

**COMMON COUNCIL MEETING
TUESDAY, SEPTEMBER 7, 2021
7:00 P.M.
COUNCIL CHAMBERS AND BY PHONE:**

For the public: Members of the media and the public may attend by calling:

United States: +1 (571) 317-3122 Access Code: 153-925-469

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

This meeting will be streamed live on YouTube, streamed live on WatertownTV.com (via YouTube), and aired live on Charter Channel 984.

Watertown TV website: <http://www.watertowntv.com/live-stream---council-and-more.php>

Watertown TV's YouTube page: https://www.youtube.com/channel/UCL9r0-vLzAS7sWKfDNOu8wA?view_as=subscriber

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the Clerk Treasurer at ElissaF@CityofWatertown.org, phone 920-262-4000.

CALL TO ORDER

ROLL CALL

PLEDGE OF ALLEGIANCE

MINUTES OF COUNCIL MEETING HELD: August 17, 2021

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

(Members of the public who wish to address the Council on specific agenda items must register their request in writing before the meeting begins)

PUBLIC HEARING:

COMMITTEE REPORTS: Finance Committee – August 23, 2021

Plan Commission – August 23, 2021

Public Works Commission – August 24, 2021

OLD BUSINESS:

COMMUNICATION & RECOMMENDATIONS:

1. Employee recognition
2. Committee appointments
3. Update on redistricting process

NEW BUSINESS:

ACCOUNTS PAYABLE

REPORTS & MISCELLANEOUS BUSINESS:

Airport Commission – August 11, 2021

Board of Health – July 15, 2021

Cash & Investment Summary – July 31, 2021

Historic Preservation & Downtown Design Commission – August 11, 2021

Park, Recreation & Forestry Commission – August 2, 2021

Payroll Summary – August 11 – 24, 2021

Redevelopment Authority – July 21, 2021

Reserve Balances – July 31, 2021

Senior Center Advisory Board – August 18, 2021

Tourism Commission – August 12, 2021

LICENSES:

ORDINANCES: **SPONSOR** **COMMITTEE** **READING**

Ord. # 21-36 to amend Chapter 550: Zoning Code through repeal and recreation of Section 550-127:
Swimming Pools Mayor McFarland Plan Commission 1st Reading

RESOLUTIONS: **SPONSOR** **COMMITTEE**

Exh. 9265 – Resolution to purchase maintenance and support contract with Convergent Solutions for
phone system Mayor McFarland Finance

Exh. 9266 – Resolution to update Employee Handbook regarding Voluntary Leave Donation
Mayor McFarland Finance

Exh. 9267 – Resolution authorizing execution of Wisconsin Department of Natural Resources principal
forgiven Financial Assistance Agreement
Ald. Wetzel Public Works

Exh. 9268 – Resolution to approve budget amendment for 2021 Tub Grinding Project
Mayor McFarland Finance

Exh. 9269 – Resolution to approve 2021 Tub Grinding Change Order No. 1 with Mobile Reduction
Specialists, Inc. Ald. Wetzel Public Works

COMMENTS AND SUGGESTIONS FROM CITIZENS PRESENT

(Members of the public who wish to address the Council on specific agenda items must register their request in writing before the meeting begins)

ADJOURNMENT

“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.”

COUNCIL PROCEEDINGS

Mayor McFarland called the regular meeting of the City of Watertown Common Council to order at 7:00 p.m. on Tuesday, August 17, 2021.

ROLL CALL

Roll call showed the following present: Ald. Pasch, Wendt, Ruetten, Bartz, Licht, Wetzel and Romlein. Absent: Ald. Wagner and Schmid. Staff present: City Attorney Rose Simon-Silva (remote), Assistant City Engineer Andrew Beyer (remote), City Engineer Jaynellen Holloway (remote), Fire Chief Kraig Biefeld, Health Officer Carol Quest (remote), Police Chief Robert Kaminski, Zoning Administrator Jacob Maas, Strategic Initiatives and Development Coordinator Alex Allon and Clerk/Treasurer Elissa Friedl.

PLEDGE OF ALLEGIANCE

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

MINUTES OF PRECEDING MEETING

Mayor McFarland inquired if there were additions or corrections to minutes of the Common Council meeting held Tuesday, August 3, 2021. There being none, minutes were approved as presented.

COMMENTS & SUGGESTIONS FROM CITIZENS PRESENT

No comments were received.

PUBLIC HEARING

Public hearing to amend Chapter 550, Zoning Code, through re-creation of Section § 550-127, Swimming Pools. The hearing was opened at 7:01 p.m. There being no one present to speak; the hearing was closed at 7:01 p.m.

COMMITTEE REPORTS

The following reports were received and filed: Finance Committee 08/09/21; Plan Commission 07/26/21 and 08/09/21; Public Works Commission 08/10/21; Public Safety & Welfare Committee 06/02/21. (Complete minutes are open for public inspection in the City Clerk/Treasurer's office.)

COMMUNICATIONS & RECOMMENDATIONS

Mayor McFarland recognized the following employees for years of service: Jonathan Caucutt, 15 years; Benjamin Miller, 5 years; Anni Herman-Sosa, 5 years.

Mayor McFarland presented the appointment of Dr. Terry Turke to the Airport Commission. Motion by Ald. Ruetten, seconded by Ald. Bartz to approve these appointments carried by unanimous voice vote.

Health Officer Carol Quest gave an update on COVID 19. In the City of Watertown, there have been 2705 confirmed cases, 2689 resolved, 16 active, 265 probable, 251 probable resolved, 14 active probable, 40 open contacts and 44 deaths. Hospitalized cases are at 4.18%. The Health Department has administered 4547 first doses of vaccine including first dose Johnson and Johnson and 4238 second doses. A total of 41.9% of people have received the first dose within the City compared to 53.4% statewide. Fully vaccinated individuals in the City are at 39.2% whereas 50.2% in the State are fully vaccinated. The City is lagging compared to county numbers also. Ald. Ruetten asked if Quest sensed more active cases but maybe people aren't getting tested. Quest said it is hard to gauge but some people are reluctant to be tested or do not have access to health care. The Health Department is working with the hospital and pharmacies to make the test more convenient. Ald. Pasch asked if the vaccine numbers included only those given by the Health Department or other providers as well. Carol said the number of doses issued are Health Department only but vaccination percentages include everyone. She added the Health Department is working to make more times available for vaccinations (afternoon and evenings). Ald. Ruetten asked about common myths causing hesitancy to get the

vaccine. Carol said it is hard to weed through information on social media but she thinks people are gaining more confidence in the safety of the vaccine.

ACCOUNTS PAYABLE

Certified accounts in the amount of \$201,819.00 were presented. Ald. Romlein moved to pay all certified accounts, seconded by Ald. Wetzel and carried by roll call vote: Yes-7; No-0. Complete listing of accounts payable is open for public inspection in City Clerk/Treasurer's office.

REPORTS & MISCELLANEOUS BUSINESS

Reports presented: Library Board 07/08/21 and 07/22/21; Licensing Board 08/11/21; Payroll Summary 07/14/21-07/27/21 and 07/28/21-08/10/21; Tourism Commission 07/28/21. All reports were accepted as presented.

LICENSES

Application for temporary Class "B" malt liquor license, Bartelme Schwefel Detachment/Marine Corps League for Marine Corps League Picnic at 907 Boomer Street on Saturday, August 28, 2021 from noon to 7 p.m. Ald. Pasch moved to approve this license, seconded by Ald. Wendt and carried by unanimous voice vote.

Application for temporary Class "B" malt liquor license, Fiesta Cultural LatinoAmericana, Inc for Fiesta Soccer Cup event at Brandt/Quirk Park, 800 Carriage Hill Drive on Sunday, September 19, 2021 from 11 a.m. to 6 p.m. Ald. Wendt moved to approve this license, seconded by Ald. Ruetten and carried by unanimous voice vote.

Application for temporary Class "B" wine license, Watertown Area Chamber of Commerce for 5th Annual Downtown Watertown Wine Walk at various locations on Thursday, September 9, 2021 from 4:30-8:30 p.m. Ald. Bartz moved to approve this license, seconded by Ald. Ruetten and carried by unanimous voice vote.

ORDINANCES

Ord. #21-35 to Section 228-6 "Definitions" of Chapter 228 "Animals" "Article II. Keeping of Domestic Animals" of the City of Watertown General Ordinances. *Sponsor: Ald. Romlein; From: Public Safety.* Ald. Romlein made a motion to open for discussion, seconded by Ald. Ruetten. Mayor McFarland said updates were requested by a Humane Officer and there are a couple other changes that should be considered by the Board of Health. Ald. Romlein moved to send this to the next meeting of the Board of Health, seconded by Ald. Ruetten and carried by unanimous voice vote.

RESOLUTIONS

Exh. 9261 – Resolution to approve Change Order No. 1 – 2021 – Sanitary Sewer and Water Main Project with Woleske Construction Co. *Sponsor: Ald. Wetzel; From: Public Works.* Ald. Wetzel moved for adoption, seconded by Ald. Licht. City Engineer Jaynellen Holloway explained that with summer schedule before them, it was determined that there are not enough days left to finish the work before the asphalt plants close. There are funds to cover the cost so they would like the contractor to complete the work. Motion carried by roll call vote: Yes-7; No-0.

Exh. 9262 – Resolution to authorize budget amendment to transfer \$1550 from contingent account to Building, Safety & Zoning supplies & expense for purchase of a sound meter. *Sponsor: Mayor McFarland; From: Finance.* Ald. Ruetten moved for adoption, seconded by Ald. Licht. Ald. Wetzel asked for an explanation of this. Mayor McFarland said right now measuring ambient sound is done manually and takes 6-7 hours. Jacob Maas said that the meter being purchased records up to 20,000 readings during a time period to get data needed for enforcement standards to set ambient noise levels. The Mayor added there are two steps in enforcing noise complaints: ambient and noise during the complaint. Ald. Romlein said noise issues have come up often. Ald. Pasch asked if there are any other applications for this device. Jacob said it is mostly for Chapter 550 noise complaints. Motion carried by roll call vote: Yes-7; No-0.

Exh. 9263 – Resolution to approve a revised Municipal Bond Deposit Schedule. *Sponsor: Mayor McFarland; From: Finance.* Ald. Pasch moved for adoption, seconded by Ald. Bartz and carried by roll call vote: Yes-7; No-0.

Exh. 9264 – Resolution to approve Development Agreement between the City and Main Street Watertown LLC. *Sponsor: Mayor McFarland; From: Finance.* Ald. Ruetten moved for adoption, seconded by Ald. Romlein. Strategic Initiatives and Development Coordinator, Alex Allon said this is a culmination of a lot of work. The building will be constructed in conjunction with the Town Square. Allon reported the City is using “pay go” tax incremental financing to fund the deal. The City will contribute \$3.3 million over the life of TID #8. When the developer pays taxes, a portion of that is reimbursed for the life of the TID or until the \$3.3 million mark is met. Tentatively, construction is planned to begin in spring, 2022. Nick Patterson of T. Wall Enterprises was present and reviewed objectives for the development and added their company specializes in creating city centers and town squares and gave examples of other developments by T. Wall. He said for the design and inspiration of this development, they looked at historical Main Street facades.

Ald. Wendt asked if part of Water Street will be closing. The Mayor said it will be a curb-less street that can be closed off for events. Ald. Wendt inquired about the commercial space and Mayor McFarland replied there will be about 2800 sq. ft. of commercial space and the City requested this so it could blend in with the retail aesthetic downtown. Alex Allon said there is nothing that would preclude that space from being a local business. Ald. Pasch said he is a huge advocate for this project and asked if the City would have control of occupants in the commercial space. Mayor McFarland said there are general guidelines for any central business use. Ald. Pasch asked if there will be on-site management and maintenance. Nick said they will have maintenance staff and are available 24/7 for emergencies. Ald. Wetzel said that mixed-use developments in other cities seem to have apartments inhabited but retail was vacant. Patterson said location plays a big part and this development is a great location by the Town Square and Main Street. Ald. Pasch asked about public consumption of alcohol. Mayor McFarland said there could be a pub in the commercial space with an outdoor space connected to their premises or there is potential for special events in the Town Square. She said when the RDA eventually gifts the Town Square to the City, they want to make sure it is safe and as efficient as possible to host different types of events. Chief Kaminski said other communities are under the same State laws that we are. Certain groups can have events, but bars have some restrictions. Mayor McFarland thanked the whole staff and everyone who worked on this. Motion carried by roll call vote: Yes-7; No-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. Romlein moved to adjourn, seconded by Ald. Wetzel and carried by voice vote at 7:50 p.m.

Elissa Friedl, Clerk/Treasurer

(Complete video of Council Proceedings on DVD.)

(DISCLAIMER: These minutes are uncorrected; any corrections will be noted in the proceedings at which these minutes are approved.)

FINANCE COMMITTEE

Monday, August 23, 2021

5:30 p.m.

The Finance Committee met on the above date and time. The following members were present: Mayor McFarland, Alderpersons Bartz, Pasch, Ruetten and Wagner. Also present: Police Chief Robert Kaminski, Street Superintendent Jason Timmers, Human Resource Generalist Lisa Schwartz, Fire Executive Assistant Andrea Peters, IT Coordinator Steven Draeger (remote) and Clerk/Treasurer Elissa Friedl.

