation, and Forestry minutes from February 17, 2025, Senior Center Advisory Board minutes from February 18, 2025, Site Plan Review Minutes of February 24, 2025, Plan Commission Minutes of February 24, 2025, Public Safety and Welfare committee minutes from March 5, 2025

**COMMUNICATIONS & RECOMMENDATIONS**

Mayor McFarland gave employee recognition to Brandon Wojnowski with the Fire Department for ten years and Lukas Saeger with DPW-Streets Division for five years. The Watertown Fire Department Monthly Report for January 2025 was presented. Mayor McFarland announced that the April 1 Council meeting is moved to March 31 (Monday) due to the Spring Election. Public Works Director Andrew Beyer gave an update on the Main Street Bridge.

**NEW BUSINESS**

Ald. Board made a motion to appoint Julie Janowak – serving her first term expiring March 2028 (replacing Jacob Maas) to the Historic Preservation and Downtown Design Commission, seconded by Ald. Bartz and carried unanimous voice vote.

**MISCELLANEOUS BUSINESS**

Payroll Summary - February 19, 2025 through March 4, 2025, Paid Invoices Report, and Cash and Investments - February 28, 2025 were presented.

**LICENSES:**

Ald. Blanke made a motion to approve the application for Temporary "Class B" Wine and Temporary Class "B" license from Watertown Riverfest Inc at Riverside Park, 812 Labaree St, for the Watertown Riverfest 2025 event from Thursday, August 7, 2025 through Sunday, August 10, 2025, seconded by Ald. Bartz and carried by unanimous voice vote.

**ORDINANCES**

Ord. 25-05 - Ordinance to Amend Section 410-39 of the City of Watertown General Ordinances (Sponsor: Mayor McFarland From: Public Safety and Welfare Committee, First Reading). Ald. Davis moved for adoption of ordinance 25-05 on its first reading, seconded by Ald. Board and carried by roll call vote: Yes-7; No-1 (Schmid); Abstain-0.

Ord. 25-06 - Amend Chapter 500-6(2) Vehicles and Traffic (Sponsor: Ald. Davis From: Public Safety & Welfare Committee, First Reading). Ald. Davis moved for adoption of ordinance 25-06 on its first reading, seconded by Ald. Blanke and carried by roll call vote: Yes-8; No-0; Abstain-0.

**RESOLUTIONS**

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

Exh. 9721 - Resolution to authorize an agreement with Vandewalle & Associates, Inc. for zoning code rewrite services (Sponsor: Mayor McFarland From: Finance Committee). Ald. Wetzel moved to adopt resolution 9721, seconded by Ald. Blanke and carried by roll call vote: Yes-8; No-0; Abstain-0

Exh. 9722 - Initial Resolution to discontinue a portion of public way at Cole Street (Sponsor: Mayor McFarland From: Plan Commission). Ald. Bartz moved to adopt resolution 9722, seconded by Ald. Blanke and carried by roll call vote: Yes-8; No-0; Abstain-0

Exh. 9723 - Resolution to award 2025 Western Avenue Water Main Relay #8-25 to Forest Landscaping & Construction for \$187,580.00 (Sponsor: Ald. Board From: Public Works). Ald. Board moved to adopt resolution 9723, seconded by Ald. Davis and carried by roll call vote: Yes-8; No-0; Abstain-0.

Exh. 9724 - Resolution to authorize submittal of 2024 Annual Stormwater Report (Sponsor: Ald. Board From: Public Works). Ald. Board moved to adopt resolution 9724, seconded by Ald. Wetzel and carried by unanimous voice vote.

Exh. 9725 - Resolution to approve ordering a replacement ladder truck (Sponsor: Mayor McFarland From: Finance Committee). Ald. Moldenhauer moved to adopt resolution 9725, seconded by Ald. Bartz. Ald. Schmid made a motion to amend the resolution with replacing "WHEREAS, no delivery of the ladder truck will be prior to January 1, 2027" with "WHEREAS, no delivery of the ladder truck will be prior to January 1, 2028" and "no payments are to be made prior to January 1, 2027" replaced with "no payments are to be made prior to January 1, 2028" per recommendation from the Finance Director, seconded by Ald. Davis and carried by unanimous voice vote. Motion carried by roll call vote: Yes-8; No-0; Abstain-0.

Exh. 9726 - Resolution to approve the Development Agreement between City of Watertown, Wisconsin and Lumin Terrace, LLC (Sponsor: Mayor McFarland From: Finance Committee). Ald. Davis moved to adopt resolution 9726, seconded by Ald. Board and carried by roll call vote: Yes-8; No-0; Abstain-0.

Exh. 9727 - Resolution to approve the amendment to the Collective Bargaining Agreement between the City of Watertown and Labor Association of Wisconsin (Police Officers) (Sponsor: Mayor McFarland From: Finance Committee). Ald. Board moved to adopt resolution 9727, seconded by Ald. Davis and carried by unanimous voice vote.

Exh. 9728 - Resolution to extend technical services agreement with Strand Associates, Inc. (Sponsor: Ald. Board From: Public Works Commission). Ald. Board moved to adopt resolution 9728, seconded by Ald. Blanke and carried by roll call vote: Yes-8; 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. Schmid moved to adjourn, seconded by Ald. Moldenhauer, and carried by unanimous voice vote at 7:27 p.m.

Respectfully Submitted,

Megan Dunneisen, City Clerk

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



**FINANCE COMMITTEE MEETING MINUTES**

**MONDAY, MARCH 10, 2025, AT 5:30 PM**

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

Finance Committee members present: Mayor McFarland, Alderpersons Bartz, Davis, Lampe, and Moldenhauer

Others present: Finance Director Stevens, Attorney Chesebro, Zoning Administrator Zirbes, Public Works Director Beyer, Water Systems Manager Hartz, Streets Operations Manager Winkelman, Fire Chief Reynen, Park/Rec Director Butteris, Mason Becker, Abby Kuehn, Steph Juhl (video), Melissa Songco (video; Habitat for Humanity)

1. Call to order. Mayor McFarland called the meeting to order at 5:31 p.m.
2. A motion was made by Ald. Bartz, seconded by Ald. Davis, to **approve the minutes from February 10 and 17**. Approved.
3. Zoning Administrator Zirbes presented a request to contract with **Vandewalle & Associates to rewrite the zoning code for \$90,000** as approved in the Capital Projects budget. Ald. Davis moved, supported by Ald. Lampe, to recommend approval to the Council. Approved.
4. Public Health sought permission to **hire Jennifer Zielski as RN at G/S K5**. In consideration for the time in her position, a request was also presented to increase the **step of Laci Cummings from K6 to K8**. Ald. Lampe made a motion to accept both requests, seconded by Ald. Bartz, and approved unanimously.
5. Water Systems Manager Hartz requested a **step increase for Jake Nehls** for the successful completion of a certification. Ald. Lampe moved, supported by Ald. Moldenhauer, to approve the G/S of H7 retroactive to March 5, 2025. Approved.
6. Streets Operations Manager Winkelman requested the promotion of **Vincent Riedl into the position of Light Equipment Operator at the G/S of H6 as of March 19**. Motion made by Ald. Davis, seconded by Ald. Bartz, and approved unanimously.
7. Streets Operations Manager Winkelman requested the **promotion of Daniel Kuehl into the position of Heavy Equipment Operator at the G/S of I4 as of March 19**. Motion made by Ald. Lampe, seconded by Ald. Davis, and approved unanimously.
8. Parks/Rec/Forestry Director Butteris presented a request to **modify the Town Square [Fund 26] revenue budgets, a net impact of a \$20,000 reduction** to anticipated fund balance. Ald. Lampe made a motion to approve the modification, seconded by Ald. Davis, and approved unanimously.
9. **Intrepid Investments requested a 45-day extension** of its pre-development agreement to April 15 to complete the necessary due diligence and pre-development activities outlined in its agreement. A motion was made by Ald. Davis, supported by Ald. Lampe, to approve the extension. Unanimously approved.
10. Mr. Becker sought permission to submit an **application to Dodge County Community Development Fund for a \$100,000 grant** towards the \$200,000 budget (50/50 cost share) of the Wilbur St extension project. Ald. Davis made a motion, seconded by Ald. Bartz, to approve the grant submission. Unanimously approved.

11. Finance Director Stevens provided a chart of the **mill rates for all cities in Dodge & Jefferson Counties**. In 2024, Watertown was ranked the 4<sup>th</sup> lowest out of 8 in Dodge County and 2<sup>nd</sup> lowest out of 6 in Jefferson County.
12. Finance Director Stevens provided a summary of the **financing options for the purchase of a fire department ladder truck**. His conclusion was to include the borrowing of funds for the apparatus in the annual bond issue of the year you anticipate delivery.
13. The **City's portion of the TID #4 increment** is approximately \$1,730,000. A list was compiled by city staff and presented in order for Finance Committee members to contemplate ahead of crafting allocation decisions at the March 24 meeting.
14. The police union's bargaining representative, **Labor Association of Wisconsin, has given notice that they wish to discontinue representing the Watertown police union**. No motion was offered to convene to closed session for this matter. Ald. Moldenhauer motioned, supported by Ald. Lampe, to recommend approval of the amendment to the police union agreement. Unanimously approved.
15. The City has received a request to **open negotiations for the fire union contract to be extended one year**. Ald. Bartz moved, seconded by Ald. Lampe, to convene into closed session per § 19.85(1)(c)(e) to consider employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility and deliberating of or negotiating union contract (contract negotiation with IAFF Local 877). Unanimously approved through roll call vote.
16. The committee reconvened into open session.
17. Ald. Bartz moved, seconded by Ald. Davis, to convene into closed session per § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (**Hart St. drainage improvements**). Unanimously approved through roll call vote.
18. The committee reconvened into open session.
19. Ald. Bartz made a motion, supported by Ald. Moldenhauer, to **enter into negotiations for acquiring land for Hart St. drainage improvements**. Unanimously approved.
20. Mr. Becker provided information on a **potential multifamily residential development to be erected at 100 & 104 E. Division St.** Ald. Davis, supported by Ald. Bartz, moved to convene into closed session per § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (proposed multifamily residential development for 100 & 104 E. Division St.). Unanimously approved through roll call vote.
21. The committee reconvened into open session.
22. The City recently entered into a development agreement with Horizon Development Group to construct a 92-unit apartment complex south of the new YMCA. The developer has recently formed a new LLC as the owner of record, Lumin Terrace LLC. **The developer has requested an amendment to the development agreement to recognize this change**. No motion was offered to convene into closed session. Ald. Davis moved, seconded by Ald. Bartz, to recommend this change to the Council. Approved.
23. A local developer has been planning to construct multifamily housing between Mary St and Clark St. An offer to purchase a small triangle of property owned by the City has been received. Ald. Davis made a motion, seconded by Ald. Lampe, to convene into closed session per § 19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a

closed session (**vacant land offer to purchase for a portion of 315 Mary St.** from the City).  
Unanimously approved through roll call vote.

24. The committee reconvened into open session.
25. A motion was made by Ald. Davis, seconded by Ald. Moldenhauer, to **approve the sale of a portion of 315 Mary St** with necessary legal modifications as required. Approved unanimously.
26. Finance Committee adjournment. Ald. Bartz moved, seconded by Ald. Lampe, to adjourn the Finance Committee at 7:06 p.m., and was 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.



**City of Watertown**  
**Public Works Commission Meeting**  
**March 11, 2025**

1. CALL TO ORDER

Meeting called to order at 5:32 p.m. by Chair Steve Board.

Alders Bartz, Board, Smith, and Wetzel present.

Also present: DPW Director/Engineer Andrew Beyer, Water Systems Manager Peter Hartz, Stormwater Project Manager Maureen McBroom, Zach Goodrow Watertown Daily Times, and Kathleen Hassing of Applied Technologies.

2. COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

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

***No comments received.***

3. REVIEW AND APPROVE MINUTES

A. Public Works minutes from February 25, 2025

***Motion by Wetzel, supported by Bartz, to approve the minutes of February 25, 2025, with corrections. Motion carried unanimously.***

4. BUSINESS

- A. Review and take possible action: Approve 2024 Municipal Separate Storm Sewer System (MS4) Permit Annual Report Submittal to Wisconsin Department of Natural Resources

Report was presented by Maureen McBroom, who noted that the report is due to the state by March 31, 2025.

***Motion by Smith, supported by Wetzel, to approve 2024 Municipal Separate Storm Sewer System (MS4) Permit Annual Report Submittal to Wisconsin Department of Natural Resources and recommend submission.***

***Motion carried unanimously.***

- B. Review and take action: Extend Technical Services Agreement with Strand Associates, Task Order 20-05.

Current agreement has been in place since 2020 with Strand Associates.

***Motion by Bartz, supported by Smith to extend Technical Services Agreement with Strand Associates, Task Order 20-05 for the period from July 1, 2025 through July 2, 2030..***

***Motion carried unanimously.***

- C. Review and take action: Extend On-call General Water Engineering Support Services, Task Order 21-01.  
Extension will complete the lead pipe removal program.