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 5:30 p.m.
2. **Review & approve minutes August 9, 2021.** Ald. Pasch moved to approve the minutes as presented, seconded by Ald. Wagner, and carried by unanimous voice vote.
3. **Review and take action: Accept 2021 State of Wisconsin Department of Health Services modification to Consolidated Contract to include Biot Focus A Planning Funding.** Mayor McFarland said that Carol Quest reviewed the purchasing policy and there is no match to this grant. Ald. Wagner moved to approve, seconded by Ald. Bartz, and carried by unanimous voice vote.
4. **Review and take action: Hiring of a Solid Waste employee, Timothy Rehbaum, at Grade E Step 2, \$17.86.** Street Superintendent Timmers said the candidate has a CDL and can start immediately. This position was open due to a transfer to Parks. Ald. Ruetten asked if a psychological test is done during the hiring process. Mayor McFarland said only for public safety positions and added that many Solid Waste employees begin there but transition to Parks and Streets as those positions open up. Ald. Wagner asked if there is an inter-department agreement or waiting period before transferring to another department. The Mayor said there is not, but it can be considered. Ald. Wagner moved to approve the hiring of Timothy Rehbaum, seconded by Ald. Bartz, and carried by unanimous voice vote.
5. **Review and take action: Hiring of a Street Department employee, Cameron Jones at Grade F Step 2, \$19.07.** Superintendent Timmers said this applicant has landscaping and plowing experience. Ald. Pasch moved to approve the hiring of Cameron Jones, seconded by Ald. Wagner, and carried by unanimous voice vote.
6. **Review and take action: Budget amendment to transfer \$30,000 from Storm Water Utility fund balance to Storm Water Utility account 16-58-16-19, Miscellaneous Street Supplies.** Mayor McFarland said due to the recent storms, there is a need for additional tub grinding. Tub grinding grinds the waste at the yard waste center to a compostable material. Ald. Bartz moved to approve the budget amendment as read, seconded by Ald. Ruetten, and carried by unanimous voice vote.
7. **Review and take action: Change Order No. 1 for the Plaza Demolition Project with Ayres Associates for \$13,400.** Mayor McFarland suggested a motion to table this. She said staff is working with DOT regarding environmental remediation requirements at the site and a final cost is not available at this time. Ald. Pasch asked if a strategy was approved for the plaza. The Mayor said that Public Works did approve a strategy to demolish and put in a natural embankment. The second phase will be next year to realign the river walk and redesign the parking lot. Ald. Ruetten moved to table this item until the next Finance meeting, seconded by Ald. Wagner and carried by unanimous voice vote.
8. **Review and take action: EMS billing write-offs.** Andrea Peters said \$15,940.38 in write-offs are being proposed as well as a refund to a patient suggested by LifeQuest for fees charged by DOR for a garnishment that took place, but eventually the patient's insurance company paid the bill. The fees would be a write-off. Ald. Pasch inquired if some of the "unable to locate" accounts being written off occur when the EMS responds but is unable to verify identity at the time. Andrea said there are several

processes used to track social security numbers down but if all attempts are exhausted, there is no way to collect. Ald. Pasch made a motion to approve all write-offs including the \$75.92 for DOR fees, seconded by Ald. Ruetten and carried by unanimous voice vote.

9. **Review and take action: Update the handbook with clarifying verbiage for the Voluntary Leave Donation Policy.** Lisa Schwartz said the voluntary leave donation policy was implemented earlier this year. She said it would help to have some clarifying verbiage regarding how much leave the individual is receiving. At this point the individual doesn't request a certain time; they are given their maximum time. She said they would like to change it to a specified amount of time needed by the employee and if they go into unpaid status, they are more than welcome to reapply. Ald. Wagner moved to approve the updated verbiage, seconded by Ald. Bartz and carried by unanimous voice vote.
10. **Review and take action: Community Development Block Grant Housing Revolving Loan Fund: Watertown HO# 196 \$28,195.** Clerk Friedl said the City uses MSA to administer the housing loan program. Typically, these loans are deferred meaning there is no interest or payment due until the house is sold. With houses selling the way they are, there have been repayments of old loans coming in and there is now over \$200,000 ready to be re-loaned. Generally, if a loan meets the program requirements set forth by the Federal CDBG program, the state manager will approve them, but our auditors require a City body to see these as well. Due to strict privacy requirements when it comes to the income-based home applicant loans, MSA can't share too much about the application. Ald. Pasch moved to approve, seconded by Ald. Ruetten and carried by unanimous voice vote.
11. **Review and take action: Community Development Block Grant Housing Revolving Loan Fund: Watertown HO#198 \$62,775.** Ald. Ruetten moved to approve, seconded by Ald. Bartz and carried by unanimous voice vote.
12. **Review and take action: Agreement with Convergent Solutions for phone system support.** IT Coordinator Steven Draeger said the City had a five-year contract with CC&N that is expiring, and CC&N doesn't offer this type of contract anymore. He is looking at a three-year agreement in the amount of \$16,521.30. This covers support for hardware for the phone system for all City buildings. Police Chief Kaminski said Convergent has worked on the system in the past when CC&N couldn't take care of something and there is really no one else in the area with this service available. Ald. Pasch asked if this was budgeted. The Mayor said she has an email from the contact at CN&N and she had it on her budget list, but it didn't get included for 2021. Ald. Pasch asked if the pricing is opportunistic. Chief Kaminski said he doesn't think so as it is not far off from what was getting paid to CC&N. Ald. Ruetten moved to approve, seconded by Ald. Bartz and carried by unanimous voice vote.
13. **Update on lease of City property to Uptown Bar (110 North Fifth Street – a small portion for a dumpster enclosure).** Clerk Friedl said the owner of the property has had trouble getting someone to survey the property but now has the survey scheduled for the week of September 27th. Ald. Wagner made a motion to table this to the first meeting in November, seconded by Ald. Ruetten and carried by unanimous voice vote.
14. **Review credit card purchases over \$10,000.** The report was reviewed, no action taken.
15. **Adjournment.** Ald. Wagner moved to adjourn at 6:05 p.m., seconded by Ald. Bartz and carried by unanimous voice vote.

Respectfully submitted,

Elissa Friedl, Clerk/Treasurer

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

PLAN COMMISSION

August 23, 2021

4:30 p.m.

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

The following members were present: Emily McFarland (Chair), Jaynellen Holloway, Jacob Maas, James Romlein (Recording Secretary), Becky Huff, and Nick Krueger

The following joined on line: Atty. Rose Simon-Silva, Karen Wendt, and Ed Zagorski (WD Times). Tony Arnett joined the meeting during item 2

Others Present: Gene Schmidt, Marv Munion, Randy & Nancy Vail, Anne Schmidt, John Numerdorf, Ken Berg, and Dian Regent

1. **Call to Order**

Mayor McFarland opened the Plan Commission Meeting at 4:30 p.m.

2. **Review and take action Plan Commission minutes dated August 9, 2021**

Motion to approve by Alder Krueger, Second by City Engineer Jaynellen Holloway.
Unanimous by voice vote.

3. **Review and take action: N8041 County Road Y – Township Preliminary Certified Survey Map (CSM) request.**

Randy & Nancy Vial (applicants) and Steve Benda (owner) are looking to create a 1-acre lot from a 64.54-acre parent parcel.

C.T.H. Y is identified in the 2019 City of Watertown Comprehensive Plan as having an expanded right-of-way. C.T.H. Y's identified right-of-way width is 120 feet (60 feet from centerline) therefore:

In order to conform to the Comprehensive Plan, the CSM should properly dedicate the right-of-way for C.T.H. Y at 120 feet (60 feet from centerline).

Airport Approach Protection Zone elevation limits development on Lot 1 to 968 feet above mean sea level. The City of Watertown intends to maintain the proper height restrictions within the Airport Approach Protection Zone therefore:

In order to maintain the Airport Approach Protection Zone, the CSM should properly state the elevation limit of 968 feet above mean sea level for all building, structures and object of natural growth; whether or not such buildings, structures and object of natural growth are in existence.

It was confirmed that Mr. Geismuller is aware of this requirement.

PLAN COMMISSION

August 23, 2021

4:30 p.m.

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Motion by Arnett, Second by Holloway to approve with the two above listed conditions
Unanimous by voice vote

4. **Conduct public hearing: 740 N. Church Street – Conditional Use Permit (CUP) request to continue the operation of a transitional housing land use under Sections 550-33B(2)(m) & 550-520**

Mayor McFarland opened the public hearing:

Comments:

Anne Schmidt commented on the need for transitional housing, provided statistics on issues and circumstances for the working poor, citing rent increases and other issues facing potential tenants for women and none for men, She provided Information on facilities in other nearby locations, provided an overview of the project development, the present plan to accommodate 5 men in this facility, and listed other organization that they are working with.

Ken Berg provided comments in support of the enterprise and explained the history of the building and the neighborhood.

Dian Regent provided a summary of her experience with individuals in need, noted that there are four similar organization in Watertown for women, described the progression of the people they serve moving towards a productive and responsible lifestyle, the general need for this enterprise.

Marv Munion provided a summary of his work history with Gene on the food program that serves from 125 to 200 cars with food, and spoke in support of the enterprise.

Aldersperson Wendt comments that she has not had any reports of problems except for the traffic congestion during food distribution activities.

Mayor McFarland closed the public hearing.

5. **Review and take action: 740 N. Church Street – Conditional Use Permit (CUP) request to continue the operation of a transitional housing land use under Sections 550-33B(2)(m) & 550-520**

Admin Maas: provided excerpts from the July 13, 2020 Plan Commission meeting and reviewed all the pertinent issues which were satisfied. Issues include:

Boarding Houses are a conditional use for this land use category.

Parking Issue. This issue has been resolved with the approval of the CSM in January 27, 2020 commission meeting. The addition of square footage to the parcel allows for adequate 45° angled parking.

Sprinkler systems. 5 or more occupants would require sprinkler system.

PLAN COMMISSION

August 23, 2021

4:30 p.m.

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Bufferyard & Fencing. 740 North Church Street does not abut a residential property. 614 Union Street (same zoning as 740 N. Church) is located between 740 North Church Street and 610 Utah Street (residentially owned).

One year review requirement added to the conditions, note that a \$500 fee is required each time the annual conditional permit is renewed.

Zoning Administrator Jacob Maas observed that all requirements for the conditional use permit have been met.

Chief Kaminski reported that three calls to this property were for the food pantry, none for the boarding house.

Other matters: Past signage activities warrant a requirement in the CUP to direct all signage matters to the appropriate city department.

Conditions. Alder Arnett verified that the only requirements presently attached to the CUP is the 5-person occupancy limit.

Support: City Eng. Holloway expressed her appreciation for the efforts to overcome issues over the last year to bring this initiative to today's fruition.

Mayor McFarland asked Mr. Schmidt "How many tenants have you had in the year?" Mr. Schmidt replied "Just two".

Mr. Schmidt responded to questions on, organization structure, procedures and the migration of men through the program.

Vetting Committee. The discussion on the programs for vetting and progressing in the rehabilitation process was reviewed. The Vetting Committee process was reviewed and Mayor McFarland expressed concern that this Vetting Committee element should continue as it is a critical element in the social development and forward momentum of the program.

Attorney Simon-Silva advised that City has limited ability to verify internal activities of a private organization.

In response to Mayor McFarland's concern to ensure the continuation to the Vetting Committee and the vetting process, Mr. Schmidt acknowledged the Mayor's concern and reassured the commission that the Vetting Committee and vetting process would continue.

Motion for approval with the 5 person limit condition - Holloway, Second Romlein

PLAN COMMISSION

August 23, 2021

4:30 p.m.

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Unanimous by voice vote.

6. **Review public hearing comments and take action: Amend Section § 550-127: Swimming Pools**

Zoning Administrator Maas summarized the Plan Commission's actions from last session:

Currently any swimming pool greater than 113 square feet (12 feet in diameter) and deeper than 1.5 feet at any point requires a pool permit. However, due to the prevalence of seasonal above ground temporary pools and the fact that a pool permit is taken out every year for a multitude of pools that are temporary by nature, city staff, and citizens spend, time and money for a process that has very limited value.

To correct this matter, existing code has been removed and new language has been developed, with edits to meet Commissioner Arnett's language submission from the June meeting, for consideration.

To date, no comments have been received on this matter.

Alder Krueger applauded the committee and all participants who's efforts to review, edit, and provide oversight to bring this to an acceptable solution and Moved for approval,
Second Arnett

Unanimous by voice vote

7. Adjournment
Motion by Holloway, Second Huff
Unanimous by voice vote

Respectfully Submitted,
James W. Romlein Sr. PE
Recording Secretary

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

PUBLIC WORKS COMMISSION

Tuesday, August 24, 2021, at 5:30 p.m.

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Commission attendees: Alders: Bartz, Romlein, and Commissioner Dave Frohling.
Excused: Chair Wetzel, and Alder Ruetten.
City employee attendees: Street Department Superintendent Jason Timmer and
Park/Rec Director Randy Wojtasiak.

Alder Romlein presided as Interim Chair and verified that a quorum (3-of-5 members) were present.

Commission Interim Chair Romlein called the meeting to order at 5:30 p.m.

- 1. Call to order.**
- 2. Comments and suggestions from citizens present.**
No citizens were present.
- 3. Review and approve minutes dated July 27, 2021.**

Ald. Bartz moved to approve the minutes as published. Second by Comish. Frohling.
Carried by unanimous voice vote.

- 4. Review and take action: Write-off weed/snow invoice for 806 S. 9th Street per the request of Park and Recreation Department.**

Assistant City Engineer Beyer P.E. presented the matter as developed by Park/Rec Director Wojtasiak as follows:

An invoice was sent to Philip Ernst on October 1, 2020, by the Streets Department for a weed/snow ordinance violation in the amount of \$500. On, or around, July 26, 2021, a second notice was sent to Philip Ernst by the Parks, Recreation, & Forestry Department. This invoice was returned from the post office indicated Philip was deceased. The Parks, Recreation, & Forestry Department is asking the Public Works Committee to dismiss this invoice as the citizen is deceased and the property has a new owner.

Comish. Frohling moved to approve the request. Second by Alder Bartz | Discussion

A discussion among the parties present followed to confirm the facts and intent of the proposed action and to again highlight the need to review the present weed ordinance which, in its present code, enables a group of citizens to flaunt the intent of the ordinance by ignoring the warning, letting weeds grow after the specified notification to cure date, and waiting until the City's contract mowing crew has mobilized to the location to mow before they start mowing. When they then start mowing, the city crew leaves. Supt. Timmers verified that this group of the same residents are the consistent offenders which is significant source of consternation to his efforts and to the neighboring residents. It was further recommended that Streets research other neighboring communities for possible effective code language to address this matter.

Carried by unanimous voice vote.

PUBLIC WORKS COMMISSION

Tuesday, August 24, 2021, at 5:30 p.m.

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5. **Review and take possible action: Change Order No. 1 to 2021 Tub Grinding Project for \$12,000 with Mobile Reduction Specialists, Inc.**

Assistant City Engineer Beyer P.E. presented the matter as contained in his MEMO of 19 August submitted to the commission as follows:

Typically, once per year, the city has tub grinding performed at the yard waste site by a contracted vendor. In light of the city having had several severe rain and wind storms this summer, a second round of tub grinding is needed, since this facility simply does not have enough space to store all the brush, etc. Public Works Department is seeking approval of change order number one in the amount of \$12,000 to complete the additional work. Funding will come from storm water utility fund balance. The fund balance has currently over \$2 million so there is sufficient funding for this change order request. A change order and draft resolution is attached for your use.

Motion to approve by Alder Bartz, Second by Comish. Frohling | Discussion

During the discussion by the body, it was explained that a representative from the State had visited the yard waste site and advised that each of the composting mound ridges (approx. 20' wide, 15' high and 80' long) would need to be turned over every three days, and temperature readings taken. This effort would reduce the compost development time from the present five to seven years to two years and possibly less. It would also eliminate the present practice of tub grinding the wood pile which was mixed into the composting ridges to provide needed composting catalytic materials that were requested by the contractor.

In summary, this amendment is required to comply with a state directive, reduce the development time for our compost, and reduce the space needed to support this activity.

Carried by unanimous voice vote

6. **Adjourn**

Ald. Bartz moved to adjourn, Second by Comish. Frohling
Meeting adjourned at 5:43 p.m.

Recorded by Alder Romlein
Reviewed and respectfully submitted, Bob Wetzel
Chair Public Works Commission

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

2021

YEARS OF SERVICE

RECOGNITION

SEPTEMBER:

RANDALL A. BUSLER - FORESTRY - 20

**CITY OF WATERTOWN
OFFICE OF THE MAYOR
September 7, 2021**

TO: MEMBERS OF THE COMMON COUNCIL

I would appreciate your consideration of the following appointments:

Branding Committee

Michael Cunningham, 38 Water Street, Cambridge, 01/01/23

Sincerely,

A handwritten signature in cursive script, appearing to read "Emily".

Emily McFarland
Mayor

Memo

To: Common Council & Mayor
From: Elissa Friedl, Clerk/Treasurer
Date: August 25, 2021
Re: Redistricting

Redistricting occurs every ten years following the decennial Census. During this process, based on data collected by the US Census Bureau, electoral district boundaries are redrawn to adjust for shifts in population. This process shifts and establishes new boundaries of the City's wards and aldermanic districts for the next decade.

There are currently 19 wards in the City of Watertown making up nine aldermanic districts as follows:

County	Aldermanic District	Ward #	Ward Population	Ward #	Ward Population	Ward #	Ward Population	Total Population
DODGE	1	1	819	2	821			1640
DODGE	2	5	654	6	836			1490
JEFFERSON	3	13	728	14	660			1388
JEFFERSON	4	11	481	12	787			1268
MIXED	5	7 (Dodge)	460	8 (Jeff)	476	19 (Jeff)	0	936
DODGE	6	3	782	4	774			1556
JEFFERSON	7	9	527	10	779			1306
JEFFERSON	8	17	429	18	1426			1855
JEFFERSON	9	15	762	16	793			1555

Typically, there are steps at the county level that a county has 60 days to perform, then their preliminary supervisory district plan is forwarded to the municipalities within that county. Municipalities are then given 60 days to determine new ward boundaries within those supervisory districts. Due to a delay in the release of Census data, the above-described schedule has been compressed and the City will have a shorter period in which to redraw its wards and aldermanic districts.

Dodge County and Jefferson County are currently in the process of preparing a preliminary county supervisory district plan. Early indication of deadlines for the City to work on updating ward boundaries from Jefferson County and Dodge County are:

- Jefferson County anticipates giving municipalities from mid-September to late October to complete the process, including adoption of resolution establishing ward boundaries at a Council meeting.
- Dodge County anticipates giving municipalities from late September to October 22 to complete the process, including adoption of resolution establishing ward boundaries at a Council meeting.



Staff will be working in late September/early October on a plan to establish wards within the plans provided by the counties. Staff will provide an update during a Committee of the Whole meeting prior to the Common Council meeting on October 5th and will present a resolution for consideration by the Common Council on October 19th.

For further information regarding why redistricting is required and the process by which it is accomplished, visit <https://legis.wisconsin.gov/itsb/local-redistricting/>

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 09/07/2021

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
AIR ONE EQUIPMENT INC						
1423	AIR ONE EQUIPMENT INC	171776	HELMETS-FIRE	08/18/2021	1,658.75	01-58-11-05 FIRE 2% DUES
Total 1423:					1,658.75	
ALSCO INC						
1512	ALSCO INC	1716184	MAT SERVICE AT CITY HALL	08/13/2021	41.66	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	1716184	UNIFORMS FOR MECH STREE	08/13/2021	47.35	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	1716184	COVERALL SERVICE FOR STO	08/13/2021	23.68	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	1716184	COVERALLS FOR SOLID WAST	08/13/2021	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					117.53	
1512	ALSCO INC	1718409	MAT SERVICE AT CITY HALL	08/20/2021	41.66	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	1718409	COVERALL SERVICE FOR STO	08/20/2021	27.61	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	1718409	SAFETY, SHIRTS STREET DEPT	08/20/2021	55.23	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	1718409	COVERALLS FOR SOLID WAST	08/20/2021	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					129.34	
1512	ALSCO INC	1720591	MAT SERVICE AT CITY HALL	08/27/2021	41.66	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	1720591	STREET DEPT COVERALL AND	08/27/2021	69.14	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	1720591	COVERALL SERVICE FOR STO	08/27/2021	34.57	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	1720591	COVERALLS FOR SOLID WAST	08/27/2021	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					150.21	
1512	ALSCO INC	IMIL 1713997	UNIFORMS FOR MECH STREE	08/06/2021	55.43	01-54-31-59 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL 1713997	MAT SERVICE AT CITY HALL	08/06/2021	41.66	01-51-71-18 SUPPLIES & EXPENSE
1512	ALSCO INC	IMIL 1713997	COVERALL SERVICE FOR STO	08/06/2021	27.71	16-58-16-41 SAFETY EQUIPMENT
1512	ALSCO INC	IMIL 1713997	COVERALLS FOR SOLID WAST	08/06/2021	4.84	17-58-17-59 SAFETY EQUIPMENT
Total 1512:					129.64	
ANDREA DRAEGER						
553411	ANDREA DRAEGER	83121	REIMBURSE MILEAGE	09/01/2021	30.24	01-55-20-42 MILEAGE
Total 553411:					30.24	
ANDREA PETERS						
16284	ANDREA PETERS	082421	TRAVEL REIMBURSEMENT-FIR	08/24/2021	291.14	01-58-11-05 FIRE 2% DUES
Total 16284:					291.14	
ASHLIN USELMANN						
553400	ASHLIN USELMANN	81221	SEC DEP REFUND	08/31/2021	100.00	01-27-19-70 SR. CENTER SECURITY
Total 553400:					100.00	
ASSOCIATED TRUST CO						
1752	ASSOCIATED TRUST CO	20903	DEBT PROCESSING FEE	08/23/2021	316.67	04-59-45-40 SERVICE CHARGES-PAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 1752:					316.67	
1752	ASSOCIATED TRUST CO	20904	DEBT PROCESSING FEES	08/23/2021	356.25	04-59-45-40 SERVICE CHARGES-PAY
Total 1752:					356.25	
AT&T-5019						
1012	AT&T-5019	8418423608	PHONE SERVICE-CITY HALL	08/19/2021	202.92	01-51-71-32 TELEPHONE
1012	AT&T-5019	8418423608	PHONE SERVICE-POLICE	08/19/2021	299.90	01-52-11-32 TELEPHONE
1012	AT&T-5019	8418423608	PHONE SERVICE-FIRE	08/19/2021	96.12	01-52-31-32 TELEPHONE AND CELLU
1012	AT&T-5019	8418423608	PHONE SERVICE-HEALTH	08/19/2021	69.42	01-53-12-32 TELEPHONE
1012	AT&T-5019	8418423608	PHONE SERVICE-STREET	08/19/2021	74.76	01-54-21-32 TELEPHONE
1012	AT&T-5019	8418423608	PHONE SERVICE-LIBRARY	08/19/2021	90.78	11-58-12-32 TELEPHONE
1012	AT&T-5019	8418423608	PHONE SERVICE-SR CTR	08/19/2021	69.42	01-55-20-32 TELEPHONE
1012	AT&T-5019	8418423608	PHONE SERVICE-WW	08/19/2021	85.44	02-82-00-32 TELEPHONE
1012	AT&T-5019	8418423608	PHONE SERVICE-WATER	08/19/2021	80.10	03-99-21-18 SUPPLIES & EXPENSE
1012	AT&T-5019	8418423608	PHONE SERVICE-ENVIRO	08/19/2021	21.36	14-53-13-32 TELEPHONE
Total 1012:					1,090.22	
BAKER TILLY VIRCHOW KRAUSE LLP						
2051	BAKER TILLY VIRCHOW KRAUS	BT1890058	SINGLE AUDIT OF GRANT FUN	08/30/2021	9,332.00	01-51-57-42 ACCOUNTING & AUDIT
Total 2051:					9,332.00	
BEAVER DAM COMMUNITY HOSPITALS INC						
552629	BEAVER DAM COMMUNITY HO	119550	PARK DRUG SCREEN	07/28/2021	40.00	01-55-41-59 SAFETY EQUIPMENT
Total 552629:					40.00	
552629	BEAVER DAM COMMUNITY HO	119679	DRUG TESTING FOR SOLID WA	08/06/2021	40.00	01-54-31-59 SAFETY EQUIPMENT
Total 552629:					40.00	
BEHNKE MATERIALS ENGINEERING LLC						
2201	BEHNKE MATERIALS ENGINEE	990	NEW PAVEMENT LAB TESTING	07/31/2021	4,586.25	05-58-11-69 STREETS
Total 2201:					4,586.25	
BRANDON WOJNOWSKI						
23906	BRANDON WOJNOWSKI	082421	TRAVEL/LODGING REIMBURSE	08/24/2021	465.35	01-58-11-05 FIRE 2% DUES
Total 23906:					465.35	
BUDGET PRINT						
2910	BUDGET PRINT	59028	WELCOME INSERTS	08/18/2021	115.00	60-51-05-18 SUPPLIES SIDC COORD
Total 2910:					115.00	
CARRICO AQUATIC RESOURCES INC						
3129	CARRICO AQUATIC RESOURCE	20214449	CHEMICALS-AQUATIC CENTER	08/10/2021	2,400.00	01-55-22-40 CHEMICALS
Total 3129:					2,400.00	
CHAD BUTZINE						
2989	CHAD BUTZINE	082421	TRAVEL/ LODGING REIMBURSE	08/24/2021	465.35	01-58-11-05 FIRE 2% DUES

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 2989:					465.35	
COMPUTER INFORMATION SYSTEMS						
3672	COMPUTER INFORMATION SYS	236505	PD-DISPATCH	08/17/2021	28,460.00	05-52-13-70 CAPITAL PROJECTS - DI
Total 3672:					28,460.00	
3672	COMPUTER INFORMATION SYS	236506	PD-DISPATCH	08/17/2021	14,460.00	05-52-13-70 CAPITAL PROJECTS - DI
Total 3672:					14,460.00	
3672	COMPUTER INFORMATION SYS	237285	PD - CONTRACT	11/01/2021	26,480.00	01-52-11-20 MAINTENANCE CONTRA
Total 3672:					26,480.00	
CORPORATE BUSINESS SYSTEMS						
3793	CORPORATE BUSINESS SYSTE	29900668	COPIER LEASE FEE-HR	08/16/2021	100.80	01-51-60-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	29900668	COPIER LEASE FEE-MAYOR	08/16/2021	14.40	01-51-31-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	29900668	COPIER LEASE FEE-SIDC	08/16/2021	14.40	60-51-05-18 SUPPLIES SIDC COORD
3793	CORPORATE BUSINESS SYSTE	29900668	COPIER LEASE FEE-IT	08/16/2021	14.40	01-51-86-18 IT SUPPLIES & EXPENSE
Total 3793:					144.00	
3793	CORPORATE BUSINESS SYSTE	29900669	HEALTH - COPIER LEASE FEE	08/16/2021	78.61	01-53-12-26 MAINTENANCE CONTRA
3793	CORPORATE BUSINESS SYSTE	29900669	ENVIRO COPIER LEASE	08/16/2021	78.61	14-53-13-18 SUPPLIES
Total 3793:					157.22	
3793	CORPORATE BUSINESS SYSTE	29900671	COPIER LEASE FEE OVERAGE	08/16/2021	23.01	01-52-31-44 OFFICE SUPPLIES
Total 3793:					23.01	
3793	CORPORATE BUSINESS SYSTE	29931438	COPIER LEASE FEE-STREET	08/20/2021	57.50	01-54-21-18 SUPPLIES & EXPENSE
3793	CORPORATE BUSINESS SYSTE	29931438	COPIER LEASE FEE-SW	08/20/2021	57.50	17-58-17-18 SUPPLIES
Total 3793:					115.00	
3794	CORPORATE BUSINESS SYSTE	303482	COPIER MAINT FEE-STREET	08/12/2021	37.54	01-54-21-18 SUPPLIES & EXPENSE
3794	CORPORATE BUSINESS SYSTE	303482	COPIER FEE- SOLID WASTE	08/12/2021	37.55	17-58-17-18 SUPPLIES
Total 3794:					75.09	
COTTINGHAM & BUTLER INS SVCS						
3125	COTTINGHAM & BUTLER INS S	228711	JOB CLASSIFICATIONS-WATER	08/12/2021	275.00	03-99-21-18 SUPPLIES & EXPENSE
3125	COTTINGHAM & BUTLER INS S	228711	JOB CLASSIFICATIONS-WASTE	08/12/2021	275.00	02-85-00-44 OFFICE SUPPLIES & EX
Total 3125:					550.00	
DALE HROBSKY						
8849	DALE HROBSKY	082521	SAFETY BOOT REIMBURSE-ST	08/25/2021	100.00	01-54-31-59 SAFETY EQUIPMENT
Total 8849:					100.00	
DATATEK IMAGING LLC						
4092	DATATEK IMAGING LLC	29900670	COPIER MAINT FEE-BS&Z	08/16/2021	197.39	01-52-41-26 MAINTENANCE CONTRA