***Motion by Bartz, supported by Wetzel, to extend On-call General Water Engineering Support Services, Task Order 21-01 from December 31, 2024, through December 31, 2027.***

***Motion carried unanimously.***

- D. Review and take possible action: Wastewater Facilities Plan project improvement plan for UV system upgrades and other immediate needs.  
The DNR has questioned the Wastewater Facilities Plan because the DOA population projection does not agree with the city's projection. The city's submittal was made five days prior to the DOA's new projections being published.

***Motion by Smith, supported by Bartz, that the DNR's position regarding the city's previously approved and submitted Wastewater Facilities Plan is unacceptable and that we direct the city attorney to pursue reasonable reconsideration of that plan.***

***Motion carried unanimously.***

- E. Review and take possible action: Award Contract #8-25 Western Avenue Water Main Relay to Forest Landscaping and Construction, Inc. for \$187,580.00.

***Motion by Bartz, supported by Board, to award Contract #8-25 Western Avenue Water Main Relay to Forest Landscaping and Construction, Inc. for \$187,580.00.***

***Motion carried unanimously.***

- F. Convene into closed session per §19.85(1)(e) to deliberate or negotiate the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session (Hart Street Drainage improvements)

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

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

- G. Reconvene into Open Session

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

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

## 5. ADJOURNMENT

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

***Motion carried unanimously.***

Meeting adjourned at 6:57 p.m..

Respectfully submitted by Steve Board, Chair.



**Wednesday, March 12, 2025, 6:00 pm**  
 In-PERSON/VIRTUAL MEETING  
 Room 2044, City Hall

**By Phone or Zoom Meeting:**  
<https://us06web.zoom.us/join>

For the Public, Members of the media and the public may attend by calling: (US) +1 (646)931-3860  
 Meeting ID: 617-065-5357  
 Pass Code: 959083  
 All public participants' phones will be muted during the meeting except during the public comment period where applicable.

**RDA STRATEGIC PRIORITIES**

- 1) ~~400 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.~~
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

1. Pledge of Allegiance
2. Roll Call
  - A. Present: Mason Becker, Ald. Board, Ryan Wagner, Jacob Maas, and Ryan Nowatka. Ald. Lampe joined in person at 6:20pm
  - B. Virtual: two residents
  - C. Absent: Karissa Hurtgen & Dave Zimmermann
  - D. Other attendees: None
3. Determination of Quorum and Call to Order at 6:00 pm
4. Approval of meeting minutes
  - A. Regular Board Minutes 2.19.25  
**Board motioned to approve**  
**Maas seconded the motion. Motion carried unanimously.**
5. No public comment
6. Old Business:
  - A. **Beltz Grants**
    - a. Becker updated that he made contact with Dr. Beltz last week, and he participated in the check presentation for the Holiday Tree Lighting event earlier this past week.
    - b. Expect to receive funds for the 2025 Beltz Grants later this week. It will be publicized as soon as possible.
    - c. A business moving in on Main Street may already be interested.
  - B. **Rock River District Development Sites**
    - a. Becker shared an update on the Finance Committee approving a 45-day extension to the Pre-Development Agreement with Intrepid Investments and there was discussion about a proposed project for the former Johnsonville site.
  - D. **Bentzin Family Town Square: Historic Art Wall & plaques**
    - a. Becker shared that coordination is happening on an install date for the Historic Art Wall. Trying to time it around the completion of the Main Street bridge.

## 7. New Business:

A. **Rock River District Vision**

- a. There was an update on cost estimates and budgeting. There was a meeting last week with staff from RINKA and Kapur, as well as city staff. Some of the initially proposed figures are being revised. The current plan is to present the revisions to the Public Works Commission on March 25<sup>th</sup>.

B. **Impact Report**

- a. Becker received a rough draft of the completed Impact Report from Lisa Famularo earlier in the day. He sent back requested edits and will email out the revised copy to the board members once received.

## 8. Status Reports:

A. **Housing Rehab Grants:**

- a. Two applicants who were previously deliberating are now ready to move forward.
- b. One new inquiry was received on Monday.
- c. Wagner shared what he discussed with an interested resident.
- d. Becker expects most of the remaining funds will be moved in 2025.

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

- a. Famularo's report was emailed to the board. Board members expressed appreciation for the content and increased engagement being seen.

C. **Council update:**

- a. Discussed the approved road work contracts, and water main work that is upcoming.
- b. The bathroom project at Riverside Park needs a contractor to finish the work.
- c. There was discussion of the upcoming Highway 16 project on the east side of town.
- d. City stormwater credit items and planning were discussed.

D. **Executive Director update:**

- a. Development update
  - a. Becker shared updates on the proposed project for Mary and Clark Streets. The Finance Committee approved the sale of the adjacent city-owned parcel.
  - b. Discussed approval for the application to the Dodge County Community Development Fund to support the Habitat for Humanity project.
  - c. There was a brief discussion of the summary of current rents that Becker emailed to the board, which sampled apartments in Watertown and a few surrounding communities.
- b. Items for next agenda:
  - a. EPA and ICF will be presenting the Economic Impact Analysis which was conducted for the Rock River District project at the April 16<sup>th</sup> meeting.
  - b. Board members can email other ideas to Becker.
- c. Next meeting April 16, 2025, at 6 pm

## 9. Adjournment at 7:08 pm

**Lampe motioned to adjourn.**

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

**SITE PLAN REVIEW COMMITTEE  
March 24, 2025**

The Site Plan Review Committee met on the above date at 1:30 P.M. in the Council Chambers on the second floor of City Hall. The following members were present: Mayor Emily McFarland, Brian Zirbes, Mason Becker, Mike Jacek, Stacy Winkelman, Andrew Beyer, Nathan Williams, Maureen McBroom, Tim Hayden, and Thomas Koerner.

Also in attendance were Nikki Zimmerman, Mason Becker, Timothy Sullivan, Alex Josue Blandon Robles of Latinos Supermarket, Joel Vaness of Abacus Architects, Daniel Benninger, Jerry Heller and Deb Heller of D & J Sports Bar, Amber Yelk of Sassy Sweets, Bill Edington of Heritage Military Music Foundation, Tony Stenzel of Lakeside Construction, Eric Halbur and Mark McClintock of Abacus Architects, and Konrad Roznik and Chris Merlein of North Town Partners.

**1. Call to Order**

The meeting was called to order by Chairperson Brian Zirbes.

**2. Approval of Minutes**

**A. Review and take action: Site Plan Review Minutes Dated February 24, 2025**

Motion was made by Tim Hayden and seconded by Andrew Beyer to approve the minutes as submitted. Unanimously approved.

**3. Business**

**A. Review and take action: 100 E. Division Street initial review of site plan for zoning map amendment, planned development overlay map amendment, and zoning text amendment**

Konrad Roznik of North Town Partners was present. The proposal is for a 65-unit apartment building with a mix of 1-3 bedroom units and 3 individual 3-bedroom town homes in a community called the Ox Bow. This would be a high-end housing community.

The following was presented by staff:

- Building: A fire-rated wall - a full separation wall with no separation. The state would require a variance for the opening in the parking garage since this spans county lines.
- Water/Wastewater: Will this need a 6" service? If so, there is a 6" main and 4" lateral currently. The 4" would have to be increased to the 6".
- Stormwater: Stormwater plans will be needed. The approval would be contingent upon review of the Stormwater & Erosion Control permit. DNR requirements will be in play with it being over 1 acre.
- Engineering: Parking lot must meet all ADA requirements including handicap stalls, curb ramps, etc. The concrete path along the riverside is intended for tenant use with potential future use for the public. The lighting plan shall be submitted. The southern end of the concrete path will be more of a plaza/walkway. The landscaping plan will not have any plantings in the right of way. The seawall needs to be confirmed that the condition is appropriate for the river walk.
- Fire: Page A302 of the plans mention a skywalk. There was verification that this will be enclosed if it is built. There were questions on the addressing. Sprinkler and fire systems will be in the design of the second building.
- Streets: Verified that there will be private garbage and recycling.
- Parks: There will be Park Fees in Lieu of Dedication and Park Improvement Fees required.
- Mayor: Is excited by this project.
- Zoning: There should be some enhancing of the southern building entrance with a canopy similar in style to the main entrance. This is the location the southern building will be addressed from. There will be 1 main entrance but both entrances need to be clearly marked.

Motion made by Emily McFarland and seconded by Maureen McBroom to approve this item and forward to Plan Commission contingent upon:

- Review and approval of the stormwater & erosion control permit.
- State variance approval
- Enhancing the southern entrance with scaled addressing
- ADA compliance in the parking lot

Unanimously approved.

**B. Review and take action: 1504 S. Church Street**

Alex Josue Blandon Robles was present. There is currently a grocery store at this location. This approval is required for the restaurant portion which is also going to Plan Commission to obtain a conditional use permit.

The following was presented by staff:

- Building: All fire, electrical, exit lighting and plumbing issues must be addressed with permits being obtained.
- Water/Wastewater: No comments.
- Stormwater: No comments.
- Engineering: No comments.
- Fire: Needs to verify that the new hood that has been installed is correct and any other requirements have been addressed.
- Streets: No comments.

Motion made by Mike Jacek and seconded by Tim Hayden to approve this item and forward to Plan Commission. Contingent upon:

- Approval of the hood system.
- Fire Department inspection.
- Submittal and approval of required permits with final inspections completed.

Unanimously approved.

**C. Review and take action: 116 W. Main Street retail bakery with customer seating**

Amber Yelk was present. This is for a proposed bakery with customer seating.

The following was presented by staff:

- Building: No comments.
- Water/Wastewater: No comments.
- Stormwater: No comments.
- Engineering: No comments.
- Fire: Asked about the convection oven. It is a fully ventless convection oven. Asked about the set of stairs on the plans. These are accessible to the basement only. What is the distance between the stairs and the case? Is this ADA compliant? The case is actually 8' to the left and against the wall. It meets ADA compliance.
- Streets: No comments.
- Mayor: Grateful for the downtown investment.

Motion made by Stacy Winkelman and seconded by Mike Jacek to approve this item and forward it to Plan Commission

Unanimously approved.

**D. Review and take action: 301 E. Main Street bar and grill**

Jerry and Deb Heller were present. They are moving their bar and grill to this location.

The following was presented by staff:

- Building: For any potential future work, ensure that permits are taken out.
- Water/Wastewater: No comments.
- Stormwater: No comments.

- Engineering: No comments.
- Fire: There is currently a Knox Box on the outside of the building that is currently 20' high. It should be moved so that it's no higher than 6' high.
- Streets: No comments.

Motion made by Emily McFarland and seconded by Stacy Winkelman to approve this item and forward it to Plan Commission contingent upon:

- Knox Box being moved to no higher than 6' for accessibility.

Unanimously approved.

**E. Review and take action: 1013 S. Fifth Street review of storage building site plan**

Tony of Lakeside Construction was present. The proposal is for construction of a 42' x 75' building to house a truck and trailer. The building will have a white roof with black trim.

The following was presented by staff:

- Building: Plans must be approved by the State of Wisconsin. Then submit the building permit application for review and approval.
- Water/Wastewater: Verified that there will not be any installation of floor drains or water at this time.
- Stormwater: The Erosion Control application has been received and is being reviewed.
- Engineering: The east side of the building should have pavement rather than gravel. The access will be off of S. Fifth Street which currently is an unimproved road. The department will review records to see if there are any further requirements needed for this project.
- Fire: Exit lights should have egress illumination to be built in or a separate unit and there should be a fire extinguisher at each door.
- Streets: No comments.

Motion made by Emily McFarland and seconded by Andrew Beyer to approve this item and forward it to Plan Commission contingent upon:

- State of Wisconsin plan approval
- Approval of the Erosion Control permit
- Exit light illumination
- Fire Extinguisher placement
- Improved right of way

Unanimously approved.

**F. Review and take action: 318 Union Street – Temporary Use**

Owner Daniel Benninger was present. There was a fire at this location. The request is for a 33' trailer to be placed in the driveway of the property for the owner to live in until the fire renovations are completed.

The following was presented by staff:

- Building: Verified that a temporary electrical service will be installed. Also stated that the proper backflow prevention is included with any plumbing on the property. Also, the RV shall be placed off the property line as far as possible. Ensure permits are submitted for the temporary service and other work for the fire renovation.
- Water/Wastewater: No comments.
- Stormwater: No comments.
- Engineering: No comments.
- Fire: No comments.
- Streets: No comments.

Zoning: The Temporary permit would be good for 6 months and then would need to be revisited, if needed.

Motion made by Mike Jacek and seconded by Emily McFarland to approve this item and forward it to Plan Commission contingent upon:

- Location of the RV being close to the house
- Submittal of the required permits.

Unanimously approved.

**4. Adjournment**

Motion was made by Emily McFarland and seconded by Tim Hayden 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.**



**The city of Watertown  
Public Works Commission Meeting  
Tuesday, March 25, 2025**

1. Call to Order at 5:30 p.m. by Chairman Steve Board.

Alders Bartz, Board, Smith, and Wetzel, and Commissioner Thompson present. Also present: DPW Director/Engineer Andrew Beyer, Staff Engineer Nathan Williams, Manager of Economic Development and Strategic Initiatives Mason Becker, Maureen Stormwater Manager McBroom, Ryan Wagner, Ryan Nowatka, David Zimmerman, and Zach Goodrow Watertown Daily Times.