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 4092:					197.39	
DAVES TURF AND MARINE						
4110	DAVES TURF AND MARINE	108439	CARB, PIPE, HOSE CLAMP	08/11/2021	159.33	01-55-41-42 EQUIPMENT REPAIRS
Total 4110:					159.33	
4110	DAVES TURF AND MARINE	108440	WASHER, RING, FUEL FILTER,	08/11/2021	123.49	01-55-41-42 EQUIPMENT REPAIRS
Total 4110:					123.49	
DIGICORP INC						
4468	DIGICORP INC	337876	SWITCH & UPS SR CENTER/PA	06/30/2021	4,870.15	05-51-86-70 IT SYSTEMS
Total 4468:					4,870.15	
4468	DIGICORP INC	338303	MICROSOFT OFFICE 365 SUBS	08/23/2021	919.50	01-51-86-44 SOFTWARE SUPPORT/S
Total 4468:					919.50	
DODGE CONCRETE INC						
4535	DODGE CONCRETE INC	368455	STORM SEWER STONE	07/08/2021	159.00	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 4535:					159.00	
4535	DODGE CONCRETE INC	368768	STORM SEWER STONE	07/13/2021	49.50	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 4535:					49.50	
4535	DODGE CONCRETE INC	369836	STORM SEWER STONE	07/28/2021	154.50	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 4535:					154.50	
DODGE COUNTY TREASURER						
4565	DODGE COUNTY TREASURER	AUG 2021	COUNTY JAIL/DRIVER SURCHA	09/02/2021	299.25	01-43-61-00 COURT PENALTIES & CO
Total 4565:					299.25	
DUKES ROOT CONTROL INC						
4910	DUKES ROOT CONTROL INC	5016	SSES-CCTV LATERAL LAUNCHI	07/16/2021	4,420.00	02-85-00-20 OUTSIDE SERVICES EM
Total 4910:					4,420.00	
EMS INDUSTRIAL INC						
5578	EMS INDUSTRIAL INC	884798	SEW HELICAL GEAR MORTOR	08/24/2021	907.58	02-83-10-42 PROCESSING EQUIPME
Total 5578:					907.58	
ENERGENECS INC						
5591	ENERGENECS INC	0042548-IN	CHLORINE GAS LEAK DETECT	08/12/2021	2,105.29	03-99-30-18 SUPPLIES-ADMIN. MISC.
Total 5591:					2,105.29	
ENVIROTECH EQUIPMENT						
5635	ENVIROTECH EQUIPMENT	21-0016627	SWEEPER PARTS-STORM WAT	08/18/2021	632.49	16-58-16-22 MAINTENANCE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 5635:					632.49	
FEHR GRAHAM ENGINEERING & ASSOCIATES						
6094	FEHR GRAHAM ENGINEERING	102098	PROJECT 21-561 CONTROL OF	07/31/2021	2,625.00	03-99-23-18 OUTSIDE SERVICES EXP
6094	FEHR GRAHAM ENGINEERING	102098	PROJECT 21-561 CONTROL OF	07/31/2021	2,625.00	02-85-00-20 OUTSIDE SERVICES EM
Total 6094:					5,250.00	
FIRST SUPPLY LLC-MADISON						
6383	FIRST SUPPLY LLC-MADISON	12850906-00	CATCH BASINS STORM WATER	08/18/2021	255.20	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 6383:					255.20	
6383	FIRST SUPPLY LLC-MADISON	12850906-01	CATCH BASINS STORM WATER	08/23/2021	80.00	16-58-16-46 EXCAVATE/REPAIR/INSTA
Total 6383:					80.00	
6383	FIRST SUPPLY LLC-MADISON	12850906-02	CATCH BASINS STORM WATER	08/26/2021	200.00	16-58-16-60 CAPITAL OUTLAY
Total 6383:					200.00	
6383	FIRST SUPPLY LLC-MADISON	12850906-03	CATCH BASINS STORM WATER	08/30/2021	3,600.00	16-58-16-60 CAPITAL OUTLAY
Total 6383:					3,600.00	
GEO-SYNTHETICS LLC						
7245	GEO-SYNTHETICS LLC	IV-58931	LANDSCAPE FABRIC - STREET	07/28/2021	273.31	05-58-11-69 STREETS
Total 7245:					273.31	
GREAT AMERICA FINANCIAL SVCS						
7630	GREAT AMERICA FINANCIAL SV	29931437	POLICE COPIER	08/20/2021	256.32	01-52-11-20 MAINTENANCE CONTRA
Total 7630:					256.32	
HAWKINS INC						
8245	HAWKINS INC	6001010	NETP CHLORINE LEAK AUTO S	08/17/2021	4,930.00	03-99-23-18 OUTSIDE SERVICES EXP
8245	HAWKINS INC	6001010	NETP CHLORINE LEAK AUTO S	08/17/2021	4,930.00	03-66-72-18 SUPPLIES-MAINT.DISTRI
Total 8245:					9,860.00	
8245	HAWKINS INC	6001011	NETP CHLORINE FEED - WTR	08/17/2021	602.42	03-99-23-18 OUTSIDE SERVICES EXP
8245	HAWKINS INC	6001011	NETP CHLORINE FEED - WTR	08/17/2021	602.41	03-66-72-18 SUPPLIES-MAINT.DISTRI
Total 8245:					1,204.83	
HYDRAULIC COMPONENT SERVICES INC						
553246	HYDRAULIC COMPONENT SER	17867	CYLINDERS STREET TRUCK 93	08/03/2021	833.65	01-54-11-20 REPAIRS
Total 553246:					833.65	
553246	HYDRAULIC COMPONENT SER	17916	CYLINDERS SOLID WASTE - TR	08/05/2021	2,270.00	17-58-17-20 REPAIRS
Total 553246:					2,270.00	
553246	HYDRAULIC COMPONENT SER	17917A	CYLINDERS SOLID WASTE - TR	08/05/2021	1,260.17	17-58-17-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 553246:					1,260.17	
HYDRITE CHEMICAL CO.						
8990	HYDRITE CHEMICAL CO.	02496134	FOAM SUPPRESSOR FOR TREA	08/18/2021	2,967.00	02-82-00-60 OTHER CHEMICALS
Total 8990:					2,967.00	
HYDROCORP						
8994	HYDROCORP	0063560-IN	CROSS CONNECTION PROGRA	08/31/2021	1,207.00	03-00-70-00 WATER WORK IN PROG
Total 8994:					1,207.00	
INTERSTATE PUMP & TANK, INC.						
9494	INTERSTATE PUMP & TANK, IN	13219	FUEL TANK SERVICE FOR ALA	08/09/2021	156.40	01-54-11-40 GASOLINE
Total 9494:					156.40	
9494	INTERSTATE PUMP & TANK, IN	13253	FUEL TANK SERVICE FOR ALA	08/10/2021	608.10	01-54-11-40 GASOLINE
Total 9494:					608.10	
IWORQ SYSTEMS						
9955	IWORQ SYSTEMS	195889	ST W UT CAP. ASSET MGMT SO	08/20/2021	1,766.67	16-58-16-30 ADMINISTRATION
Total 9955:					1,766.67	
J&L ENGRAVING						
10016	J&L ENGRAVING	2922	PERSONAL PASSPORT TAGS-FI	08/16/2021	11.25	01-58-11-05 FIRE 2% DUES
Total 10016:					11.25	
JEFFERSON COUNTY BAR ASSOC						
10222	JEFFERSON COUNTY BAR ASS	2021-2022	MEMBERSHIP DUES-ATTY	09/01/2021	60.00	01-51-61-18 SUPPLIES & EXPENSE
Total 10222:					60.00	
JEFFERSON COUNTY TREASURER						
10295	JEFFERSON COUNTY TREASU	AUG 2021	COUNTY JAIL/DRIVER SURCHA	09/02/2021	1,828.42	01-43-61-00 COURT PENALTIES & CO
Total 10295:					1,828.42	
JEFFREY PENNA						
553403	JEFFREY PENNA	082421	TRAINING REIMBURSEMENT-FI	08/24/2021	195.00	01-58-11-05 FIRE 2% DUES
Total 553403:					195.00	
JOHNS RECYCLING INC						
10496	JOHNS RECYCLING INC	14160	SINGLE STREAM MIX RECYCLI	07/31/2021	12,093.00	17-58-17-41 OUTSIDE RECYCLING S
Total 10496:					12,093.00	
KUHLMANS CLEANING SERVICE LLC						
553219	KUHLMANS CLEANING SERVIC	2659	JANITORIAL SERVICES - WW	07/01/2021	2,105.00	02-85-00-20 OUTSIDE SERVICES EM
Total 553219:					2,105.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
LAMP RECYCLERS INC						
12059	LAMP RECYCLERS INC	112765	HEALTH - 156# MEDICAL WAST	08/27/2021	251.28	01-53-12-26 MAINTENANCE CONTRA
Total 12059:					251.28	
LEAGUE OF WI MUNICIPALITIES						
12276	LEAGUE OF WI MUNICIPALITIE	83381	OCT 20 ANNUAL CONFERENCE	08/27/2021	160.00	01-54-10-24 TRAVEL
Total 12276:					160.00	
LOGO PROMOTIONS LLC						
12548	LOGO PROMOTIONS LLC	4614	ADULT SOFTBALL SHIRTS	08/17/2021	154.00	01-55-21-18 SUPPLIES & EXPENSE
Total 12548:					154.00	
M SOCORRO OLSON						
15578	M SOCORRO OLSON	21-11108	INTERPRETER	08/09/2021	62.50	01-52-11-17 OUTSIDE SERVICES
Total 15578:					62.50	
MARIA FILA						
553413	MARIA FILA	81421	PARK FEE 1/2 REFUND	08/31/2021	35.55	01-44-62-64 RENTAL OF PARKS & FO
553413	MARIA FILA	81421	SALES TAX	08/31/2021	1.95	01-21-58-10 SALES TAX
Total 553413:					37.50	
MARK SWEET						
19974	MARK SWEET	071621	MUNICIPAL JUDGE SEMINAR R	07/16/2021	372.30	01-51-21-22 DUES, FEES & SUBS
Total 19974:					372.30	
MENARDS INC						
13384	MENARDS INC	17977	REFRIG, WASP SPRAY, BULBS	08/04/2021	535.01	01-55-41-18 SUPPLIES & EXPENSE
Total 13384:					535.01	
13384	MENARDS INC	19089	STOCK MISC SUPPLIES-WASP	08/26/2021	68.42	02-82-00-18 SUPPLIES & EXPENSE
13384	MENARDS INC	19089	SUPPLIES FOR GATE WORK -	08/26/2021	69.36	02-83-10-40 GENERAL PLANT STRUC
Total 13384:					137.78	
MID-STATE EQUIPMENT						
13424	MID-STATE EQUIPMENT	Y11727	BOBCAT PALLET FORK	08/11/2021	900.00	01-55-41-18 SUPPLIES & EXPENSE
Total 13424:					900.00	
MILWAUKEE ALARM CO INC						
13515	MILWAUKEE ALARM CO INC	234173	ANNUAL INSPECTION AND BAT	08/24/2021	200.00	01-54-12-18 SUPPLIES & EXPENSE
Total 13515:					200.00	
MSA PROFESSIONAL SERVICES INC						
13015	MSA PROFESSIONAL SERVICE	R00069034.0-2	BIWEEKLY MONITORING OF OL	08/13/2021	4,105.90	17-58-17-26 OLD LANDFILL EXPENSE
Total 13015:					4,105.90	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
MULCAHY SHAW WATER INC						
13870	MULCAHY SHAW WATER INC	323523	SAMPLER REPAIR-12FT SUCTI	08/10/2021	439.35	02-85-00-20 OUTSIDE SERVICES EM
Total 13870:					439.35	
ORGANIZATION DEVELOPMENT CONSULTANTS INC						
15684	ORGANIZATION DEVELOPMEN	13198	PD-NEW EMPLOYEE EXAM	07/31/2021	700.00	01-52-11-56 TRAINING
Total 15684:					700.00	
PAULI PLUMBING INC						
16173	PAULI PLUMBING INC	109188	FD - PLUMBING REPAIR	08/06/2021	182.00	01-51-71-20 REPAIRS
Total 16173:					182.00	
PERSONNEL EVALUATION INC						
16281	PERSONNEL EVALUATION INC	41166	PD - EMPLOYEE EXAM	07/31/2021	100.00	01-52-11-17 OUTSIDE SERVICES
Total 16281:					100.00	
PVS TECHNOLOGIES INC						
16911	PVS TECHNOLOGIES INC	294430	FERRIC CHLORIDE SOLUTION -	08/11/2021	5,378.11	02-82-00-60 OTHER CHEMICALS
Total 16911:					5,378.11	
R&R INSURANCE SERVICES INC						
18005	R&R INSURANCE SERVICES IN	2502126	INSURANCE COVERAGE-LIABIL	09/01/2021	17,082.00	01-51-94-40 PUBLIC LIABILITY
Total 18005:					17,082.00	
18005	R&R INSURANCE SERVICES IN	2502127	INSURANCE COVERAGE-WOR	09/01/2021	29,029.00	01-51-94-46 WORKMAN'S COMPENS
Total 18005:					29,029.00	
RANDY BUSLER						
2959	RANDY BUSLER	083121	REIMBURSE OF SAFETY GLAS	08/31/2021	254.48	01-55-41-59 SAFETY EQUIPMENT
Total 2959:					254.48	
REDISHRED ACQUISITION INC						
16843	REDISHRED ACQUISITION INC	210079263	SHREDDING SERVICE-CLERK	08/18/2021	56.65	01-51-40-26 MAINTENANCE CONTRA
Total 16843:					56.65	
RENNHACK CONSTRUCTION CO INC						
18430	RENNHACK CONSTRUCTION C	1638	CONCRETE PAYMENT-S WATE	08/05/2021	19,113.64	03-99-99-99 CAPITAL OUTLAY
Total 18430:					19,113.64	
RICOH USA INC						
18509	RICOH USA INC	5062656779	COPIER CONTRACT-	08/20/2021	183.01	01-55-24-17 CONTRACT SERVICES
Total 18509:					183.01	
RNOW INC						
552807	RNOW INC	2021-60606	BRONZE BUSHING - SOLID WA	08/02/2021	92.58	17-58-17-20 REPAIRS

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 552807:					92.58	
ROSE SIMON-SILVA						
19585	ROSE SIMON-SILVA	083021	MILEAGE REIMBURSEMENT-AT	09/01/2021	179.20	01-51-61-24 TRAVEL
19585	ROSE SIMON-SILVA	083021	MEAL REIMBURSEMENT-ATTY	09/01/2021	7.59	01-51-61-24 TRAVEL
19585	ROSE SIMON-SILVA	083021	MILEAGE REIMBURSEMENT-AT	09/01/2021	15.68	01-51-61-24 TRAVEL
Total 19585:					202.47	
RUEKERT MIELKE INC						
18891	RUEKERT MIELKE INC	137703	PROJ 79-10000 TMDL COMPLIA	08/10/2021	3,365.25	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					3,365.25	
18891	RUEKERT MIELKE INC	137704	PROJ 79-10027 ST SEWER SYS	08/10/2021	22,803.66	16-58-16-47 OUTSIDE SERVICES EM
Total 18891:					22,803.66	
SHORT ELLIOTT HENDRICKSON INC						
19563	SHORT ELLIOTT HENDRICKSO	410526	PROJECT #153411-WATR N AT&	08/12/2021	319.22	03-99-23-18 OUTSIDE SERVICES EXP
Total 19563:					319.22	
STATE OF WI - COURT FINES &						
19788	STATE OF WI - COURT FINES &	AUG 2021	COURT FINES DUE STATE	09/02/2021	6,124.89	01-43-61-00 COURT PENALTIES & CO
Total 19788:					6,124.89	
STEALTH PEST CONTROL SOLUTIONS LLC						
19797	STEALTH PEST CONTROL SOL	5245	PEST CONTROL-PARKS	08/29/2021	65.00	01-55-41-18 SUPPLIES & EXPENSE
Total 19797:					65.00	
19797	STEALTH PEST CONTROL SOL	5246	PEST CONTROL-PARKS	08/29/2021	80.00	01-55-41-18 SUPPLIES & EXPENSE
Total 19797:					80.00	
19797	STEALTH PEST CONTROL SOL	5249	PEST CONTROL-STREET CONT	08/30/2021	90.00	01-54-12-18 SUPPLIES & EXPENSE
Total 19797:					90.00	
STRAND ASSOCIATES INC						
19850	STRAND ASSOCIATES INC	0174649	PROJECT 1550.005-WATER MO	08/12/2021	1,753.29	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					1,753.29	
19850	STRAND ASSOCIATES INC	0174650	PROJECT 1550.006-SEWER MO	08/12/2021	3,275.40	02-85-00-20 OUTSIDE SERVICES EM
Total 19850:					3,275.40	
19850	STRAND ASSOCIATES INC	0174653	PROJECT 1550.007-ON-DEMAN	08/12/2021	5,000.00	03-99-23-18 OUTSIDE SERVICES EXP
Total 19850:					5,000.00	
SYMBIONT						
19979	SYMBIONT	53097	PROJECT 21PS37156-AERATIO	08/13/2021	3,655.00	02-97-30-12 REPAIR OR REPLACE

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
Total 19979:					3,655.00	
19979	SYMBIONT	53163	PROJECT W140369-UTILITY GIS	08/17/2021	1,240.00	03-99-99-99 CAPITAL OUTLAY
19979	SYMBIONT	53163	PROJECT W140369-UTILITY GIS	08/17/2021	950.00	02-97-30-00 CAPITAL OUTLAY
Total 19979:					2,190.00	
TAPCO						
20135	TAPCO	1705762	STREET NAME SIGNS - FREEM	08/25/2021	155.20	01-54-41-20 NEW STREET SIGNS
Total 20135:					155.20	
TNEMEC COMPANY, INC.						
20580	TNEMEC COMPANY, INC.	2515110	PAINT FOR WAC	08/11/2021	2,683.50	01-55-22-20 REPAIRS
Total 20580:					2,683.50	
TREETOP EXPLORER						
20783	TREETOP EXPLORER	21-170	TREE CLIMBING PROGRAM FE	08/14/2021	224.00	01-55-21-17 CONTRACTED SPORTS
Total 20783:					224.00	
TRUCK COUNTRY OF WISC						
20844	TRUCK COUNTRY OF WISC	X201717658:0	EQUIP PARTS-STREET TRUCK	08/17/2021	53.29	01-54-11-20 REPAIRS
Total 20844:					53.29	
20844	TRUCK COUNTRY OF WISC	X201718229:0	TRUCK #132A SENSOR REPAIR	08/24/2021	3,211.28	16-58-16-22 MAINTENANCE
Total 20844:					3,211.28	
20844	TRUCK COUNTRY OF WISC	X201718229:0	TRUCK #132A HARNESS REPAI	08/25/2021	97.08	16-58-16-22 MAINTENANCE
Total 20844:					97.08	
UNITED COOPERATIVE						
21528	UNITED COOPERATIVE	3255835	MOSQUITO BEATER-RIVERFES	08/10/2021	275.00	12-50-05-42 PARK MAINTENANCE
Total 21528:					275.00	
UNIVERSAL RECYCLING TECHNOLOGIES LLC						
21538	UNIVERSAL RECYCLING TECH	ARINV174556	TELEVISION & ELECTRIC RECY	08/13/2021	578.97	17-58-17-41 OUTSIDE RECYCLING S
Total 21538:					578.97	
US POSTAL SERVICE						
21521	US POSTAL SERVICE	LB082721	REFILL POSTAGE MACHINE - W	08/27/2021	2,000.00	03-99-21-18 SUPPLIES & EXPENSE
Total 21521:					2,000.00	
VERONA SAFETY SUPPLY INC						
552483	VERONA SAFETY SUPPLY INC	46320	SAFETY VESTS FOR SOLID WA	05/26/2021	55.42	17-58-17-59 SAFETY EQUIPMENT
Total 552483:					55.42	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
WATERTOWN AREA CHAMBER OF COMMERCE						
23160	WATERTOWN AREA CHAMBER	227	LEADERSHIP WATERTOWN-AL	08/24/2021	500.00	60-51-05-18 SUPPLIES SIDC COORD
Total 23160:					500.00	
23160	WATERTOWN AREA CHAMBER	228	LEADERSHIP CLASS TUITION-F	08/24/2021	500.00	01-58-11-05 FIRE 2% DUES
Total 23160:					500.00	
WDATCP						
552651	WDATCP	3550	ENVIROMENTAL - REIMBURSE	08/31/2021	16,073.50	14-53-13-19 ENVIRO AGENT EXPENS
Total 552651:					16,073.50	
WELDERS SUPPLY COMPANY						
23581	WELDERS SUPPLY COMPANY	10230480	WELDING GASES-STREET	08/05/2021	219.55	01-54-11-20 REPAIRS
Total 23581:					219.55	
WEPKO PRINTING INC						
23585	WEPKO PRINTING INC	37196	PD - OFFICE SUPPLIES	08/16/2021	281.05	01-52-11-18 OFFICE SUPPLIES & MIS
Total 23585:					281.05	
WI DEPT OF JUSTICE						
23731	WI DEPT OF JUSTICE	G3488 202108	BACKGROUND CHECK STREET	08/31/2021	14.00	01-54-21-18 SUPPLIES & EXPENSE
23731	WI DEPT OF JUSTICE	G3488 202108	BACKGROUND CHECK SOLID	08/31/2021	7.00	17-58-17-18 SUPPLIES
23731	WI DEPT OF JUSTICE	G3488 202108	BACKGROUND CHECK REC	08/31/2021	7.00	01-55-21-18 SUPPLIES & EXPENSE
Total 23731:					28.00	
WI DEPT OF TRANSPORTATION						
23795	WI DEPT OF TRANSPORTATION	395-00002289	MAIN STREET BRIDGE	08/02/2021	1,218.62	05-58-11-40 BRIDGES
Total 23795:					1,218.62	
23795	WI DEPT OF TRANSPORTATION	395-00002296	PD - TRAINING	08/12/2021	795.00	01-52-11-56 TRAINING
Total 23795:					795.00	
WILLS APPLIANCE REPAIR						
553416	WILLS APPLIANCE REPAIR	0001662	WASH MACHINE REPAIR-218 H	08/26/2021	202.47	03-99-23-18 OUTSIDE SERVICES EXP
Total 553416:					202.47	
WISCONSIN LOTTERY						
23659	WISCONSIN LOTTERY	83121	LOTTO APPLICATION FEE	08/31/2021	10.00	01-58-11-07 SR. CENTER FUNDRAISI
Total 23659:					10.00	
WISCONSIN METALS						
23670	WISCONSIN METALS	421535	METAL - STREET STOCK	06/25/2021	742.20	01-54-11-20 REPAIRS
Total 23670:					742.20	
WOLESKE CONSTRUCTION INC						
23900	WOLESKE CONSTRUCTION IN	5-21 PAY REQ	CONTRACT #5-21 - 2021 WATER	08/20/2021	145,654.00	16-58-16-60 CAPITAL OUTLAY

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	GL Account and Title
23900	WOLESKE CONSTRUCTION IN	5-21 PAY REQ	CONTRACT #5-21 - 2021 WATER	08/20/2021	11,000.00	03-99-99-99 CAPITAL OUTLAY
Total 23900:					156,654.00	
WOLF PAVING COMPANY INC						
23910	WOLF PAVING COMPANY INC	39774	PROJ 4-21 BITUMIOUS SURFAC	06/28/2021	11,340.85	05-58-11-69 STREETS
23910	WOLF PAVING COMPANY INC	39774	PROJ 4-21 BITUMIOUS SURFAC	06/28/2021	25,089.46	03-99-99-99 CAPITAL OUTLAY
Total 23910:					36,430.31	
23910	WOLF PAVING COMPANY INC	40107	COLD PATCH MIX FOR STREET	08/16/2021	1,477.20	05-58-11-69 STREETS
Total 23910:					1,477.20	
ZBM INC						
26005	ZBM INC	26513	MUNI BLDG - CLEANING	08/16/2021	2,300.00	01-51-71-26 MAINTENANCE CONTRA
Total 26005:					2,300.00	
Grand Totals:					510,933.96	

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only unpaid invoices included.

Invoice.Payment due date = 09/07/2021

Watertown Airport Commission
1741 River Drive, Watertown, WI 53094 (920)261-4567
Meeting Minutes from Wednesday, August 11th, 2021

Attendance:

Bill Berger	Present
Alderman Bob Wetzel	Present
Dr. Terry Turke	Present
Tom Finnel	Present
Sean Lapp	Absent
Jeff Baum, Airport Manager	Present
Tom Klug	Absent
Steve Board	Present

Others:

Krys Brown, Wisconsin Aviation – Present
Tim Pooler, Purchasing hangar – Present
Justin Weiss, MSA Engineering - Present

Chairman Bill Berger called the meeting to order at 5:15 P.M

1. A motion to approve the minutes from June 9th was made by Tom Finnel and seconded by Steve Board. Motion carried.
2. A motion to approve the June bills in the amount of \$6,207.18 and July bills in the amount of \$10,647.78 was made by Steve Board and seconded by Dr. Terry Turke. Motion carried.
3. Managers' Report
 - Handed out activity report of the airport.
 - EAA Chapter held WOW (Wings Over Watertown) Friday evening for the pilots flying in for Air Venture. It was very successful and had close to 200 in attendance.
 - Upcoming activities - The local EAA chapter 320 will have their 4th fly-in hamburger social next Wednesday, August 18th. On September 12th Wisconsin Aviation will have a Community Open House and a Fly-In/Drive-In Pancake Breakfast hosted by the 99's.
4. Old Business:
 - Boomer Street –Justin Weiss, MSA Engineering, discussed the reason for the delay of Boomer Street relocation as the FAA has not approved in writing the Environment Study. Justin also discussed the 2 alternatives for Runway 05/23 reconstruction to keep the commission members up-to-date. If the Environmental Assessment for 05/23 comes back within 2-1/2 weeks to the Bureau, it will then need to be advertised for any questions or concerns.

5. New Business:

- Tim Pooler asked permission to approve a Transfer of Lease from the Mulderink Hangar as he was building an airplane and let the commission know he was keeping all tenants in the hangar. Dr. Terry Turke made a motion to approve Tim Pooler to purchase the hangar and receive a new lease for 1833 River Drive and seconded by Sean Lapp. Motion Carried.

6. Adjournment:

- There being no further discussion, a motion for adjournment was made at 6:29 PM by Tom Finnel and seconded by Sean Lapp

Respectfully submitted by: Krys Brown

Minutes are submitted unapproved



**Watertown Board of Health
Meeting Minutes
Watertown Health Department, 515 S First Street/ Go To Meeting/phone
July 15, 2021 – 4:00 PM**

Members Present via GoTo: Dr. Donene Rowe, Ald. Karen Wendt, Ald. Chris Ruetten, Carol Quest, Patricia Gedemer

Others in attendance via Go to Meeting: Holly Hisel, Kim Hiller

Excused: Andrea Turke

1. Call to Order

Dr. Rowe called the meeting to order.

2. Recognize Ann Nienow for 7 years of Service on the Board of Health.

3. Welcome new Board of Health Member Patricia Gedemer

Patricia Gedemer introduced herself and gave some personal background. She is the chief nursing officer at Watertown Regional Medical Center and has been a nurse for 30 years this year.

4. Citizens to be heard.

None

5. Approval of Minutes & Financial Report

- a. Review minutes dated April 29, 2021
Chris Ruetten moved to approve April 29th, 2021 BOH minutes motion was seconded by Dr. Rowe motion carried by unanimous voice vote
- b. Review Financial report.
The board reviewed the financial report for May 2021.
Carol went over some details of the budget reports. There four separate budgets the only tax levy budget is the first page (Health Department). It was further explained that revenue for this budget comes in a variety of ways including billing (Medicare/Medicaid), grants, and fee for services (i.e.: a flu clinic at a private industry) provided outside the department. The grant funding is higher than what was budgeted, and this is due to COVID response grants. This funding covers staff time, supplies needed for operations and COVID vaccine clinics.

Environmental Health Budget. Watertown Public Health and Jefferson County Public Health have been working together since 1995 as an Environmental Health Consortium. The revenue for this program comes from outside sources such as inspection and license fees, grant funding, Jefferson County and a contract with DNR for transient well inspections for Dodge & Jefferson counties. There is no local tax levy in this budget. The Staff are employees of the City of Watertown but are responsible for the environmental health program for the City of Watertown and all of Jefferson County. This budget supports 3 full time people and a fraction of administrative support time.

Renewals for licensed facilities were sent out for Watertown and Jefferson County were sent out in May licenses expire on June 30th.

The Emergency Preparedness budget. This budget has changed over the years. The emergency preparedness position is currently split between Emergency Preparedness and Environmental Health

program. This is also a stand-alone budget and is not a tax levy budget. This budget supports a percentage of one person's time to work on emergency preparedness responsibilities that are dictated by our funding streams (grants). In 2022, this budget will look different due to COVID funding.

The last budget reviewed was Seal A Smile. This budget looks very different due to COVID-19. This is also, a non-tax levy budget supported by the Medicare billing, Seal A Smile grant money as well as donations. The program was not provided last year due to COVID. Carol is currently writing the grant for this budget for next school year.

Ald. Karen Wendt moved to approve the financial reports for May 2021, seconded by Ald. Chris Ruetten and carried by unanimous voice vote.

6. 2022 Budget

- a. Ongoing COVID response grants a portion of the funding will be placed into the Emergency Preparedness budget to cover ongoing COVID response expenses going into 2022. This revenue will sunset in October 2022 but the money will move into the 2022 budget.
- b. A capital request for replacement windows for the building. The windows are old and some are non-operational. When it rains water gets into the building. The windows have been requested in previous years but removed.