2. Comments and Suggestions from Citizens present

***None received.***

3. Review and Approve Minutes
  - a. Public Works Minutes from March 11, 2025

***Motion by Bartz, supported by Wetzel, to approve the minutes of March 11, 2025. Motion carried unanimously.***

4. Business
  - a. Review and take possible action: Award 2028 Labaree Street STP – Urban Design Project to McMahon& Associates for \$199,417.00.

***Motion by Smith, supported by Wetzel, to award the 2028 Labaree Street STP – Urban Design Project to McMahon& Associates for \$199,417.00. Motion carried unanimously.***

- b. Review and take possible action: Rock River District Vision Infrastructure Items.

Mason Becker presented the current design and budget estimates for the Rock River District Vision Infrastructure projects. Mr. Becker presented the design and construction estimates with a schedule for the work through 2033.

***Motion by Smith, supported by Wetzel, to request city staff to integrate the Rock River District Vision Infrastructure components into the city's Capital Improvement Plan (CIP) and present to the city's finance committee for review.***

***Motion carried unanimously.***

- c. Review and take possible action: Award 2027 & 2028 Annual Street & Utility Design Project to Kapur for \$172,581.00.

***Motion by Smith, supported by Wetzel, to Award 2027 & 2028 Annual Street & Utility Design Project to Kapur for \$172,581.00. Motion carried unanimously.***

5. Adjournment

***Motion by Bartz, supported by Board, to adjourn. Motion carried unanimously.***

Meeting adjourned at 6:34 p.m.

Respectively submitted by Steve Board, Chair.



Watertown  
Police Department

*David J. Brower, Chief of Police*

**Alfred & Helen Krahn Citizenship Award  
\$1,000 Annual Award – 2023**

Everyday men and women tirelessly work or volunteer within our community determined to make a difference in some meaningful way. Do you know an individual or group that has made significant contributions to the safety and/or welfare of the citizens of Watertown? If so, you are encouraged to nominate a person or group for the Alfred & Helen Krahn Citizenship Award.

The award is named after Alfred "Mickey" Krahn & Helen Krahn. Mr. Krahn was a twenty-seven-year veteran of the Watertown Police Department who retired in 1970 at the rank of Inspector. Both Mr. & Mrs. Krahn were very active in the community and this annual award in the amount of \$1,000 was created to honor their memory in the community they loved.

Nominee Requirements:

- Nominee(s) must be a citizen or group of citizens who have made a significant contribution to the safety and/or welfare of fellow citizens of Watertown, Wisconsin.
- Nominee(s) must be living and extra consideration will be given to nominations of citizen(s) who performed public service above and beyond their normal work duties.

Details of Person or Group Nominated:

Name: Brian Kobow  
 Address: 1201 Churchill Rd, Watertown, WI 53094  
 Telephone: (home) (920)253-6453 (work) \_\_\_\_\_ (e-mail) \_\_\_\_\_

Reasons for Nominating the above Person or Group: (Use separate page(s) if necessary)

See attachment.  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Nominated by:

Name: Watertown Police Department Employee Advisory Committee  
 Address: 106 Jones St, Watertown, WI 53094  
 Telephone: (home) \_\_\_\_\_ (work) (920)261-6660

How to Submit Nomination – Fill out the online form (above), or mail/bring nominations to: Assistant Chief Ben Olsen, Watertown Police Department Watertown, WI 53094. The deadline for nominations is July 1, 2022.

January 21, 2025

To Whom It May Concern,

I am pleased to nominate Brian Kobow for the Alfred Krahn Citizenship Award in recognition of his significant and ongoing contributions to the safety and welfare of the citizens of Watertown. In 2020 and 2021, Brian generously donated funds to provide essential patrol equipment to the Watertown Police Department, enhancing the department's ability to serve and protect the community. In 2023, he further demonstrated his commitment to community safety by supporting the DARE program, which empowers local youth to make safe and responsible decisions. Most recently, in 2024, Brian's donation helped purchase a new ballistic shield, which is vital for protecting officers and civilians during high-risk situations such as vehicle contacts, armed confrontations, and tactical operations. Brian Kobow's ongoing generosity has had a profound impact on the Watertown Police Department and the safety of our community.

Sincerely,



Captain Laura Bohlman  
Watertown Police Department  
Employee Advisory Committee Chairperson

# MEMO

## Administration

To: Alders, CC: Mayor McFarland

From: Mason Becker, Manager of Economic Development and Strategic Initiatives

Date: March 31, 2025

Subject: RDA Home Rehab Grant Program

## Background

In 2023, the Common Council authorized allocating \$100,000 of American Rescue Plan Act (ARPA) dollars with the goal of supporting the preservation of existing housing within the City of Watertown. To that end, the Housing Rehab Grant Program was created, and funds were transferred to the Redevelopment Authority of the City of Watertown (RDA) to administer that program. The program opened for applications in January 2024. The RDA collects a 5.00% administrative fee for administering the program.

The program is administered by the RDA, in conjunction with Thrive ED. RoxAnne Witte serves as the primary point of contact at Thrive for this program. This occasionally allows applicants to access other programs that Thrive facilitates, such as funds administered by the HOME Consortium of Waukesha County.

Both owner-occupied and rental properties within the City are eligible to apply. Grant amounts are on a sliding scale based on income (using HUD guidelines), and applicants are required to contribute at least 10% of the project costs. Eligible projects include roofs, porches, exterior paint, windows, doors, HVAC, and power service upgrades to panels (with a correlating plan for upgrading in wiring).

### Summary of results so far:

To date, a total of approximately 40 inquiries and a total of 21 applications have been received.

7 applications have been approved to date following review and recommendation to the RDA board for approval.

A total of \$42,662.70 in funds have been disbursed to date, with another \$6,960.18 in approved funds pending completion of an approved project.

Some of the submitted applications that were not approved either did not meet guidelines for approval, were for non-qualifying projects (e.g. garages or new decks), or in some instances the homeowner decided not to move forward with their project.



# MEMO

Promotion of the program consists of a combination of press releases, blog posts on the RDA website, social media posts, as well as word of mouth. These efforts will continue throughout 2025.

The attached spreadsheet summarizes approved projects that have received funding.

We anticipate working to deploy the balance of the remaining funds for this program throughout 2025. The RDA appreciates the opportunity to continue facilitating these funds and helping to meet the goal of preserving existing housing stock within the City of Watertown.

Sincerely,

A handwritten signature in cursive script that reads "Mason T. Becker".

Mason T. Becker

RDA Executive Director

ARPA Monies Budgeted		Received							
FY 2024		City transferred money to RDA	100,000.00						
		RDA fee for administration of grant program (5%)	5,000.00						
		Remaining total available	95,000.00						
Property Address	Project Description	Requested	Approved Amount (Thrive ED & RDA)	Disbursed	Status	RDA Approve/Deny	CHK #		
408 Baxter St	Replace windows, enclose screen porch structure	10,000.00	3,000.00	3,000.00	Agreement signed. Invoice and photos showing completion received 12-4-24	Approved March 26, 2024	Invoice received. Check #1682 mailed 12-5-24		
513 S Seventh St	Siding/sealing, possible new roof	10,000.00	0.00	0.00	Thrive getting more info from homeowner. He is still interested as of 2-27-25. In review. Working to get additional paperwork 3-26-25				
206 N Eighth St	Replace front steps	3,000.00	0.00	0.00	Debating if moving forward due to finance.				
915 N Second St	Exterior pressure wash & paint, gutter replacement	13,350.00	9,345.00	9,345.00	Agreement signed. Paint job finished.	Approved June 19, 2024	#1665 (Heuel Painting), #1666 Midwest Repair Svcs		
512 Pearl St	New windows, entry door, roof repair	10,000.00	10,000.00	10,000.00	Agreements have been signed 11-12-24. Signed agreement w/ MTB 11-27-24	Approved June 19, 2024	Paid C&D Construction \$7250 - #1696, Carew Heating \$2750 - #1697		
702 S Tenth St	Porch and stairway repair, roof and railing repair.	10,000.00	10,000.00	8,500.00	Agreement signed. Roofing contractor (Kent Const.) said roof be finished first thing in spring.	Approved June 19, 2024	Complete Roofing (Jesus Garcia) finished roofing portion. Chk #1683 mailed 12-5-24		
218 S Montgomery St	Drainage upgrades, interior/exterior repairs	10,000.00	10,000.00	10,000.00	Approved. Agreement signed 10-11-24.	Approved 10-2-24	Mailed check #1686 12-23-24		
410 Baxter St	Replace windows	10,000.00	5,460.18	0.00	Approved. Agreement signed 10-24-24.	Approved 10-2-24	Windows are done, waiting for pics/invoices. Some windows arrived damaged, need replacement.		
208 S 8th St	AC replacement/chimney rehab	1,817.70	1,817.70	1,817.70	Approved. Agreement signed 10-8-24. Work completed, inspection done.	Approved 10-2-24	#1657 Daizy Sweeps		
209 College Ave	Porch/deck replacement, general restoration	6,000.00	0.00	0.00	Applicant getting bids as of 10-10-24				
310 S Monroe St	Exterior painting, basement water/flooding issues	9,473.11	0.00	0.00	In approval process w/ Thrive. Submitted paperwork to HOME Consortium.				
808 Cole St	New plumbing, fix sewer issues	16,000.00	0.00	0.00	In initial review with Thrive. Submitted updated paperwork 3-26-25				
This list does not include applications rejected.									
Totals to date:		109,640.81	49,622.88	42,662.70					
		<b>Remaining Available:</b>	45,377.12						
		On-Hand Balance:	57,337.30						

**CITY OF WATERTOWN  
HOUSING REHAB GRANT PROGRAM GUIDELINES**

**Purpose:** The Housing Rehab Grant Program is intended to provide access to capital to assist property owners, both owner-occupied and landlords, with necessary maintenance of their properties to preserve and increase housing stock and property values. The program is administered by the Watertown Redevelopment Authority (RDA), with review and advisory assistance from Thrive ED.

**Type of Funding:** The program provides one-time grant dollars via a matching grant, determined on a sliding scale based on income. All housing units are considered eligible to apply. Applications are evaluated by the RDA Application Review Committee.

**Note:** This is a competitive grant program. Properties for which grants are applied may be located anywhere within the City of Watertown.

**Financial Terms:**

- Property owner is required to contribute a minimum of 10% owner cash based on the total project.
- A maximum of \$10,000 will be awarded per grant.
- Level of matching grant is determined by income of the property owner, referencing HUD defined 2023 Jefferson County and Dodge County median family incomes (see attached).
  - Property owners with a household income below 50% of the area median income will receive up to a 70% matching grant.
  - Property owners with a household income below 80% of the area median income will receive up to a 50% matching grant.
  - Property owners with a household income above 80% of the area median income will receive up to a 30% matching grant.
- For rental properties, landlords must provide 70% of total funding for the project.
- The Watertown RDA will deduct 5% of the awarded grant funds as an administrative fee.

**Eligible Expenditures:** Funds are to be used for physical repairs to the existing building. Grant funds may only be used to cover material costs, not labor. Additions to an existing building are not eligible for this grant program. Garages, sheds, decks, patios, and other similar structures are not eligible. Eligible expenses include: roofs, porches, exterior paint, windows, doors, plumbing repairs, HVAC repairs/replacements, and power service upgrades to panels (with a correlating plan for upgrading in wiring).

**Program Boundaries:** Eligible properties include those located within the City of Watertown. Priority may be given to applications where the home is located on a major thoroughfare, or within or immediately adjacent to the Watertown RDA's current service area (see attached map).

**Additional Guidelines:** Property must be in good standing with the City of Watertown, with taxes current. If the property has any outstanding code violations or citations the project must address and resolve all outstanding violations and citations. The project must be completed within 90 days of approval to receive grant funds. An inspection is required at the time of project completion. Grant funds are paid to the contractor or other person who has completed the work.

**Application Process:** Applications are reviewed on a first-come, first-served basis. Applications will be reviewed based on criteria including project feasibility, impact to the value of the property, aesthetic improvement to the property, location of the proposed project, and other factors as determined by the RDA Application Review Committee. The RDA reserves the right to conduct a background and credit check on all applicants.

CITY OF WATERTOWN  
HOUSING REHAB GRANT PROGRAM APPLICATION FORM

Please provide information on the proposed project. Your signature below indicates your intent to apply for grant funding and that you have received a copy of the program guidelines. **Please return to Watertown Redevelopment Authority, 106 Jones Street, Watertown, WI 53094.** Note: Thrive ED conducts the initial review and assessment of applications.