7. Emergency Preparedness Report COVID-19 updates and discussion

a. Review & discuss disease activity.

Confirmed cases:	2662
Resolved cases:	2662
Active Confirmed Cases:	0
Probable:	235
Probable resolved:	235
Suspect:	3
Open Contacts:	59
Percentage Hospitalized:	4.06%
Deaths:	44

It was noted that many people are symptomatic but may not be testing.

Delta variant is the most predominant strain in Wisconsin. The Delta variant causes more infections and spreads faster than early forms of SARS-CoV-2

b. Review and discuss testing availability and information

The department continues to partner with Watertown Regional Medical Center for testing.

The department is also working with local medical providers for testing of individuals.

The State of Wisconsin has offered testing support to all schools in the state.

They would supply the testing supplies, do training and even provide staff to do the testing. To date, only one private elementary school from our district has responded.

Community testing continues in Beaver Dam, Whitewater and Milwaukee and Madison.

Some pharmacies are also offering testing.

At home test kits are also available from the State.

c. Review and discuss vaccine planning and distribution

The department has given the following:

	4,412 first doses
	4,207 2 nd doses
	8,619 total

The department is continuing to do walk-in clinics every Wednesday from 1 to 4 p.m.

City of Watertown residents' vaccine data:	9,478 – first dose
	8,365 - 2 nd doses
	9,029 fully vaccinated

A graphic was shared with the board members showing how the City of Watertown compares to the State of Wisconsin in regard to vaccinations.

First Dose – State of Wisconsin 50.9% - City of Watertown 39.7%
Fully vaccinated - State of Wisconsin 48.1% - City of Watertown 37.8%

Carol shared another graph showing the vaccine date for the 12–17-year-old individuals residing in the City of Watertown.

17% of 16–17-year-old residents are vaccinated.
20.1% of 12–15-year-old residents are vaccinated.

Department efforts to increase vaccination rates:

- Schools – work in progress
- Offering vaccinations in neighborhoods – at Boughton Street & Clement Street. This is coordinated with Park & Recreation Cart Park programming.
- Clinics offered at special events – Lights & Sirens
- Going to home bound individuals
- Walk in clinics every Wednesday.
- Working with Long Term Care Facilities to vaccinate staff and residents
- Reaching out to community groups (free meal sites)
- Working with local vaccine providers to offer vaccines during each clinic visit
- Continue offering clinics in worksite settings

There was a question if booster shots will be needed. Carol noted that it is expected that there will be some type of booster shots needed and that the department working on plans for new age groups eligible to receive vaccines and as well as booster shots.

d. Review and Discuss Enhancing Detection – COVID Funding

Epidemiology and laboratory capacity funding. This funding covers from October 1, 2020 to October 31, 2022. The remaining amount of this funding will be approximately \$250,000.00 that will go into the 2022 budget. There is still one LTE staff coming in to do records clean up and updating, contact tracing, and clinics.

e. Wisconsin Department of Health Services – COVID vaccine program audit

All COVID vaccinators will be receiving an audit from the Wisconsin Department of Health Services (DHS).

The department received their audit by DHS on July 8th. This visit reviewed the storage, handling, temperature reporting of the vaccine as well as administration of vaccine. The audit found no deficiencies.

8. Review and discuss Environmental Health Report

DATCP updated the food code that changed categories for facilities.

a. Review and approve Transient Food Vendor license fees (formerly Temporary Restaurant License)

A narrative was provided to the members explaining the re-configuration of the transient retail food licenses (formerly known as temporary restaurant licenses). This explanation details how this category is now three different categories. They are Temperature Control for Safety (TCS), Non-Temperature

Control for safety (non-TCS) and Prepackaged.

Ald. Chris Ruetten moved to approve the fee and category changes for the Transient food vendor license, seconded by Dr. Rowe and carried by unanimous voice vote.

- b. Review and approve – Add Retail Food Not Serving Meals- Simple into two risk categories Time and Temperatures for Food Safety (TCS) and Non – TCS to License fees.

With recent Food Code category updates, three former categories were combined into the same license level. Large Non-potentially Hazardous, Very Small Non-potentially Hazardous, and Very Small Potentially Hazardous were all aligned into the same Retail Food Not Serving Meals -Simple category. License categories are assessed based on risk associated with their food product and process. Therefore, the simple category is required to be split into two risk categories:

Simple Non-TCS - (Final Product Does Not Require Temperature Control for Safety)
Simple TCS – (Final Product Requires Temperature Control for Safety)

The updated proposed fee schedule adds the Non-TCS indicator on the existing Simple category, and includes an additional Simple-TCS category with associated fees.

Ald Karen Wendt moved to approve Retail Food Not Serving Meals- Simple into two risk categories Time and Temperatures for Food Safety (TCS) and Non – TCS to License fees seconded by Ald. Chris Ruetten and carried by unanimous voice vote

- c. Program updates
- i. License facilities. Facility licenses expired on June 30th and renewals are due July 1st. Second notices are sent out and according to State food code there is an \$85.00 late fee that is assessed. There are still a few facilities that have not paid their license fees. The initial renewal notices were mailed out in May.
 - ii. Radon Program. Watertown is the Radon Information Center for both Dodge & Jefferson counties. This program is providing free Radon Test kits and education.
 - iii. Transient Non-community Well Water. Environmental Health staff complete annual water testing in both Dodge & Jefferson counties facilities with private wells that have water available to the public as defined by the Safe Drinking Water Act. The wells on these properties are required to be inspected every 5 years.
 - iv. Elevated Childhood Lead Exposure. The department has one Environmental Health staff member that is certified in environmental lead risk assessment additional staff will be taking the training this fall.

9. Review and discuss Health Officer Report

- a. Review and Discuss Gold Application for Wisconsin Healthy Communities Gold Designation

The application is due tomorrow and there are several staff members reviewing it before submission. The Board of Health approved a letter of support that will be submitted with the application.

- b. Program Updates
- i. Health Equity in all programs – Work continues to work on health equity in all of public health programs. More training is planned for the board at the next week. New information and research as some inequities were discovered through the COVID pandemic. The Health Foundation is working towards incorporating health equity into their programs. The City is also incorporating health equity focus for example in a new park. Sharp Corner Park is an example as it is located in a lower resourced neighborhood.
 - ii. Prenatal Care Coordination (PNCC) – Prenatal Care Coordination (PNCC) is a Medicaid and BadgerCare Plus benefit that helps pregnant women get the support and services they need to have a healthy baby. PNCC services include:
 - Help getting the health care you need
 - Personal support
 - Information on good eating habits and health practices
 - Help finding needed services in your communityThe purpose of the Medicaid Prenatal Care Coordination program is to provide access to medical, social, educational, and other services to pregnant women who are considered high risk

for adverse pregnancy outcomes. The components of this benefit are outreach, assessment, care plan development, ongoing care coordination and monitoring, and health education and nutrition counseling. Some key outcome indicators include: Tobacco Exposure, Alcohol Use, Breastfeeding, Safe Infant Sleep Practices, Perinatal Depression, Family Planning, and Involved Father. Annual enrollment averages 30-40 women.

- iii. Immunization Clinics – Childhood vaccine clinics will be offered by appointment.
- iv. Childhood Lead Exposure – Through the pandemic the department continued to follow children with elevated blood lead levels to make sure they are monitored and the receives need support to eliminate lead hazards.
- v. Talk Read Play Home Visitation – This program was modified due to the pandemic. The department reached out to the families and worked with the food pantry to delivery food boxes to families in need. Resource updates have been sent twice to keep the families informed as well as phone conversations. Face to face visits with the families will resume based on their comfort level.
- vi. Active Wisconsin Together – Application is due soon. We were awarded the designation two years ago and needs to be renewed this year. Get Healthy Watertown was recognized by Active Wisconsin for its work in the community.
- vii. Community Garden – The garden that is planted around the perimeter of the Health Department parking lot is planted and producing vegetables. The Health Department staff donate plants and time to the garden. The garden has produced hundreds of pounds of vegetables. The produce is distributed to the senior meal program as well as lunches in the park.
- viii. Seal-A-Smile – This program did not operate last year due to COVID and lack of funding. Carol is currently working on the grant application for this program. The hygienists are working on training for infection control.
- ix. Car Seats – This program has continued throughout the pandemic by appointments. The funding for this program has gone away and the Foundation provided funding to purchase new car seats for this year and next year to distribute to community members who qualify.
- x. Rock River Community Clinic – Work continues on the application to become a Federally Qualified Health Center look alike. Completion is soon. The clinic formerly Watertown Area Cares clinic, the Whitewater clinic, Jefferson clinic, and the Community Dental clinic will then have the ability to bill medical assistance, Medicare and private insurance.

Next meeting is set for October 14th at 4 p.m.

10. Adjournment

Motion was made and seconded to adjourn. Motion passed unanimously.

Respectfully Submitted,



Carol Quest
Director/Health Officer

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

CITY OF WATERTOWN

Cash & Investment Summary

7/31/21

Available Cash on Hand

7/1/2021	\$	2,624,047.03
July receipts	\$	6,130,346.09

Total Cash \$ 8,754,393.12

Disbursements

Total Disbursements \$ (5,439,876.37)

TOTAL AVAILABLE CASH \$ 3,314,516.75

Cash on Hand (in bank) 7/31/21	\$	3,908,084.25
Less Outstanding Checks	\$	(593,567.50)

TOTAL AVAILABLE CASH \$ 3,314,516.75

Total Invested Funds:

JP Morgan Chase	\$	-
Local Government Investment Pool	\$	32,045,125.80
Ehlers Investment Partners	\$	10,686,796.64
TOTAL INVESTED FUNDS	\$	42,731,922.44

Breakdown:

General	\$	9,900,667.33
Capital Projects	\$	8,781,346.50
Library	\$	1,622,188.88
TID #4	\$	2,885,156.64
TID #5	\$	1,097,929.70
ARPA	\$	1,228,806.96
Developer Park Fees	\$	162,878.76
Riverfest	\$	44,538.90
Environmental Health	\$	544,319.23
Wastewater Utility	\$	7,191,018.80
Water Utility	\$	6,317,505.65
Storm Water Utility	\$	2,955,565.09
TOTAL INVESTED FUNDS	\$	42,731,922.44

Interest (net of fees)

JP Morgan Chase	\$	161.44
Local Government Investment Pool	\$	12,032.89
Ehler's Investment Partners	\$	101,794.35
TOTAL INTEREST YTD (all funds)	\$	113,988.68

City of Watertown Historic Preservation
& Downtown Design Commission
Meeting Minutes
August 11, 2021

Members present: Steve Board, Melissa Lampe, Jill Nadeau, Candy Stramara, Barry Ashenfelter and Ellen Klaus (Klaus attended via phone).

1. Call to Order.

Chairperson Board called the meeting to order at 6:30 p.m.

2. Reconsideration of grant award action taken at Aug. 4, 2021 meeting.

Board shared that Lampe requested the commission meet again in person to resolve project questions that have arisen since the Aug. 4 meeting. Questions involved the scope of certain projects and appropriate funding levels.

After much discussion, the commission made the following grant award revisions:

Motion by Nadeau, second by Ashenfelter, to recommend the Main Street Program Board of Directors support a \$1,000 façade grant for 411 E. Main St. Motion carried with Ashenfelter, Klaus and Board voting yes, Stramara and Nadeau voting no, and Lampe abstaining.

Motion by Stramara, second by Ashenfelter, to recommend the Main Street Program Board of Directors support a \$3,000 façade grant for 114 W. Main St. Motion carried with Lampe abstaining.

Motion by Stramara, second by Ashenfelter, to retain all other grant amounts as identified on Aug. 4. Motion carried with Lampe abstaining.

5. Adjournment.

Motion by Nadeau, second by Ashenfelter, to adjourn. Motion carried.

Respectfully submitted,
Melissa Lampe
Commission Secretary

PARKS, RECREATION & FORESTRY COMMISSION

MINUTES

Monday, August 2, 2021

1. Call to order

The Watertown Parks, Recreation & Forestry Commission met virtually and in person on August 2, 2021. The meeting was called to order by Bob Mudler. Members present were: Justin Agar-Pratt, Kyle Krueger, Bob Mudler, and Emily Lessner. Not present were: Brian Konz, Brad Clark, and Ald. William Licht. Also present were: Randy Wojtasiak, Jeff Doyle, Kelli DeCoto, Cassidy Ewert, Mark Kottwitz, and Andrea Draeger.

2. Approval of the July minutes

Kyle Krueger motioned to approve the July 12, 2021 Parks, Recreation & Forestry Commission meeting minutes as written. Emily Lessner seconded. Motion carried.

3. Review & Accept on File the Month Ending June 2021 Financial Report

Emily Lessner motioned to accept the June 2021 financial report. Kyle Krueger seconded. Motion carried.

4. Citizens to be heard

There were none.

5. Review and take possible action: park dedication fees for 111 S Water Street Development

Nick Patterson is our representative (not in attendance) from T. Wall Enterprises for the development at 111 S Water, which is right next to the Town Square project. Per the attached worksheet for the 87 units, T. Wall is proposing they would owe the city \$109,968 for the Park Improvement Fee requirement. The Parkland Dedication requirement would be 2.59 acres of land. The money in lieu of land would be an additional \$55,767 for a total of \$165,735. Justin Agar-Pratt motioned to accept the money in lieu of land for the proposed developed at 111 S Water. Kyle Krueger seconded. Motion carried.

6. Review and take possible action: change order for a time extension for the final landscaping at the Interurban Trailhead.

Due to project delays (namely a later start) the landscape contractor is requesting an extension. The new completion date will be Aug. 13th (from July 30th). Justin Agar-Pratt motioned to approve the change order for a time extension for the final landscaping at the Interurban Trailhead. Emily Lessner seconded. Motion carried.