Applicant name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Cell Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_  
Property Owner(s): \_\_\_\_\_  
Project Address: \_\_\_\_\_  
Project description (work to be done): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How will this project benefit the preservation of the property? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Is this project addressing an issue that you have received a notice or citation from the Watertown Building Safety and Zoning Department? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Estimated Timeframe for Project Completion: \_\_\_\_\_  
Person/contractor performing work: \_\_\_\_\_  
Grant amount requested: \_\_\_\_\_  
Property Mortgage Holder(s): \_\_\_\_\_

**INCLUDE WITH APPLICATION (please check each box):**

- \_\_\_ Three years of personal income tax returns/financials OR last 45 days of paystubs and proof of source of income, along with any other pertinent financial statements.
- \_\_\_ Copies of a minimum of two project estimates for work to be completed.
- \_\_\_ *For landlords:* Available business financial reports such as profit/loss statement, balance sheet, receivables.

*By signing, I certify that the information in this application is correct and accurate to the best of my knowledge:*

\_\_\_\_\_  
Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Loan Committee Review



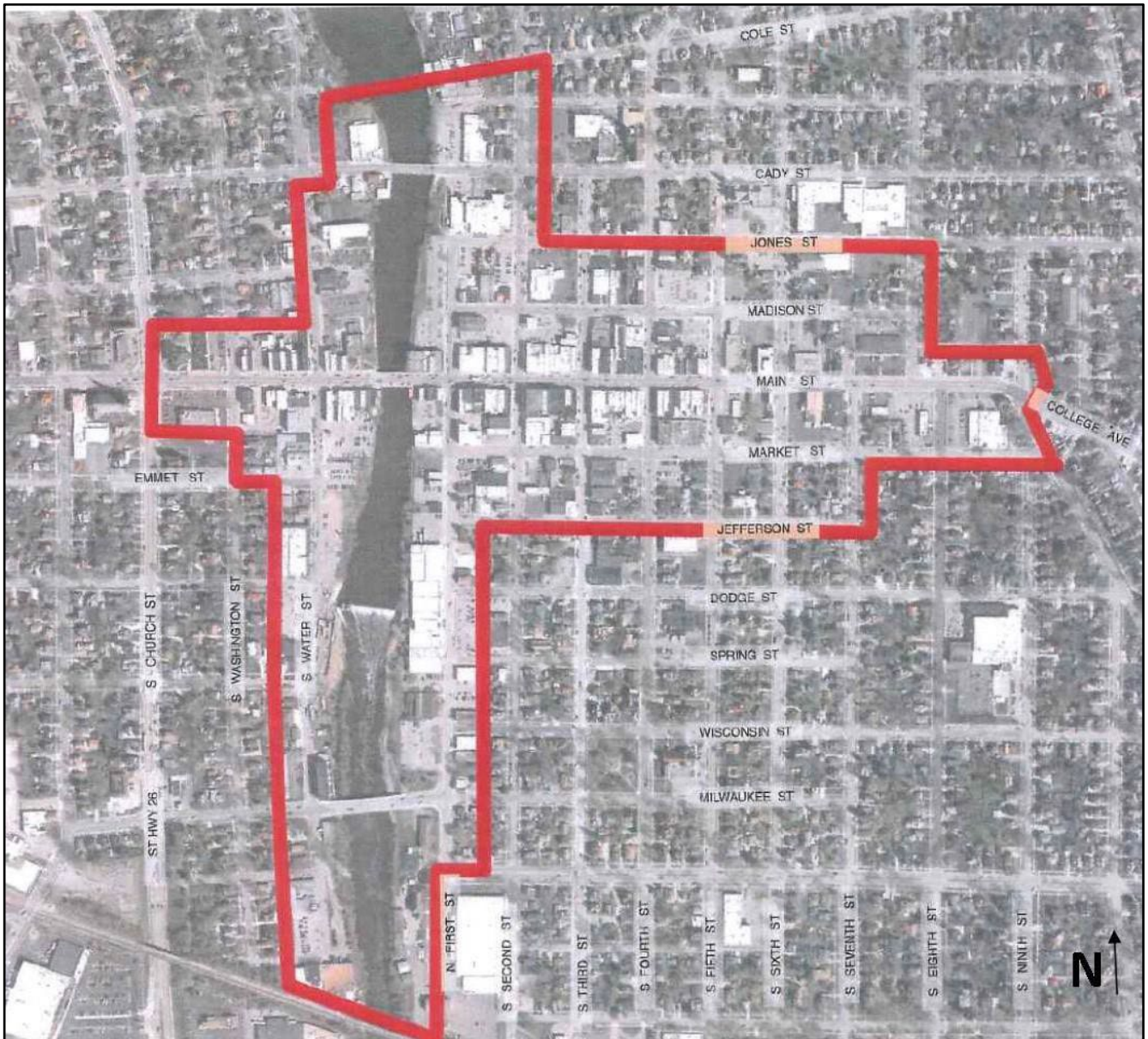
Signature \_\_\_\_\_

Date \_\_\_\_\_

(check box if reviewed by staff for completion and all supplemental documents included)

2024 Income Limits - 30%, 50%, 80%										
DPP Effective Now - 5/1/2024 - HOME Consortium DPA - 6/2024										
Family Size										
		1	2	3	4	5	6	7	Median Family Income by County - 2024	Purchase Price Limit by County - 2024
Jefferson County	30%	\$21,100.00	\$24,100.00	\$27,100.00	\$31,200.00	\$36,580.00	\$41,960.00	\$47,340.00	\$100,400.00	\$312,000.00
	50%	\$35,150.00	\$40,200.00	\$45,200.00	\$50,200.00	\$54,250.00	\$58,250.00	\$62,250.00		
	80%	\$56,250.00	\$64,250.00	\$72,300.00	\$80,300.00	\$86,750.00	\$93,150.00	\$99,600.00		
Dodge County									\$91,700.00	\$312,000.00
	30%	\$19,250.00	\$22,000.00	\$25,820.00	\$31,200.00	\$36,580.00	\$41,960.00	\$47,340.00		
	50%	\$32,100.00	\$36,700.00	\$41,300.00	\$45,850.00	\$49,550.00	\$53,200.00	\$56,900.00		
	80%	\$51,350.00	\$58,700.00	\$66,050.00	\$73,350.00	\$79,250.00	\$85,100.00	\$91,000.00		

### Watertown Main Street Program Boundary Map





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

March 28, 2025

TO: Members of the Common Council

**The following application has been recommended for approval with conditions by the Licensing Board:**

Application from JDTH LLC DBA D&J's Sports Bar (Jerry Heller, agent) to transfer a "Class B" Malt and Liquor License from 215 S Third St to 301 E Main St for licensing year July 1, 2024 – June 30, 2025.

Conditions include:

- City inspections being complete.
- Seller's permit submitted to the clerk.
- Surrender of the current liquor license issued to 301 E Main St or approval from Council that the letter from the current licensed establishment is sufficient to meet this requirement.

Respectfully Submitted,

Megan Dunneisen, City Clerk

RECEIVED

MAR 05 2025

Section 8, Item A.

Form AB-102

# Alcohol Beverage License and Permit Transfer Application

Date 3-5-25

Use this form to transfer a municipally-issued alcohol beverage retail license to a different person. Also use this form to transfer a retail license or a state-issued alcohol beverage permit to another physical location. Submit this form only to the issuing authority.

**Transfer Type** (check one)  Person-to-Person (no fee)  Place-to-Place (\$10 fee)

Type of Authorization to transfer (check one)  
 Municipal Retail License  State Issued-Permit

Name of License/Permit (e.g. "Class A" Liquor or Brewery) Class B Current License/Permit Number 53

Fees	
Transfer Fees	\$ 10
Publication Fee	\$ 300
Background Check	\$ —
<b>Total Fees</b>	<b>\$ 310</b>

**Part A: Current Business Information**

1. Legal Business Name (individual name if sole proprietor) JDTH LLC

2. Business Trade Name or DBA DEJ Sports Bar

3. FEIN 84-2602211 4. Wisconsin Seller's Permit Number 456-1030021172-02

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

6. Premises Address 301 E Main St

7. City Watertown 8. State WI 9. Zip Code 53094

10. County Jefferson 11. Governing Municipality  City  Town  Village of: Watertown

12. Premises Phone 920-318-4269 13. Premise Email hellerscellar@yahoo.com

14. Contact Person Name Jerry Heller 15. Website

16. Contact Person Phone 920-318-4269 17. Contact Person Email hellerscellar@yahoo.com

Complete EITHER Part B OR Part C, based on the type of transfer you selected at the top of this form.

**Part B: Transfer from Person-to-Person New Business Information**

1. Reason for license transfer (check one)  
 Death  Disability  Foreclosure  Assignment to Creditor  Bankruptcy

2. Legal Business Name of New Licensee (individual name if sole proprietorship)

3. New Licensee Phone 4. New Licensee Email

5. Has the new licensee completed AB-100? Submit a completed Form AB-100 with this form .....  Yes  No

6. Has the new licensee completed AB-200? Submit a completed Form AB-200 with this form .....  Yes  No

Continued →

**Part C: Transfer from Place-to-Place New Premises Information**

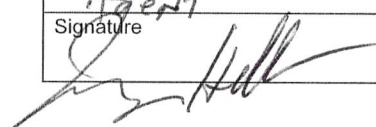
1. New Premises Address 301 East Main			
2. City Watertown		3. State WI	4. Zip Code 53904
5. New Premises Phone 920-318-4269	6. Premise Email hellerscellar@yahoo.com		
7. New Premises Description - Describe the building or buildings and any outside areas where alcohol beverages are produced, sold, stored, or consumed, and where records are kept. Describe all rooms within the building, including living quarters. Authorized alcohol beverage activities may occur only on the premises described in this application. Attach a map or diagram and additional sheets if necessary.  bar, hall, Basement, Liquor room kitchen area area area  down stair cooler			

**Part D: Attestation**

One of the following must sign and attest to this application:

- sole proprietor
- one general partner of a partnership
- one corporate officer
- one 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 or permit. 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.

Last Name Heller	First Name Jerry	M.I. R.
Title Agent	Email hellerscellar@yahoo.com	Phone 920-318-4269
Signature 	Date 3-5-25	

**Part E: For Clerk Use Only**

Date Application Was Filed With Clerk 03-05-2025	License Number 53
Date License Granted	Date License Issued
Signature of Clerk/Deputy Clerk	Date

**From:** [Hopie Walters](#)  
**To:** [Megan Dunneisen](#)  
**Subject:** Re: Liquor License - Mo Bay Wine and Dine  
**Date:** Friday, March 7, 2025 12:17:24 PM  
**Attachments:** [image001.png](#)

---

Thank you so much,  
I'll continue looking for it.

Thanks  
Aston Walters

On Fri, Mar 7, 2025 at 12:11 PM Megan Dunneisen <[MDunneisen@watertownwi.gov](mailto:MDunneisen@watertownwi.gov)> wrote:

Hi Aston,

After discussion with the City Attorney, it was determined that the physical copy of the licensed should be returned to the City. If unable to do so it will be at the discretion of the governing body to approve the emailed statement or not in lieu of the physical license.

You may mail the license to:

City of Watertown  
c/o City Clerk  
106 Jones Street  
PO BOX 477  
Watertown, WI 53094

Thank you.

Sincerely,

Megan Dunneisen, WCMC  
City Clerk  
City of Watertown

[www.watertownwi.gov](http://www.watertownwi.gov)



THE CITY OF  
**WATERTOWN**

*Opportunity runs through it.*

---

**From:** Hopie Walters <[hopiewalt@gmail.com](mailto:hopiewalt@gmail.com)>  
**Sent:** Friday, March 7, 2025 12:08 PM  
**To:** Megan Dunneisen <[MDunneisen@watertownwi.gov](mailto:MDunneisen@watertownwi.gov)>  
**Subject:** Liquor License - Mo Bay Wine and Dine

Hello,

I'm Aston Walters I'm the owner of Mobay wine and Dine located at [301 E Main st. Watertown, WI 53094](#). I would like to surrender the current liquor license as of 03/7/25. I would like to use this email in lieu of the certificate.

Thank you,

Aston Walters  
414.520.0333  
Owner



**ORDINANCE TO  
AMEND SECTION 410-39 OF THE CITY OF WATERTOWN GENERAL  
ORDINANCES**

**SPONSOR: MAYOR MCFARLAND  
FROM: PUBLIC SAFETY AND WELFARE COMMITTEE**

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

SECTION 1. § 410-39 of the Watertown Code of Ordinances is hereby amended to read as follows:

§ 410-39. Regulation of sexually-oriented conduct.

[Added by Ord. No. 00-31; amended by Ord. No. 03-32; ]

A. Findings.

(1) The Common Council has authority under its general police powers set forth in § 62.11(5), Wis. Stats., to act for the good order of the municipality and for the health, safety and welfare of the public and may carry out its powers by regulation and suppression.

(2) The Common Council recognizes it lacks authority to regulate obscenity in light of § 66.0107(3), Wis. Stats., and does not intend by adopting this section to regulate obscenity, since nudity in and of itself is not obscene. It declares its intent to enact an ordinance addressing the secondary effects of live, totally nude, nonobscene, erotic dancing in bars and taverns.

(3) Exhibitions in public places featuring totally nude, nonobscene, erotic dancing or motion picture or video presentations thereof have in other communities tended to further the increase of criminal and other offensive activity, to be offensive to some members of the general public or to children, to disrupt the peace and order of the communities, to depreciate the value of real property, to harm the economic welfare of the communities and to negatively affect the quality of life of the communities, and such secondary effects are detrimental to the public health, safety and general welfare of citizens.

(4) The Common Council recognizes that the United States Supreme Court has held that nude dancing is expressive conduct within the outer perimeters of the First Amendment to the United States Constitution and, therefore, entitled to some protection under the First Amendment, and the Common Council further recognizes that freedom of speech is among our most precious and highly protected rights and wishes to act consistently with full protection of those rights.

(5) However, the Common Council is aware, based on the experiences of other communities, that exhibitions in public places in which live, totally nude, nonobscene, erotic dancing or video or motion picture presentation thereof occurs may and do generate secondary effects which the Common Council believes are detrimental to the public health, safety and welfare of the citizens of the City of Watertown.

(6) Among these secondary effects are: the potential increase in prostitution and other sex-related offenses, as well as other crimes and offenses; the potential depreciation of property values in neighborhoods where these exhibitions featuring nude dancing exist; health risks associated with the spread of sexually transmitted diseases; the probability that

children would be exposed to these exhibitions in a public place; and the potential for infiltration by organized crime for the purpose of unlawful conduct.

(7) The Common Council desires to minimize, prevent and control these adverse effects and thereby protect the health, safety and general welfare of the citizens of the City of Watertown; protect the citizens from increased crime; preserve the quality of life; preserve the property values and character of surrounding neighborhoods; and deter the spread of urban blight.

(8) The Common Council has determined that enactment of an ordinance prohibiting live, totally nude, nonobscene, erotic dancing, or the video or motion picture presentation thereof, in public places promotes the goal of minimizing, preventing and controlling the negative secondary effects associated with such activity.

B. No person shall knowingly or intentionally, in a public place, do any of the following:

- (1) Perform or engage in the display or exposure of any specified anatomical areas.
- (2) Engage in any specified sexual activity.
- (3) Simulate, perform or depict, with or without artificial devices or inanimate objects, any specified sexual activity with any other person.

C. No person shall knowingly produce or distribute by electronic means a Deepfake which:

- (1) A reasonable person, having considered the audio and visual qualities of the record would believe exhibits any depiction or conduct of Specified Anatomical Areas or Specified Sexual Activities of a living or deceased person; and
- (2) Was produced without the consent of such living person, or in the case of a deceased person, such person or the heirs thereof.

D. Definitions. As used in this section, the following terms shall have the meanings indicated:

- (1) DEEPPFAKE — Means any audio recording, video recording, film, electronic image, photograph, technological representation of an individual’s appearance, speech, or conduct that has been intentionally manipulated in a manner to create a realistic but false image, audio or video which:
  - a. A reasonable person would believe depicts the appearance, speech or conduct of an individual who did not in fact engage in such speech or conduct; and
  - b. Was produced substantially dependent upon technical means, rather than the ability of another individual to physically or verbally impersonate such individual.
- (2) PUBLIC PLACE — Includes any street, alley, sidewalk, thoroughfare or parking lot; any lobby, corridor, elevator, stairway, recreation room or common room in a hotel, motel, office building, apartment building or condominium; any public or municipal building or premises; any vacant lot, park or public recreation facility; any church, school, library, theater, auditorium or other building frequented by members of the public; and any business or industrial

premises, including buildings and grounds, except that the term "public place" shall not include any building or part of a building occupied as a temporary or permanent dwelling, hotel or motel room, or private office.

(3) SPECIFIED ANATOMICAL AREAS —

- ~~(1)~~ (a) Less than completely and opaquely covered human genitals, vulva, anus and cleavage of the buttocks.
- ~~(2)~~ (b) Human male genitals in a discernibly turgid state, even if completely and opaquely covered.
- ~~(3)~~ (c) Less than completely and opaquely covered areola and nipple of the female breast.

(4) SPECIFIED SEXUAL ACTIVITIES — Simulated or actual:

- ~~(1)~~(a) Showing of human genitals in a state of sexual stimulation or arousal.
- ~~(2)~~(b) Acts of masturbation, sexual intercourse, sodomy, bestiality, necrophilia, sadomasochistic abuse, fellatio, cunnilingus or excretory functions.
- ~~(3)~~(c) Fondling or erotic touching of human genitals, pubic region, anus, buttocks or female breasts.

~~DE.~~ Exemptions. The provisions of this section do not apply to the following activities conducted in a public place or in the following specific public places:

(1) Theaters, performing arts centers, civic centers, exhibition halls, restaurants and dinner theaters where live dance, ballet, music and dramatic performances of serious artistic merit are offered to the general public, with or without paid admission, or movie theaters and video arcades where video or motion picture presentations of dance, ballet, music and dramatic performances of serious artistic merit are offered to the general public, with or without paid admission. In order to fall within the application of this exemption, the predominant business or attraction in the licensed establishment may not consist of the offering to customers of entertainment which is intended to provide sexual stimulation or sexual gratification to such customers and where the establishment is distinguished by an emphasis on, or the advertising or promotion of, employees or independent contractors associated with the licensed establishment engaging in nude erotic dancing.

(2) Lavatories, restrooms and bathrooms on the licensed premises where there is unintentional exposure of genitals by individuals performing excretory functions.

(3) The private areas or guest rooms not accessible to the general public of those hotels, motels, rooming houses, or bed-and-breakfast businesses in the City.

(4) The rental or sale of videocassettes, DVD videodiscs, or other electronic media for private viewing by individuals not in a public place.

(5) Exposure of any portion of the female breast while a person is engaged in breast-feeding a child.

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:	March 18, 2025		March 31, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED March 31, 2025

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CITY CLERK

APPROVED March 31, 2025

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MAYOR



# MEMO

## Administration Department

To: Public, Safety and Welfare Committee

From: Mayor McFarland

Date: January 31, 2025

Subject: Proposed Deepfake Ordinance

### Background

Committee Members,

For your consideration is a proposed ordinance that would make it illegal in the City limits to create, edit, transfer or share known deepfake material. In this day and age when technology often outpaces the government's speed to create law, we can find communities in a position of technological vulnerability. As we did in 2019, when we banned the sale of electronic cigarettes to minors in the city limits because state law didn't yet exist, I am again- with the support of the City Attorney and the Police Chief—proposing that we protect our residents in a situation where state law has yet to catch up.

The term “deepfake” is a relatively new one, and while it is defined in the proposed ordinance in legal terms, it is more simply defined as, “a manipulated video, image, or audio recording that appears real, created using artificial intelligence techniques to make someone appear to say or do something they never actually did.” Examples of using deepfakes range from adults to prominent figures, to children. Deepfakes can have considerable impacts on the lives of our residents; they can deeply impact mental wellbeing, they can prevent someone from advancing in school or at their career, they can create an unstable situation where people may cross legal and ethical boundaries, and so on.

While I am hopeful that state and federal law will catch up with this technology in the future, I believe that we can pass this small addition (addition of Section C and addition to Section D) change to an existing section of code (410-39) and make it clear that is not allowable in Watertown.

### Budget Goal

Maintains a safe and healthy community, with an eye toward future needs and trends



# MEMO

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## Financial Impact

None

## Recommendation

The recommendation is to approve the ordinance at committee so it can be considered by the Common Council.

**ORDINANCE TO  
REPEAL PART OF SECTION 500-6(2) OF THE CITY OF WATERTOWN  
GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON DAVIS  
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

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

SECTION 1. Amend Watertown Ordinance Section 500-6(A)(2) as follows:

Name of Street	Side	Location
Cady Street	South	From the sidewalk a distance of 25 feet east from North Fifth Street
Center Street [Added by Ord. No. 10-36]	West	From the south curbline of East Spaulding Street to a point 697 feet, between 7:30 a.m. and 4:00 p.m. on school days
East Madison Street [Added 6-7-2022 by Ord. No. 22-61]	South	Beginning at a point 83 feet east of the east curbline of North First Street to a point 25 feet further east
Hart Street [Added 12-21-2021 by Ord. No. 21-49]	North	Beginning at a point 410 feet west of the west curbline of South Eighth Street to a point 170 feet further west
Jefferson Street	North	Beginning at a point 85 feet east of the east curbline of South First Street to a point 27 feet east
<del>Jones Street [Added 7-6-2021 by Ord. No. 21-27]</del>	<del>North</del>	<del>On the north side of Jones Street from the west curbline of Dewey Avenue to a point 38 feet west on Jones Street</del>
<del>Jones Street [Added 4-15-2014 by Ord. No. 14-14; amended 10-21-2014 by Ord. No. 14-26; repealed 2-7-2023 by Ord. No. 23-02]</del>		

Market Street	South	From the intersection with South First Street west to the river
North Ninth Street [Added 1-2-2018 by Ord. No. 17-34]	East	Beginning at a point 93 feet south of the south curblines of Jones Street to a point 25 feet south, between 8:00 a.m. and 4:00 p.m. Monday through Friday
North Tenth Street	West	From the south curblines of Jones Street south a distance of 219 feet between 9:00 a.m. and 10:30 a.m. on Sunday mornings only
O'Connell Street [Added by Ord. No. 03-18]	North	From the west curblines of North Montgomery Street to a point 120 feet west
O'Connell Street	South	For a distance of 104 feet west of the west curblines of Water Street
Prospect Street [Added by Ord. No. 10-34]	East	From the south curblines of East Spaulding Street to the north curblines of Lounsbury Street, between 7:30 a.m. and 4:00 p.m. on school days
River Drive [Added by Ord. No. 10-40]	East	From a point 187 feet north of the north curblines of Franklin Street to a point 65 feet further north, between 7:30 a.m. and 4:00 p.m. on school days for bus loading
South Fifth Street [Added by Ord. No. 10-08]	West	Beginning at a point 51 feet north of the north curblines of Wisconsin Street to a point 26 feet further north
South First Street	East	Beginning at a point 83 feet south of the south curblines of Wisconsin Street to a point 22 feet south
South First Street	West	For a distance of 75 feet north of the north curblines of Spring Street extended
South Ninth Street [Added 3-18-2014 by Ord. No. 14-9]	West	From a point 237 feet south of the south curblines of Dodge Street to a point 81 feet further south of the south curblines of Dodge Street



South Water Street [Added by Ord. No. 08-08]	West	Beginning at a point 72 feet north of the north curbline of West Madison Street to a point 40 feet further north
South Water Street [Amended 9-20-2016 by Ord. No. 16-15]	West	Beginning at a point 76 feet south of the south curbline of West Main Street to a point 25 feet southerly
West Main Street	South	From a point 30 feet east of the east curbline of South Montgomery Street to a point 34 feet further east
Wisconsin Street	North	From the west curbline of South Fourth Street to the west a distance of 45 feet on Sunday mornings only

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:	03/18/25		03/31/25	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED March 31, 2025

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

APPROVED March 31, 2025

\_\_\_\_\_  
MAYOR

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

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

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

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

**WHEREAS**, the City Council adopted its comprehensive plan in 2019 entitled "City of Watertown Comprehensive Plan"; and,

**WHEREAS**, the City of Watertown Comprehensive Plan is silent as to the frequency or number of permissible amendments to the City of Watertown Comprehensive Plan; and,

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

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

**WHEREAS**, the Plan Commission of the City of Watertown, by a majority vote of the entire Commission recorded in its official minutes, has positively recommended to the Common Council the adoption of a proposed amendment to change the future land use category shown for 1220 Wilbur Street, Parcel PIN 291-0915-3233-033 and 1220 W. Main Street, Parcel PIN 291-0915-3233-041 (Exhibit "A") from "Institutional" to "Two-Family Residential" on the Future Land Use Map of the Comprehensive Plan;

**WHEREAS**, the Plan Commission of the City of Watertown has ensured the amendments are in full compliance with the City of Watertown Comprehensive Plan; and,

**WHEREAS**, the City of Watertown has, in compliance with the requirements of section 66.1001(4)(d) of the Wisconsin Statutes, provided opportunities for public involvement per its adopted public participation plan; and,

**WHEREAS**, the Common Council held a public hearing on the proposed amendments on March 18, 2025, considered the public comments made and the recommendations of the Plan Commission and staff, and has determined to approve the recommended amendments;

**NOW THEREFORE, THE COMMON COUNCIL OF WATERTOWN, WISCONSIN, DOES ORDAIN AS FOLLOWS:**

SECTION 1. That the City's Comprehensive Plan be amended to reflect that the future land  
(March 31, 2025) Ord. 25-07

use category shown for 1220 Wilbur Street, Parcel PIN 291-0915-3233-033 and 1 Main Street, Parcel PIN 291-0915-3233-041 (Exhibit "A") change from "Institutional" to "Two-Family Residential" on the Future Land Use Map of the Comprehensive Plan pursuant to section 66.1001(4)(c) of Wisconsin Statutes; and,

SECTION 2. That all ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed; and, in the event any section, subsection, clause, phrase or portion of this ordinance is for any reason held illegal, invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remainder of this ordinance.