7. Director's Report:

a. Park & Open Spaces Plan review and progress update

Randy Wojtasiak provided a brief summary on his progress, though would like to give more detail on his thoughts for next steps at a future meeting.

b. Roeseler Update

Randy Wojtasiak began to look into ways to make these funds sustainable. Opportunities available to us through the city would not be viable options. Randy is continuing to look for additional opportunities.

c. Nelson Lane Update

Randy Wojtasiak is following up with the adjacent property owner at 755 Nelson Ln who is interested in purchasing the property, though had questions regarding the purchase amount and property taxes. In order to know the current property tax amount, Randy will

need to discuss with the accessor what the land is valued at today.

d. **Parks status and projects update**

Jeff Doyle gave a brief update on the storm damage last week and how the crew has handled the calls and work. Forestry crew worked a 12hr shift with the streets department to clear roads. A few trees were lost in various parks.

i. **Watertown Veteran's Council – Veteran's Park permanent stage**

Mark Kottwitz appeared in person and provided a sketch of the stage included the proposed location and other construction details. He is providing information in order to get an approval to build at a future meeting.

ii. **Donations installed at Riverside, Tivoli, and Heiden**

Benches were donated at Riverside and Heiden pond from the Uttech Family. Grills were donated to Tivoli from the Servi Family.

iii. **Interurban Trailhead**

A change order for a time extension for the final landscaping at the Interurban Trailhead was requested. The new completion date will be Aug. 13th (from July 30th) time extension was due to the late start of the project. The City has already received a time extension from the WDNR for the project.

iv. **Warming House**

A picture was presented showing the \$10,000 warming house. This is a project hoping to be erected at Silver Creek in time for December ice skating.

e. **Update on programming:**

i. **Fall soccer, flag football, and adult softball**

Registration is now open. The deadline for soccer is August 16 and football is August 30.

ii. **Kickball, basketball camp, shot club**

Cassidy Ewert gave updates for kickball, basketball camp, and the 2021 shot club program, which are occurring late summer into early fall. She also gave an update on Kart Park, which is ending for the season the week of August 16.

iii. **Senior & Enrichment Programming**

Senior programming this month includes: senior fitness, Wii bowling (fall league will begin in September), bingo, and all card games including scrabble. We are currently working on increasing our offerings for presentations, such as funeral planning, Medicare 101, healthy living, fall prevention, and Aging and Disability Resource Center benefit specialists. The annual fundraising rummage sale will also occur the second weekend in September.

Enrichment programming for fall is currently being discussed.

iv. **Aquatics Update**

Summer swimming lessons have ended and fall sessions are being discussed. The Aquatic Center's last day will be Sunday, August 22.

f. **Review issues and concerns of commissioners.**

There were none.

10. **Adjournment – Next meeting date: September 7, 2021**

Kyle Krueger motioned to adjourn the meeting. Justin Agar-Pratt seconded. Motion carried.

PAYROLL SUMMARIES

For the Period of: 8/11/2021 - 8/24/2021

Department	Employees		Regular Hours	Overtime Hours	Overtime Costs this Pay Period	Y-T-D Overtime Costs	Overtime Budget	Total Payroll
	FT	PT						
Police	45	-	3,549.00	206.25	9,698.97	45,346.43	84,000.00	119,451.13
Police Dispatch <small>OT Costs include FLSA OT</small>	9	1	767.25	65.50	2,267.69	17,661.37	37,000.00	19,958.30
Fire	26	3	2,841.50	226.75	7,389.94	110,207.65	100,000.00	77,107.03
Municipal Court	1	1	100.00	-	-	-	-	2,881.68
Mayor	1	-	80.00	-	-	-	-	2,789.25
Bldg. Inspection	3	3	284.50	2.00	-	94.02	1,000.00	7,343.77
Attorney	2	-	160.00	-	-	115.61	-	5,248.82
Clerk/Treasurer	5	1	404.00	-	-	-	-	10,200.72
Watertown TV	2	2	196.00	-	-	-	-	4,062.40
IT	1	-	80.00	-	-	-	-	2,181.52
Human Resources	1	-	80.00	-	-	-	-	1,992.32
SIDC	1	-	80.00	-	-	-	-	2,299.20
Engineering	4	5	594.75	-	-	-	-	10,295.19
Health	9	3	835.00	-	-	-	5,000.00	23,482.28
Library	8	16	1,043.00	-	-	-	-	20,274.13
Municipal Building	1	-	80.00	0.75	21.86	437.18	1,000.00	1,576.26
Senior Center	3	-	240.00	4.00	101.70	-	400.00	5,424.91
Solid Waste	8	-	569.25	-	-	1,128.26	2,500.00	12,025.92
Street	21	-	1,680.00	23.00	756.59	29,426.63	48,500.00	49,030.46
Park	7	6	933.75	80.75	3,027.54	6,202.96	18,000.00	20,789.00
Forestry	2	-	160.00	15.50	-	-	-	3,999.20
Park/Rec Admin	2	-	160.00	-	-	-	-	5,018.40
Recreation	-	11	241.00	-	-	-	500.00	3,020.04
Pools	-	48	1,180.50	-	-	-	1,000.00	11,798.93
Wastewater	11	-	944.00	4.25	173.78	8,131.51	18,000.00	22,562.57
Water Dept.	11	1	880.00	-	-	5,760.76	23,100.00	25,688.60
Crossing Guards	-	-	-	-	-	-	-	-
Police Auxiliary	-	4	117.00	-	-	-	-	1,843.92
Alderspersons (2nd PR)	-	9	9.00	-	-	-	-	4,062.15
TOTALS	184 FT	114 PT	18,289.50	628.75	23,438.07	224,512.38	340,000.00	476,408.10



Redevelopment Authority for the City of Watertown

Turning Opportunity into Results

Wednesday July 21, 2021

6:30 pm

In-PERSON/VIRTUAL MEETING

Council Chambers, City Hall

By Phone or GoToMeeting:

<https://global.gotomeeting.com/join/471703029>

For the Public, Members of the media and the public may attend by calling: (US) +1 (872) 240-3412

Access Code: 471-703-029

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

AGENDA

1. Pledge of Allegiance
2. Roll Call
 - a. Present: Rob Marchant, Chris Ruetten, Dave Zimmerman, Dan Bartz, Matt Zastrow (6:40)
 - b. Absent: Nate Salas, Brad Kuenze
3. Determination of Quorum and Call to Order
4. Approval of Minutes of Previous Meeting – June 24, 2021
 - a. Bartz motioned to approve, Ruetten seconded. Motion passed unanimously.
5. Public Comment
6. Status reports
 - a. Community Support/Communication – Mueller
 - i. Allon played video that Mueller made highlighting the Town Square.
 - ii. Jeanne will be working on our fundraising announcement when it comes forth.
 - iii. We'll be working on preliminary ideas for the public facing crowdfunding campaign.
 - iv. Continuing work on one of the case studies of our RLF projects.
 - v. Fence boards can be picked up in Allon's office for painting.
 - b. Common Council update – Ruetten
 - i. There are no active Covid cases in the city.
 - ii. Watertown is lagging behind the state on Vaccinations.
 - iii. Passed first reading of an ordinance for a transportation utility.
 - iv. Interurban trailhead facility is nearly complete.
 - c. Fundraising – Zimmerman
 - i. Alex met with prospective employer looking to donate \$250,000 this morning and walked through the Town Square. Awaiting next steps, but they were adamant about wanting to become a more prominent community member.
 - ii. Quirk Foundation invited us to submit a grant application.
 - iii. Rob suggested still looking at an organization providing a bridge loan to secure funding.
 - d. Executive Director update – Allon
 - i. Town Square

RDA STRATEGIC PRIORITIES

- 1) 100 W. Main St. block demolition, Town Square design etc., and publicizing town square project for possible funding from sources other than the City.
- 2) Facilitating quality development in downtown, and
- 3) Creating an approach and working to attract development projects downtown.

1. 90% plans and technical specifications have been submitted to the City for initial review. Allon will be meeting with Adam tomorrow to go over those and get answers to a few questions, particularly the status of their HEC-RAS modeling (which is what they're using to determine that the river levels won't rise with the dock going in). This was the item where the contract said HEC-RAS modeling may result in additional charges depending on how in depth that process is. Allon anticipates receiving additional charges.
2. Alex talked about the construction management services outline in the packets outlining what exactly those kinds of services entail. He outlined the pros and cons as:
 - i. The fees are all out in the open, and not hidden within a general contracting bid
 - ii. Generally, It should, theoretically, save money over the life of the project as compared to a traditional GC
 - iii. The RDA gets to have more control and insight into the bids and materials costs of subcontractors
 - iv. The quoted timeline of construction differs greatly than what SmithGroup originally proposed. SG had 11 months, Maas provided an estimate at no cost which outline a 5-month timeline.
 - v. Cons include:
 1. In some cases, risk is assumed by the project owner. But CM contracts can have at risk contract to transfer the risk. We would obviously seek to do that.
 2. If the CM is also responsible for doing some work, there could be ethical questions there.
 3. Services costs. These can, again, theoretically be less by virtue of the CM reducing costs in other areas, but it is an additional contract to be built into the budget.
 - b. Marchant requested clarifying SmithGroup's scope so that we're not duplicating contracts.
 - c. Allon will take RFP he drafted to SmithGroup and ask where the overlap is and what services are not duplicated.

ii. TWall

1. Established timeline to reach Development Agreement
 - a. July 28 is the deadline to have a final version of the DA in place
 - b. August 9, the agreement will go before Finance Committee.
 - c. August 17, it will be at Council.
2. The details for TIF funding are as follows: The City will be contributing roughly 17% of project costs via TIF. That amounts to \$3.3 million of their \$19 million project costs. The payback structure will be annual payments of 77% of the available increment and will take place over the life of the TID unless their project value is such that it can be repaid sooner. The City will be receiving an average of roughly \$67,400 annually. From my understanding, because the value increase on the property is so great in that first year after construction (just prior to their full stabilization year), the City will be receiving upwards of \$200,000 in increment.

3. Chris Ruetten said Finance Committee was very in favor of getting this deal done and anticipates the City Council will also echo those sentiments.
- iii. Potential loan fund project
 1. Individual submitted application materials. Removed siding from her building in order to get more accurate quotes from contractors.
 2. Loan application will go to review committee before coming back to the board.
- iv. Discussion on strategic planning
 1. Zastrow and Allon met with Scott Harrington to discuss the potential to use TIF to recapitalize the revolving loan fund. The discussion led to thinking about the potential use of TIF funds from some of our more successful districts and/or closing districts to fund RDA activities. This was a good Segway into beginning the process of determining just what the RDA wants their strategic planning to be.
 2. Marchant suggested having Scott Harrington come to present to the RDA about use of TIF.
7. **Review/Approve:** Resolution granting Main Street Watertown, LLC an easement over a portion of Town Square parcel.
 - a. Marchant motioned to approve, Zimmerman seconded. Motion passed unanimously.
8. **Review/Approve:** June financial reports.
 - a. Zimmerman motioned to approve. Zastrow seconded. Motion passed unanimously.
9. Future possible agenda items.
10. Next meeting date and time.
 - a. August 25, 6:30pm
11. Adjournment.
 - a. Ruetten motioned to adjourn. Marchant seconded. Motion passed unanimously.

RESERVE BALANCES FOR PERIOD ENDING 7/31/21

Account No.	Description	06/30/21	Receipts	Expenses	07/31/21
01-58-11-04	Fire Prevention Programs	11,423.59	0.00	0.00	11,423.59
01-58-11-05	Fire 2% Dues	12,336.36	65,825.54	14,221.20	63,940.70
01-58-11-07	Sr. Center Fundraising	24,073.04	241.08	129.37	24,184.75
01-58-11-09	4TH of July Parade	24,374.54	0.00	887.78	23,486.76
01-58-11-10	Christmas Parade	9,282.58	0.00	0.00	9,282.58
01-58-11-12	Police Canine Unit	9,524.17	0.00	0.00	9,524.17
01-58-11-13	Police Dept. Donations	21,019.44	2,009.68	440.75	22,588.37
01-58-11-15	Police Accreditation	5,707.65	0.00	0.00	5,707.65
01-58-11-17	DNR Grant - Fire	421.40	0.00	0.00	421.40
01-58-11-18	EMS FAP Equipment	2,991.51	0.00	0.00	2,991.51
01-58-11-19	EMS FAP Education	3,582.42	0.00	0.00	3,582.42
01-58-11-21	Brandt/Quirk Park Baseball	0.00	0.00	0.00	0.00
01-58-11-37	River Walkway Repairs	4,750.00	0.00	0.00	4,750.00
01-58-11-39	Interurban Trail	21,509.20	0.00	377.89	21,131.31
01-58-11-40	Bike Trail	2,000.00	0.00	0.00	2,000.00
01-58-11-48	Downtown Parking Replacement	10,000.00	0.00	0.00	10,000.00
TOTAL GENERAL RESERVES		171,789.70	68,076.30	16,056.99	215,015.21

CAPITAL PROJECTS

05-58-11-04	Chamberland Improvements	129.57	0.00	0.00	129.57
05-58-11-06	Park Facility Improvements	12,629.71	0.00	0.00	12,629.71
05-58-11-10	Forestry Donation	91,805.02	0.00	0.00	91,805.02
05-58-11-18	Micro Park - Concord Avenue	6,759.05	0.00	0.00	6,759.05
05-58-11-20	Park Exp. & Improvements	39,828.63	0.00	386.93	39,441.70
05-58-11-23	Tennis Court Restoration	2,000.00	0.00	0.00	2,000.00
05-58-11-24	Transit Vehicle Replacement	862.00	0.00	0.00	862.00
05-58-11-25	Carriage Hill Path - Health Found Gran	93,537.39	0.00	0.00	93,537.39
05-58-11-26	Downtown/Main St Improvements	100,604.62	0.00	0.00	100,604.62
05-58-11-40	Bridge Repairs	25,249.15	0.00	0.00	25,249.15
05-58-11-41	Seawall	165,000.00	0.00	237.13	164,762.87
05-58-11-42	Dams	281,360.75	0.00	0.00	281,360.75
05-58-11-43	Airport & Airport Viewing Area	193,532.23	0.00	0.00	193,532.23
05-58-11-44	Airport Jet Monument	16.49	0.00	0.00	16.49
05-58-11-48	Land Acquisition	19,524.44	0.00	0.00	19,524.44
05-58-11-58	N. 2nd Street Bridge	51,471.78	0.00	0.00	51,471.78
05-58-11-69	Annual Street	1,268,339.47	0.00	72,254.51	1,196,084.96
05-58-11-73	Sidewalk	12,221.33	0.00	0.00	12,221.33
05-58-11-92	Seal Coating	371,657.35	0.00	0.00	371,657.35
TOTAL CAPITAL PROJECTS		2,734,032.35	0.00	72,878.57	2,663,650.41

DEVELOPER PARKS

07-58-11-13	Park Dedication Fees	94,609.07	0.00	0.00	94,609.07
07-58-11-15	Park Improvements	69,942.36	0.00	13,682.36	56,260.00
TOTAL DEVELOPER PARKS		164,694.59	0.00	13,682.36	150,869.07

**Watertown Senior Center
Advisory Board Minutes
August 18, 2021**

1. Call to Order

The Senior Center Advisory Board met by virtual teleconference and in person on August 18, 2021 at 9:00 am. The meeting was called to order by the board President Phyllis Krahn. Present: Phyllis Krahn, Kim Henze, Mary Withers, Becky Schult and Kailey Jo Gruling, Also present: Andrea Draeger, and Megan Schwefel. Absent: Lori Fort-Hoerig and Paula Schoenike.