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

DATE:	Mar 31, 2025		Apr 15, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MODELNHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED \_\_\_\_\_

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CITY CLERK

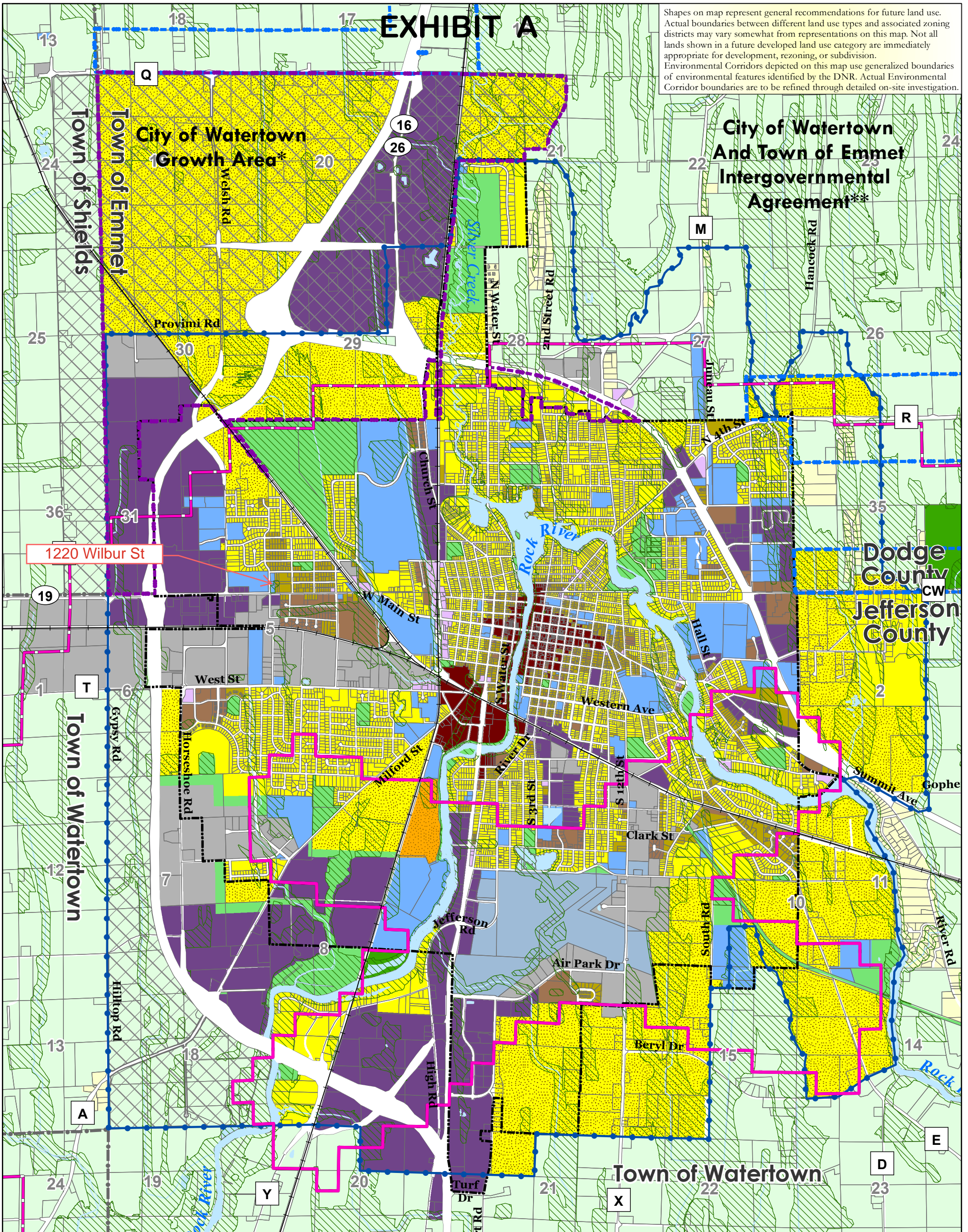
APPROVED \_\_\_\_\_

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MAYOR

# EXHIBIT A

Shapes on map represent general recommendations for future land use. Actual boundaries between different land use types and associated zoning districts may vary somewhat from representations on this map. Not all lands shown in a future developed land use category are immediately appropriate for development, rezoning, or subdivision. Environmental Corridors depicted on this map use generalized boundaries of environmental features identified by the DNR. Actual Environmental Corridor boundaries are to be refined through detailed on-site investigation.



## Future Land Use Urban Area

## Map 6b

- City/Town IGA\*\*
- City Growth Area
- City Periphery Areas

\*Each "Planned Mixed Use Area" may include mix of:

1. Office
2. Multi-Family Residential
3. Mixed Industrial
4. Commercial Services/Retail
5. Institutional
6. Parks & Recreation



\*\*\*"Planned Neighborhoods" should include a mix of the following:

1. Single-Family - Sewered (predominant land use)
2. Two-family Residential
3. Multi-Family Residential
4. Institutional
5. Neighborhood Mixed Use
6. Parks & Recreation



\*\*\*Each "Riverside Mixed Use Area" may include mix of:

1. Office
2. Single-Family - Sewered
3. Two-Family Residential
4. Multi-Family Residential
5. Commercial Services/Retail
6. Institutional
7. Parks & Recreation



- City of Watertown
- Town Boundary
- Parcel
- Railroad
- Watertown Urban Service Area
- Watertown Long Range Growth Area

### Airport Height Limitations

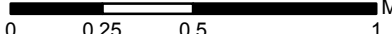
- Maximum Building Elevation b/t 865 and 968 ft
- Maximum Building Elevation b/t 968 and 1005 ft



### Land Use Categories

- Agricultural
- Single-Family Residential - Unsewered
- Single-Family Residential - Sewered
- Two-Family Residential
- Multi-Family Residential
- Planned Neighborhood\*\*
- Institutional
- Airport

- Rights-of-Way
- Neighborhood Mixed Use
- Planned Mixed Use\*
- Central Mixed Use
- Riverside Mixed Use\*\*\*
- Mixed Industrial
- Parks & Recreation
- Environmental Corridor
- Surface Water



Draft: August 7, 2019  
Source: WisDNR, FEMA, City of Watertown, Dodge Co. LIO & Jefferson Co. LIO, V&A

VANDEWALLE & ASSOCIATES INC.  
Shaping places. shaping change



**RESOLUTION TO  
TERMINATE TAX INCREMENTAL DISTRICT (TID) 4**

Section 10, Item A.

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

**WHEREAS,** THE City of Watertown created TID 4 on August 16, 2005, and adopted a project plan in the same year; and,

**WHEREAS,** all TID 4 projects were completed in the prescribed allowed time; and,

**WHEREAS,** sufficient increment was collected as of the 2024 tax roll, payable 2025, to cover TID 4 project costs.

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

That the City of Watertown terminates TID 4; and

**BE IT FURTHER RESOLVED,**

That the City Clerk shall notify the Wisconsin Department of Revenue (DOR) within sixty (60) days of this resolution or prior to the deadline of April 15, 2025, whichever comes first, that the TID has been terminated; and

**BE IT FURTHER RESOLVED,**

That the City Clerk shall sign the required DOR Final Accounting Submission Date form (PE-223) agreeing on a date by with the City shall submit final accounting information to DOR; and

**BE IT FURTHER RESOLVED,**

That the City Treasurer shall distribute any excess increment collected after providing for ongoing expenses of the TID, to the affected taxing districts with proportionate shares as determined in the final audit by the City’s auditor, Baker Tilly.

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 March 31, 2025

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

APPROVED March 31, 2025

\_\_\_\_\_  
MAYOR

**RESOLUTION TO  
APPROVE THE SIDE LETTER AGREEMENT TO THE COLLECTIVE  
BARGAINING AGREEMENT BETWEEN THE CITY OF WATERTOWN  
AND LOCAL 877 OF THE INTERNATIONAL ASSOCIATION OF FIRE  
FIGHTERS, AFL-CIO-CLC**

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

**WHEREAS**, the City and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC entered into a collective bargaining agreement, which expires on December 31, 2025; and

**WHEREAS**, the City and Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC desire to modify certain provisions of said Agreement; and,

**WHEREAS**, it is the recommendation of the Finance Committee that the City ratify this Side Letter Agreement.

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

That the proper City Officials be and are hereby authorized to execute the Side Letter Agreement attached hereto and incorporated by reference as Exhibit A.

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 March 31, 2025

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

APPROVED March 31, 2025

\_\_\_\_\_  
MAYOR

### SIDE LETTER AGREEMENT

The City of Watertown ("Employer") and the Local 877 of the International Association of Fire Fighters, AFL-CIO-CLC ("Union") (together the "Parties") agree to the following Side Letter to the Parties' Collective Bargaining Agreement ("CBA") effective from January 1, 2024 through December 31, 2025.

WHEREAS, the Employer and the Union have entered into a collective bargaining agreement, which agreement expires on December 31, 2025 (the "Agreement"); and

WHEREAS, the Employer and the Union desire to modify certain provisions of said Agreement.

NOW, THEREFORE, in consideration of the mutual promises contained hereinafter, and other good and valuable consideration, the sufficiency of which is hereby acknowledged by the Parties, the Employer and Union agree as follows:

1. The Agreement shall be extended for a period of one (1) year and remain in full force and effect to and including December 31, 2026.
2. Appendix "A" of the Agreement is hereby amended to read as provided on Appendix "A" attached hereto and incorporated by reference.

In witness thereof, this Memorandum of Understanding is effective as of the last date signed.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2025.

**CITY OF WATERTOWN**

**LOCAL 877 OF THE INTERNATIONAL  
ASSOCIATION OF FIRE FIGHTERS,  
AFL-CIO-CLC**

BY: \_\_\_\_\_  
\_\_\_\_\_

BY: *AB Braunschweig*  
Alex Braunschweig, President



APPENDIX "A"

**CITY OF WATERTOWN  
AND  
LOCAL 877 OF THE INTERNATIONAL ASSOCIATION  
OF FIREFIGHTERS AFL-CIO-CLC**

**FIREFIGHTER WAGE RATES**

Firefighter/EMT-B Effective January 1, 2024					
	Yearly Salary		56-Hour Rate		40-Hour Rate
FF Starting	\$ 53,695.95	\$	18.44	\$	25.82
Year 1	\$ 55,844.25	\$	19.18	\$	26.85
Year 2	\$ 58,077.60	\$	19.94	\$	27.92
Year 3	\$ 60,979.80	\$	20.94	\$	29.32
Year 4	\$ 68,818.05	\$	23.63	\$	33.09
Year 6	\$ 69,850.20	\$	23.99	\$	33.58
Year 8	\$ 73,725.75	\$	25.32	\$	35.45
<b>LT. Starting</b>					
LT. Starting	\$ 74,839.63	\$	25.70	\$	35.98
Year 1	\$ 75,962.09	\$	26.09	\$	36.52
Year 3	\$ 80,176.75	\$	27.53	\$	38.55
Firefighter/EMT-B Effective July 1, 2024					
	Yearly Salary		56-Hour Rate		40-Hour Rate
FF Starting	\$ 56,880.75	\$	19.53	\$	27.35
Year 1	\$ 59,136.46	\$	20.31	\$	28.43
Year 2	\$ 61,481.48	\$	21.11	\$	29.56
Year 3	\$ 64,528.79	\$	22.16	\$	31.02
Year 4	\$ 72,758.95	\$	24.99	\$	34.98
Year 6	\$ 73,842.71	\$	25.36	\$	35.50
Year 8	\$ 77,912.04	\$	26.76	\$	37.46
<b>LT. Starting</b>					
LT. Starting	\$ 79,081.61	\$	27.16	\$	38.02
Year 1	\$ 80,260.20	\$	27.56	\$	38.59
Year 3	\$ 84,685.59	\$	29.08	\$	40.71



Firefighter/EMT-B Effective January 1, 2025					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 59,724.78	\$ 20.51	\$ 28.71		
Year 1	\$ 62,093.29	\$ 21.32	\$ 29.85		
Year 2	\$ 64,555.55	\$ 22.17	\$ 31.04		
Year 3	\$ 67,755.23	\$ 23.27	\$ 32.57		
Year 4	\$ 76,396.90	\$ 26.24	\$ 36.73		
Year 6	\$ 77,534.85	\$ 26.63	\$ 37.28		
Year 8	\$ 81,807.64	\$ 28.09	\$ 39.33		
<b>LT. Starting</b>					
LT. Starting	\$ 83,035.69	\$ 28.52	\$ 39.92		
Year 1	\$ 84,273.21	\$ 28.94	\$ 40.52		
Year 3	\$ 88,919.87	\$ 30.54	\$ 42.75		

Firefighter/EMT-B Effective December 31, 2025					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 59,724.78	\$ 20.51	\$ 28.71		
Year 1	\$ 62,093.29	\$ 21.32	\$ 29.85		
Year 2	\$ 64,555.55	\$ 22.17	\$ 31.04		
Year 3	\$ 67,755.23	\$ 23.27	\$ 32.57		
Year 4	\$ 76,396.90	\$ 26.24	\$ 36.73		
Year 6	\$ 77,534.85	\$ 26.63	\$ 37.28		
Year 7	\$ 81,807.64	\$ 28.09	\$ 39.33		
<b>LT. Starting</b>					
LT. Starting	\$ 83,035.69	\$ 28.52	\$ 39.92		
Year 1	\$ 84,273.21	\$ 28.94	\$ 40.52		
Year 3	\$ 88,919.87	\$ 30.54	\$ 42.75		

Firefighter/EMT-B Effective January 1, 2026					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 62,113.78	\$ 21.3303	\$ 29.8624		
Year 1	\$ 64,577.02	\$ 22.1762	\$ 31.0466		
Year 2	\$ 67,137.78	\$ 23.0556	\$ 32.2778		
Year 3	\$ 70,465.44	\$ 24.1983	\$ 33.8776		
Year 4	\$ 79,452.78	\$ 27.2846	\$ 38.1985		
Year 6	\$ 80,636.24	\$ 27.6910	\$ 38.7674		
Year 7	\$ 85,079.94	\$ 29.2170	\$ 40.9038		
<b>LT. Starting</b>					
LT. Starting	\$ 86,357.12	\$ 29.6556	\$ 41.5178		
Year 1	\$ 87,644.14	\$ 30.0976	\$ 42.1366		
Year 3	\$ 92,476.66	\$ 31.7571	\$ 44.4599		

Firefighter/Paramedic Effective January 1, 2024					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 56,112.00	\$ 19.27	\$ 26.98		
Year 1	\$ 58,356.90	\$ 20.04	\$ 28.06		
Year 2	\$ 60,691.05	\$ 20.84	\$ 29.18		
Year 3	\$ 63,723.45	\$ 21.88	\$ 30.64		
Year 4	\$ 71,914.50	\$ 24.70	\$ 34.57		
Year 6	\$ 72,993.90	\$ 25.07	\$ 35.09		
Year 8	\$ 77,043.75	\$ 26.46	\$ 37.04		
<hr/>					
LT. Starting	\$ 78,207.59	\$ 26.86	\$ 37.60		
Year 1	\$ 79,380.55	\$ 27.26	\$ 38.16		
Year 3	\$ 83,784.91	\$ 28.77	\$ 40.28		

Firefighter/Paramedic Effective July 1, 2024					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 59,417.60	\$ 20.40	\$ 28.57		
Year 1	\$ 61,774.75	\$ 21.21	\$ 29.70		
Year 2	\$ 64,225.60	\$ 22.06	\$ 30.88		
Year 3	\$ 67,409.62	\$ 23.15	\$ 32.41		
Year 4	\$ 76,010.23	\$ 26.10	\$ 36.54		
Year 6	\$ 77,143.60	\$ 26.49	\$ 37.09		
Year 8	\$ 81,395.94	\$ 27.95	\$ 39.13		
<hr/>					
LT. Starting	\$ 82,617.79	\$ 28.37	\$ 39.72		
Year 1	\$ 83,849.41	\$ 28.79	\$ 40.31		
Year 3	\$ 88,473.94	\$ 30.38	\$ 42.54		

Firefighter/Paramedic Effective January 1, 2025					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 62,388.48	\$ 21.42	\$ 29.99		
Year 1	\$ 64,863.48	\$ 22.27	\$ 31.18		
Year 2	\$ 67,436.88	\$ 23.16	\$ 32.42		
Year 3	\$ 70,780.10	\$ 24.31	\$ 34.03		
Year 4	\$ 79,810.74	\$ 27.41	\$ 38.37		
Year 6	\$ 81,000.77	\$ 27.82	\$ 38.94		
Year 8	\$ 85,465.73	\$ 29.35	\$ 41.09		
<hr/>					
LT. Starting	\$ 86,748.87	\$ 29.79	\$ 41.71		
Year 1	\$ 88,042.06	\$ 30.23	\$ 42.33		
Year 3	\$ 92,897.86	\$ 31.90	\$ 44.66		

Firefighter/Paramedic Effective December 31, 2025					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 62,388.48	\$ 21.42	\$ 29.99		
Year 1	\$ 64,863.48	\$ 22.27	\$ 31.18		
Year 2	\$ 67,436.88	\$ 23.16	\$ 32.42		
Year 3	\$ 70,780.10	\$ 24.31	\$ 34.03		
Year 4	\$ 79,810.74	\$ 27.41	\$ 38.37		
Year 6	\$ 81,000.77	\$ 27.82	\$ 38.94		
Year 7	\$ 85,465.73	\$ 29.35	\$ 41.09		
<b>LT. Starting</b>					
LT. Starting	\$ 86,748.87	\$ 29.79	\$ 41.71		
Year 1	\$ 88,042.06	\$ 30.23	\$ 42.33		
Year 3	\$ 92,897.86	\$ 31.90	\$ 44.66		

Firefighter/Paramedic Effective January 1, 2026					
	Yearly Salary	56-Hour Rate	40-Hour Rate		
FF Starting	\$ 64,884.02	\$ 22.2816	\$ 31.1942		
Year 1	\$ 67,458.02	\$ 23.1655	\$ 32.4317		
Year 2	\$ 70,134.36	\$ 24.0846	\$ 33.7184		
Year 3	\$ 73,611.31	\$ 25.2786	\$ 35.3901		
Year 4	\$ 83,003.17	\$ 28.5038	\$ 39.9054		
Year 6	\$ 84,240.81	\$ 28.9288	\$ 40.5004		
Year 7	\$ 88,884.36	\$ 30.5235	\$ 42.7329		
<b>LT. Starting</b>					
LT. Starting	\$ 90,218.82	\$ 30.9817	\$ 43.3744		
Year 1	\$ 91,563.74	\$ 31.4436	\$ 44.0210		
Year 3	\$ 96,613.77	\$ 33.1778	\$ 46.4489		

**RESOLUTION TO  
ENTER INTO A CONFIDENTIALITY AGREEMENT WITH JEFFERSON COUNTY**

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

**WHEREAS**, the Judicial Privacy Act (2023 Wisconsin Act 235) which goes into effect on April 1, 2025, prohibits the sharing of certain personal information pertaining to judicial officials or their families, including addresses, phone numbers, email addresses, license plate numbers/unique identifiers of vehicles, the identity of minor children, date of birth, marital status, etc.; and,

**WHEREAS**, Act 235 prohibits the County from sharing this protected information with other governmental entities without either consent of the protected individual or a confidentiality agreement; and,

**WHEREAS**, Protected personal information could be present in a multitude of records that the County currently shares with townships and municipalities, including GIS data, tax information, and land records.; and,

**WHEREAS**,. The data sharing relationship between the County and City is beneficial to County residents and contributes significantly to the efficient and effective operation of government within Jefferson County; and,

**WHEREAS**, In order for Jefferson County to continue sharing unredacted data the Confidentiality Agreement (EXHIBIT A) must be executed which outlines the responsibilities and obligations of both parties in handling, storing, and using any protected information.

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

That the proper City Officials be and are hereby authorized to enter into the Confidentiality Agreement with Jefferson County (EXHIBIT A) affirming the commitment to use the shared data in a manner that is consistent with the provisions of the Judicial Privacy Act.

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 March 31, 2025

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

APPROVED March 31, 2025

\_\_\_\_\_  
MAYOR

**CONFIDENTIALITY AGREEMENT**

THIS CONFIDENTIALITY AGREEMENT (this “Agreement”) is made and entered into as of \_\_\_\_\_, 2025, between \_\_\_\_\_, a \_\_\_\_\_ (the “Recipient”) and **JEFFERSON COUNTY**, a quasi-municipal corporation (the “Government Agency”).

1. Purpose. The Government Agency may possess “personal information” of certain “judicial officers” which is subject to a “written request” (each as defined in the hereinafter defined Act) which is protected under Wis. Stat. §§ 59.43(1r) and 757.07 (collectively, the “Act”). This Agreement is a “confidentiality agreement” within the meaning of the Act by which the Government Agency is permitted to provide access to such personal information to a 3rd party such as the Recipient. In compliance with the Act, the Government Agency desires to provide access to information which may contain personal information of a judicial officer that is subject to a written request to the Recipient and the Government Agency requires the Recipient to treat such personal information as confidential.

2. “Confidential Information” means any personal information of a judicial officer that is subject to a written request under the Act and disclosed by the Government Agency to the Recipient, either directly or indirectly, in writing or by inspection of tangible objects (including without limitation documents, records, permits, back end website access, technical data, trade secrets, services, processes, designs, drawings, and/or financial information)

3. Non-use and Non-disclosure. Recipient agrees not to disclose any Confidential Information to third parties or to Recipient’s employees, except to those employees of the Recipient who are required to have the information for a legitimate business purpose or governmental purpose.

4. Maintenance of Confidentiality.

(a) The Recipient shall not use and/or disclose Confidential Information in any manner that may violate applicable laws and regulations, including, without limitation, the Act.

(b) The Recipient shall implement safeguards to limit who has access, use, and/or the ability to disclose Confidential Information.

(c) The Recipient shall report to the Government Agency within 24 hours of the Recipient becoming aware of any use and/or disclosure of Confidential Information in violation of this Agreement or applicable laws or regulations, including, without limitation, the Act.

5. No Warranty. ALL CONFIDENTIAL INFORMATION IS PROVIDED “AS IS.” GOVERNMENT AGENCY MAKES NO WARRANTIES, EXPRESS, IMPLIED OR OTHERWISE, REGARDING ITS ACCURACY, COMPLETENESS OR PERFORMANCE.

6. No License. Nothing in this Agreement grants Recipient any rights in or to the Confidential Information of the Government Agency except as expressly set forth herein.

7. Term. This Agreement may be terminated by the Government Agency at any time upon written notice to the Recipient. Notwithstanding the foregoing, the Recipient agrees that its confidentiality, non-use and nondisclosure obligations will survive the termination of this Agreement for the period of time any such Confidential Information retains its status as personal information protected under the Act.

8. Nonliability. Notwithstanding anything to the contrary in this Agreement, whether express or by implication or construction or interpretation or otherwise, Recipient acknowledges and agrees that THE GOVERNMENT AGENCY SHALL NOT BE liable in any manner under this Agreement or otherwise for Recipient’s use or disclosure of any Confidential Information in contravention hereof, the Act, or any other laws and regulations, or incur or cause to be incurred any expense in pursuing any course of action, in connection with the Confidential Information or any other matter within the scope of or contemplated by this Agreement or be liable (directly or indirectly) for any claims, proceedings, costs or expenses of any kind for any reason in connection with or in any way related to this Agreement or the Confidential Information. THE PROVISIONS OF THIS SECTION 8 OPERATE AS A COMPLETE AND IRREVOCABLE RELEASE OF GOVERNMENT AGENCY FROM LIABILITY.

9. Indemnification and Release. The Recipient hereby fully and forever and irrevocably releases and, to the fullest extent permitted by law, agrees to defend, indemnify and hold harmless the Government Agency against any and all fees, costs and charges, losses, damages, claims, actions, liabilities and expenses of any conceivable nature, kind or character (including, without limitation, fees and expenses of attorneys, litigation and court costs, amounts paid in settlement, and amounts paid to discharge judgments) to which the Government Agency may become subject under the Act or any other statutory law or regulation or at common law or otherwise arising out of or based upon or in any way relating to Recipient’s use or disclosure of any Confidential Information, except to the extent caused by the Government Agency’s own willful misconduct.

10. Governing Law. This Agreement will be governed in all respects by the laws of the State of Wisconsin, excluding conflicts of law principles. Any action or proceeding brought by any party against another arising out of or related to this Agreement shall be brought in a state or federal court of competent subject matter jurisdiction located in the county in which the Government Agency is located.

11. Miscellaneous. This Agreement shall bind and inure to the benefit of the parties hereto and their successors and assigns. Neither party may assign and/or delegate any rights and/or obligations under this Agreement. This document contains the entire agreement between the parties with respect to the subject matter hereof. Any failure to enforce any provision of this Agreement shall not constitute a waiver thereof or of any other provision. This Agreement may not be amended, nor any obligation waived, except by a writing signed by both parties hereto.

The undersigned represent that they have the authority to enter into this Agreement on behalf of the person or entity listed above their names.

JEFFERSON COUNTY

[RECIPIENT]

By: \_\_\_\_\_  
(signature)

By: \_\_\_\_\_  
(signature)

Name: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Title: \_\_\_\_\_

**RESOLUTION TO  
AWARD 2027/2029 ANNUAL STREET & UTILITY PROGRAM DESIGN  
PROJECT TO KAPUR INC**

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

**WHEREAS**, It is determined to be in the best interests of the City of Watertown as it pertains to regarding authorizations required involving city assets; and,

**WHEREAS**, the City of Watertown historically contracts with an engineering consulting firm to prepare plans and specifications, and to assist during advertising and opening of bids; and,

**WHEREAS**, the scope of work for the 2027/2029 Annual Street & Utility Program is to select a professional engineering consultant who will provide services to incorporate the reconstruction of various City streets into a set of plans and specifications following the guidelines set by the City of Watertown and the State of Wisconsin Department of Transportation. The reconstruction projects include new asphalt pavement, curb and gutter, sidewalks, driveway aprons, replacement of storm sewers, replacement of water main systems and minor adjustments of the sanitary sewer. Scope includes surveying, stormwater drainage study, soil borings, design, technical specifications, as-built documentation, all private utility and railroad coordination and permitting, and all coordination and permitting required from Local, State, and Federal agencies; and,

**WHEREAS**, the City of Watertown advertised request for proposals and received six (6) proposals; and,

**WHEREAS**, the Public Works Department Review Team used qualification based selection process to determine the top ranked firm; and,

**WHEREAS**, the Public Works Department Review Team presented the top ranked firms to the Public Works Commission; and,

**WHEREAS**, the Public Works Commission reviewed and approved Kapur's proposal; and,

**WHEREAS**, the funding for the 2027/2029 Annual Street & Utility Program Design contract will come from Annual Streets #05-58-11-69, Stormwater Utility Capital Outlay #16-58-16-60, Water Utility Capital Outlay #03-99-99-99 and Wastewater Utility Sewer Rehabilitation #02-97-30-11.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the City of Watertown Common Council approves the proper City Officials be and are hereby authorized to enter into an agreement for the 2027/2029 Annual Street & Utility Program Design contract with Kapur Inc of Milwaukee, WI for a total lump sum design fee of \$172,581.00.

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

ADOPTED March 31, 2025

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

APPROVED March 31, 2025

\_\_\_\_\_  
MAYOR



**RESOLUTION TO  
AWARD 2028 STP URBAN LABAREE STREET DESIGN PROJECT TO MCMAHON  
ASSOCIATES INC**

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

**WHEREAS**, It is determined to be in the best interests of the City of Watertown as it pertains to regarding authorizations required involving city assets; and,

**WHEREAS**, the City of Watertown historically contracts with an engineering consulting firm to prepare plans and specifications, and to assist during advertising and opening of bids; and,

**WHEREAS**, the scope of work for the 2028 STP Urban Labaree Street Design Project is to select a professional engineering consultant who will provide services to incorporate the reconstruction of various City streets into a set of plans and specifications following the guidelines set by the City of Watertown and the State of Wisconsin Department of Transportation. The reconstruction projects include new asphalt pavement, curb and gutter, sidewalks, driveway aprons, replacement of storm sewers, replacement of water main systems and select replacement of the sanitary sewer. Scope includes surveying, stormwater analysis, soil borings, design, technical specifications, all private utility and railroad coordination and permitting, and all coordination and permitting required from Local, State, and Federal agencies; and,

**WHEREAS**, the City of Watertown advertised request for proposals and received three (3) proposals; and,

**WHEREAS**, the Public Works Department Review Team used qualification based selection process to determine the top ranked firm; and,

**WHEREAS**, the Public Works Department Review Team presented the top ranked firms to the Public Works Commission; and,

**WHEREAS**, the Public Works Commission reviewed and approved McMahon Associates' proposal; and,

**WHEREAS**, the funding for the 2028 STP Urban Labaree Street Design contract will come from Annual Streets #05-58-11-69, Stormwater Utility Capital Outlay #16-58-16-60, Water Utility Capital Outlay #03-99-99-99 and Wastewater Utility Sewer Rehabilitation #02-97-30-11.

**NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN:** that the City of Watertown Common Council approves the proper City Officials be and are hereby authorized to enter into an agreement for the 2028 STP Urban Labaree Street Design contract with McMahon Associates Inc of Neenah, WI for a total lump sum design fee of \$199,417.00.

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

ADOPTED March 31, 2025

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

APPROVED March 31, 2025

\_\_\_\_\_  
MAYOR

# RESOLUTION TO AMEND THE EMPLOYEE HANDBOOK OF POLICIES AND PROCEDURES FOR OUT OF STATE TRAVEL

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

**WHEREAS**, the City adopted the current City of Watertown Employee Handbook of Policies and Procedures on July 6, 2012 with the most recent amendment occurring on February 17, 2024; and,

**WHEREAS**, the City desires to update its policy to give authority to the department head to approve out of state travel requests.

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

That Article V. Benefits shall be repealed and restated to read as follows:

**P. TRAVEL REIMBURSEMENT**

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee’s department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee’s department head using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee’s supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

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 March 31, 2025

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

APPROVED March 31, 2025

\_\_\_\_\_  
MAYOR



Section 10, Item F.  
Section 3, Item I.

Office of  
THE MAYOR  
106 Jones Street  
P.O. Box 477  
Watertown, WI 53094-0477  
(920)262-4000

**Memo**

**To:** Finance Committee

**From:** Mayor McFarland

**Date:** May 30, 2022

**Re:** Proposed Employee Handbook Updates

Please find the following agenda items for your consideration and approval.

I am suggesting a change to the City of Watertown’s handbook regarding the travel reimbursements form approval process in “Section P. Travel Reimbursement”, under the section “Benefits.” This section states that travel outside the State of Wisconsin shall be approved in advance of departure by the employee’s department head and the Mayor using the travel request and reimbursement form. The Mayor’s awareness of relevance of the job responsibilities to the training is limited and I think that decision more appropriately lies with the department heads to make independently.

Current Policy

**P. TRAVEL REIMBURSEMENT**

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee’s department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee’s department head and the mayor using the travel request and reimbursement form.

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee’s supervisor using the travel request and reimbursement form no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Proposed Change

**P. TRAVEL REIMBURSEMENT**

Job-related travel outside of Jefferson or Dodge County and incurrence of travel expenses shall be approved in advance of departure by the employee’s department head using the travel request and reimbursement form. Travel outside the State of Wisconsin shall be approved in advance of departure by the employee’s department head using the travel request and reimbursement form.



Section 10, Item F.

Section 3, Item I.

Office of  
THE MAYOR  
106 Jones Street  
P.O. Box 477  
Watertown, WI 53094-0477  
(920)262-4000

After job-related travel is completed, claims for reimbursement of travel expenses shall be filed with each employee's supervisor using the travel request and reimbursement form

no later than thirty (30) days following incurrence and must be supported by documentation including receipts for any meals or lodging.

In the event a traveler is accompanied by family members, care must be exercised to include only costs attributed to the employee.

Thank you for your consideration of this policy adjustment. Please let me know if you have any questions.

Thank you,  
Emily McFarland, Mayor

**FINANCE COMMITTEE**

5:30 pm, June 16, 2022

The Finance Committee met on the above date and time. The following members were present: Mayor McFarland, Alderpersons Davis, Bartz, Lampe, Ruetten and Bartz. Also present: Finance Director Mark Stevens, Alex Allon, Asst. Fire Chief Anthony Rauterberg, Fire Chief Travis Teesch, Public Works Director Jaynellen Holloway, Streets staff Stacy Winkelman, Police Chief Kaminski, and City Attorney Steven Chesebro (via video).

Visitor: Ken Berg

NOTE: Items below are listed in order of the agenda but may not be the order by which they were taken up at the Finance meeting.

1. **Call to order:** Mayor McFarland called the meeting to order at 5:32 p.m.
2. **Review and approve:** Minutes from May 17, 2022 and May 23, 2022. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
3. **Review and take action:** credit card purchases over \$10,000 for May 2022. Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
4. **Review and take action:** EMS billing write off's. Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
5. **Bridge projects update:** Jaynellen Holloway provided an overview on current status of bridge projects:
  - a. Main St bridge: The City, WisDOT, and contractor met at the bridge to review project. Although no guarantee, a start of construction in 2024 is anticipated (possibly to be completed entirely in 2024 or started in 2024 and completed in 2025). The project is estimated to take 8-9 months. Work has been completed with the NW corner repair. A wooden cover was constructed and installed June 10.
  - b. Cady St bridge: The design contract (PSE- Plans, Specifications, cost Estimates) is underway for the rehabilitation project. This project is scheduled to be completed in 2023.
  - c. Tivoli Island bridge: A rehearsal of the presentation made by Andrew Beyer when the request for funding an evaluation was made.
6. **Review and take action:** hire Nauri Luna as a part-time Legal Assistant at Grade F, Step 1 (\$19.26/hr.). Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
7. **Review and take action:** hire Jesse Bell as a part-time Fire Inspector at Grade H, Step 1 (\$23.12/hr.). Mr. Bell is currently a full-time firefighter for Edgerton. Ald. Davis moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
8. **Review and take action:** 2022 payroll compression recommendations.

**Zoning Administrator:** Jacob Maas

Assigned Grade/Step = **M5** [\$36.49/hr]

New Grade/Step = **M6** [\$37.43/hr]

**FD Batt Chief:** Chad Butler

Assigned Grade/Step = **N5 Adj** [\$28.65/hr]

New Grade/Step = **N9 Adj** [\$31.48/hr]  
(incl \$1.0484 Par Prem)

**FD Batt Chief:** Chad Butzine

Assigned Grade/Step = **N5 Adj** [\$27.60/hr]

New Grade/Step = **N9 Adj** [\$30.43/hr]

**FD Batt Chief:** Bradley Fox

Assigned Grade/Step = **N5 Adj** [\$28.65/hr]

New Grade/Step = **N9 Adj** [\$31.48/hr]  
(incl \$1.0484 Par Prem)

**FD Deputy Chief:** Anthony Rauterberg

Assigned Grade/Step = **Q2** [\$43.09/hr]

New Grade/Step = **Q6** [\$47.71/hr]  
(incl \$1.4677 Par Prem)

**PD Assistant Chief:** Benjamin Olsen

Assigned Grade/Step = **Q3** [\$42.77]

New Grade/Step = **Q4** [\$43.93]

Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.

9. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for compression (clarify calculation formula to include gross wages, not total compensation). Ald. Ruetten moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
10. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for sick leave (proration of earning sick leave dependent on half-time, 3/4-time, full-time work schedules). Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
11. **Review and take action:** proposed adjustment to the City of Watertown Employee Handbook for travel reimbursement (out-of-state travel to be approved at department level). Ald. Bartz moved to approve, seconded by Ald. Ruetten, and carried by unanimous voice vote.
12. **Review and take action:** amend the City of Watertown General Ordinances to reflect departmental restructuring for the Clerk/Treasurer and Public Works/City Engineer positions. Ald. Lampe moved to approve, seconded by Ald. Davis, and carried by unanimous voice vote.
13. **Review and take action:** budget amendment decreasing Snow & Ice Control Supplies account [01-54-35-18] by \$3,000 and increasing Street Garages Repair account [01-54-12-20] by \$3,000 to supplement Capital Fund 05 budget for the purchase of two overhead doors at the Street/Solid Waste Facility that exceeded cost estimates. Ald. Ruetten moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
14. **Review and take action:** budget amendment increasing Occupy Street/Sidewalk Permit [01-43-51-49] by \$6,000 and increasing Engineering Review Fees [01-54-10-44] by \$6,000 for utility accommodation permit review. Ald. Ruetten moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
15. **Convene into closed session** per Wis. Stat. Sec. 19.85(1)(e) to deliberate or negotiate the purchase of public properties, the investing of public funds, or conducting other specified business, whenever competitive or bargaining reasons require a closed session. Ald. Lampe moved to approve, seconded by Ald. Bartz, and approved with unanimous roll call vote.
16. **Reconvene to open session.** Ald. Ruetten moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
17. **Review and take possible action:** approve offer to purchase property. No action taken at this time.
18. **Review and take action:** ARPA Fund
  - a. Main Street: repair work. With the decision to include Main Street repair funding from ARPA, the Public Works team brainstormed through an appropriate timing of events that include Main Street bridge replacement, water main replacement between First and Market Streets, and scope of work. The recommendations to exclude certain aspects of the project provides a prudent approach to not complete work that would be torn out before the State project anticipated in 2028.
  - b. 2022 Budget Approval. A couple of modifications were discussed on the 6/9/22 revision of the FY22 budget. The recommended assignments to specific spending items totals \$1,008,418; a \$1,020,000 placeholder for ARPA Expenditures had been approved in 2021.Ald. Lampe moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
19. **Convene into closed Session** per Wis. Stat. Sec. 19.85(1)(g) to confer with legal counsel of the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (FLSA Policy). Ald. Bartz moved to approve, seconded by Ald. Ruetten, and approved with unanimous roll call vote.
20. **Reconvene to open session.** Ald. Bartz moved to approve, seconded by Ald. Ruetten, and carried by unanimous voice vote.

21. **Review and take possible action:** An audit of the method of calculating FLSA overtime for union firefighters from February 2021 through February 2022 was determined to be inaccurate. It is recommended that corrective overtime pay of approximately \$859 be paid to six impacted individuals and that overpayments of approximately \$3,815 not be requested to be repaid. Ald. Davis moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.
22. **Adjournment.** Ald. Bartz moved to approve, seconded by Ald. Lampe, and carried by unanimous voice vote.

Respectfully submitted,

Mark Stevens, Finance Director

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