2. Approval of Advisory Board Minutes from June 16, 2021

Becky Schult motioned to approve the minutes as printed. Kailey Jo Gruling seconded. Motion carried.

3. Approval of June 2021 Financial Report

After brief discussion, Mary Withers motioned to approve the financial report. Kailey Jo Gruling seconded. Motion carried. Phyllis Krahn would like to know what the office allowance is for using funds from the fundraising account. She thinks it's \$500, not sure if monthly. Andrea Draeger will research this and let the board know at the next meeting.

4. Citizens to be Heard

There were none.

5. Chairperson's Committee Reports

- a. **Fundraising:** We will be holding the rummage sale in September. We are looking for volunteers to help. We did have several Kwik Trip cards sold during the month, as well. We did get a check in for soda commission of \$34.16. Fundraising money was used to purchase a new coffee maker for the snack shop and to pay for a subscription to the Watertown Daily Times.
- b. **Membership:** There were 7 new members in July. A few of the new members are interested in volunteering, too. Renewal letters will be mailed out at the end of October or early November.
- c. **Community Services:** The center will be hosting several upcoming blood drives. The American Red Cross several drives scheduled.
- d. **Programming:** More programming will be added in September. We have several teachings of games coming up in September-cribbage, bunco, phase 10, sheepshead, and euchre. Puzzle and book exchange will be held Monday-Friday. Exercise equipment will now be on a first come, first served basis.

6. Director's Report

- a. **Review Programming Status Due to COVID-19:** We are following the health department and city hall recommended guidelines. We are adding in the newsletter that the programs are subject to change.
- b. **Update on Upcoming Events:** The center will be holding a rummage sale in September, Veteran's Day Party in November and a holiday party in December. The center will investigate the possibility of holding these events with the health department and mayor.
- c. **Update on Current Building Improvements:** A new ramp was installed in front of the kitchen door to help with the meal site/meals on wheels program. No fundraising money was used for the installation. The city's IT dept is looking into the computers. Most of the computers have an obsolete platform and will need to be replaced with updated models. Also, trying to determine how many computers and where to put them. Exercise equipment will be on a first come, first served basis. We also subscribed to Netflix DVD with a cost of \$12/month.
- d. **Review issues and concerns of advisory board members:** Phyllis Krahn asked if we could start taking items for the food pantry or the school supplies pantry. We will research that and see what we can do.

7. Adjournment – next meeting date: October 20, 2021

Phyllis Krahn motioned to adjourn. Mary Withers seconded. Motion carried.

Watertown Tourism Commission Meeting Minutes August 12 2021

The following Tourism Commission members were present via Zoom Meeting or in person at Watertown City Hall: Linda Werth, Randy Wojtasiak, Cheryl Mitchell, Aaron David, Dave Fessenbecker, Peter Wright
 Also present; Robin Kaufmann Tourism Manager, Bonnie Hertel Chamber Executive Director, Alderperson Cassandra Wagner

1. The meeting was called to order at 7:57 am by Aaron David
2. Review & Approve July Minutes
 A motion to approve the minutes was made by Randy Wojtasiak, seconded by Dave Fessenbecker. The commission voted to approve the minutes.
3. Old Business:
 - a. Financial Report: Robin Kaufmann reported Month to Date information as of 07/27/21

Expense	
Management Fees 2nd quarter mgmt. fees	47.60
Payroll Services July	51.35
Payroll Taxes - July	224.08
Retirement Contribution – July	87.88
Wage Reimbursement – July	2929.20
Total Wages	3292.51
Total Management Fees	3340.11
Operations	
Telephone July	50
Mileage July	23
Total Expense	3413.11
Room Tax Revenue - May room tax	<u>2176.52</u>
Net Income	-1236.59

Checking Account Balance as of \$ 59341.83

Motion to approve the financials was made by Dave Fessenbecker and seconded by Peter Wright. The Commission voted to approve the financials.

b. Marketing Plan

1. 2021 Visitor Guides – Jefferson County Tourism was at the State Fair handing out Guides JC guides and Watertown Guides and the supply is nearly gone.
 2. Ad Opportunities: Nothing new to report. Requests for 2022 will start as of September.
- c. Updates/Discussion on mural restoration – No new updates from last month.

- d. Hotel Stay updates: Across the nation, Leisure Travel is nearly back to Pre-Covid percentages. Average Daily rates are higher than 2019. With the rescheduled events from 2020 (weddings, reunions etc) May – October Weekend occupancy are at pre-covid levels and Friday occupancy is better than 2019. Locally, occupancy On weekends is better than 2019.
Events that rely on International travel are not back to Pre-covid occupancy. For example, the Oshkosh fly-in did not bring in as much traffic to area hotels as 2019.
Hotels are increasingly fielding questions about Covid concerns and policies as infection rates rise. This continues to affect Corporate travel as many companies have pushed back the return to traveling.
Long term reservations continue to increase as companies are using staffing agencies to fill employee Shortages. This type of business is generally more than a 30 day stay which means the revenue is Tax exempt.
4. New Business
- a. Tourism Mission discussion – The Tourism Commission will explore our options going forward with the continued decrease in room tax dollars including how to help fund upcoming events that we would like to support.
 - b. Manager’s report for previous months tasks – attached.
 - c. Commission members report on upcoming events: Luther Prep and Maranatha are bringing students back to school so families will be staying at area hotels. Octagon House has seen steady business. Park and Rec will hold a ribbon cutting for the Watertown/Oconomowoc Interurban Trail Head. Park and Rec is exploring rentals for skates, snow shoes and skis. Kayak rentals are down possibly due to increase in other activities. There is a new building at Silver Creek which is a warming house. Johnsonville Foods does not anticipate business travel to increase as of yet.
5. Adjournment – Motion to adjourn the meeting at 8:42am made by Randy Wojtasiak and seconded by Perer Wright.

Agenda items:

A reminder from Robin to have all requests for additions to the next meeting’s agenda to her by the Tuesday the week before the meeting.

The next meeting will be at 8:00 am September 9 2021 via Zoom or you may attend in person at Watertown City Hall
NOTE: These minutes are uncorrected and any corrections made thereto will be noted in the proceedings at which these minutes are approved.

Submitted by,

Cheryl Mitchell, Secretary

Manager's Report – July

Social Media Report

Facebook: 67 new page likes (4,921 likes/5,254 followers)

Visitwatertownwi.com: 784 Views by 700 visitors

Instagram: 39 new followers (842 followers)

- Regularly posted to social media (Watertown, Dodge County, Jefferson County)
- Wrote blog articles for JCTC
- Attended JCTC Meeting
- Attended JCTC Exec Committee Meeting
- Continued guide distribution in Jefferson County
- Building staff met with Alex Allon to discuss business retention/expansion program
- Attended Main Street Promotions Committee Meeting
- Took pics at local events for current and future promotions
 - 4th of July Parade
 - Downtown Watertown Beer Walk
 - 5k Trail Run for Tomorrow
- Took pics at local venues for current and future promotions
 - Fannie P. Lewis Park
 - River Bend RV Resort
 - Rock River Disc Golf
 - Jesse Stone House B&B

**ORDINANCE TO
AMEND CHAPTER 550: ZONING CODE THROUGH REPEAL AND
RECREATION OF SECTION § 550-127: SWIMMING POOLS**

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

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

SECTION 1. Amend Chapter 550: Zoning Code through repeal of Section § 550-127:
Swimming Pools:

* * *

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

~~**SWIMMING POOL**~~

~~A receptacle, open tank or artificial pool of water not located within a completely enclosed building, having a depth at any point of 1.5 feet or more, whether above or below ground, and more than 113 square feet in area (12 feet in diameter or equivalent in square or rectangular). Decorative ponds not designed or intended for swimming are not considered swimming pools.~~

~~B.—Swimming pools exclusively for the private use of the owners and their guests may not be located closer than 10 feet to any property line, provided that pump and filter installation shall not be located closer than 20 feet to any property line.~~

~~C.—Fencing. The swimming pool, or the entire property on which the pool is located, shall have a detached wall or fence at least four feet in height. Such wall or fence must be constructed so as to prevent uncontrolled access by children from the street or adjacent properties. All fence openings or points of entry shall be equipped with gates which are self-closing and have self-latching devices placed at the top 1/4 of the gate.~~

~~D.—Exceptions. Subsection B does not apply to the following:~~

- ~~(1) An aboveground-type swimming pool with a deck which extends out perpendicular from the sides of the pool and has an affixed fence at least 36 inches in height above deck level. Access to such deck or pool shall have removable steps or ladder or be enclosed with a fence a minimum of four feet in height.~~
- ~~(2) The entire swimming area is covered or enclosed by a plastic or fiberglass bubble, installed pursuant to manufacturer's recommendations or engineering calculations, with a door or gate which allows access into the swimming area which is self-closing and self-latching, with such latch located at the top 1/4 of the gate.~~
- ~~(3) An aboveground-type swimming pool whose accumulative height, with or without affixed fence, is at least four feet above the ground at all points and has a removable or fold-up ladder.~~

~~E.—A permit is required for the erection of all swimming pools as defined.~~

~~F.—Permit fee. See § 550-157 for fee.~~

* * *

SECTION 2. Amend Chapter 550: Zoning Code through recreation of Section § 550-127:
Swimming Pools:

* * *

A. Definitions. The following words, terms and phrases, when used in this section, shall have the

meanings ascribed to them in this subsection, except where the context clearly indicates a different meaning:

Private or residential swimming pool or outdoor hot tub means an outdoor structure containing a body of water in a receptacle or other container having a depth for water at any point greater than 1½ feet located above or below the surface of ground elevation that is used or intended to be used solely by the owner, operator, or lessee thereof and such owner's, operator's or lessee's family and by friends invited to use it, and includes all structural facilities, appliances and appurtenances, equipment, and other items used and intended to be used for the operation and maintenance of a private or residential swimming pool.

Above ground portable swimming pool or wading pool means a shallow pool, with depth not exceeding 4.5 feet, which is not designed nor intended to be permanently affixed to and/or into the ground, which is capable of being removed for storage, and is not left up year-round. Electrical Code shall still apply to portable pools.

B. Exemptions. Pools and outdoor hot tubs exempt from this section are as follows:

- (1) Above ground portable swimming or wading pools are exempt from this section;
- (2) Portable outdoor hot tubs are exempt from this section, providing they are installed for no more than 30 consecutive days.
- (3) Hot tubs with lockable tops are also exempt. Lockable tops shall be securely fastened in place at all time when the hot tub is not in actual use.

C. Permit required. Before work is commenced on the construction, addition, remodel, alteration, or erection of private or residential swimming pools or outdoor hot tubs, a swimming pool permit must be submitted in writing to the building inspector. Plans and specifications and pertinent explanatory data should be submitted to the building inspector at the time of application. No such work is obtained by the applicant.

D. Construction requirements. In addition to such other requirements as may be reasonably imposed by the building inspector, the building inspector shall not issue a permit for construction as provided for in subsection (c) of this section, unless the following construction requirements are observed:

- (1) All materials and methods of construction in the construction, alteration, addition, remodeling, or other improvements and pool installation shall be in accord with all state regulations and codes and with any and all sections of this Code;
- (2) All plumbing work shall be in accordance with all applicable sections of this Code and all state codes. Every private or residential swimming pool or outdoor hot tub shall be provided with a suitable draining method, and in no case shall waters from any pool be drained into the sanitary sewer system, onto lands of other property owners adjacent to that on which the pool is located, or in the general vicinity;
- (3) All electrical installations, including lighting and heating, but not limited thereto, that are provided for, installed, and used in conjunction with a private swimming pool or outdoor hot tub shall be in conformance with the state laws and sections of this Code regulating electrical installations.

E. Setbacks and other requirements.

- (1) A private swimming pool or outdoor hot tub shall be erected or constructed on a rear or side lot, only, and only on a lot occupied by a principal building. No swimming pool shall be erected or constructed on an otherwise vacant lot. A lot shall not be considered vacant if the owner owns the contiguous lot and such lot is occupied by a principal building;
- (2) No swimming pool or outdoor hot tub shall be located, constructed, or maintained closer to any side or rear lot line than is permitted in this chapter for an accessory building, and in no case shall the water line or pump motor of any pool be less than five feet from any lot line.

- F. Fence. A fence for a swimming pool or outdoor hot tub shall be erected as follows:
- (1) Pools or outdoor hot tubs within the scope of this section that are not enclosed with a permanent building shall be completely enclosed by a fence of sufficient strength to prevent access to the pool or shall have a cover or other protective device over such swimming pool of such a design and material that the cover can be securely fastened in place and when in place shall be capable of sustaining a person weighing 250 pounds. Such cover or protective device shall be securely fastened in place at all times when the swimming pool or outdoor hot tub is not in actual use for swimming or bathing purposes. Such fence or wall shall not be less than four feet in height and so constructed as not to have voids, holes, or openings larger than four inches in one dimension. Gates or doors shall be kept locked while the pool is not in actual use;
- (2) The enclosure may be omitted where above ground pools are installed and have a raised deck around the entire pool perimeter with an attached railing on the top outer edge of the raised deck or where the sidewalls of an above ground pool are extended by an enclosure (fence) to a minimum of six feet above grade. Access shall be through self-closing and latching gates with a locking device and shall be kept locked when pool is not in use. Where pool ladders are provided they shall be a type that can be removed when pool is not in use;
- H. Filter system required. All private swimming pools and outdoor hot tubs within the meaning of this section must have, in connection therewith, some filtration system to ensure proper circulation of the water therein and maintenance of the proper bacterial quality thereof.
- I. Dirt bottoms prohibited. All swimming pools or outdoor hot tubs of a permanent nature shall have the sides and bottom of a smooth finish, and no sand or dirt bottom shall be permitted.

* * *

SECTION 3. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 4. This ordinance shall take effect and be in force the day after its passage and publication.

<i>DATE:</i>	<i>September 7, 2021</i>		<i>September 21, 2021</i>	
<i>READING:</i>	<i>1ST</i>		<i>2ND</i>	
	<i>YES</i>	<i>NO</i>	<i>YES</i>	<i>NO</i>
PASCH				
WENDT				
RUETTEN				
BARTZ				
LICHT				
WAGNER				
SCHMID				
WETZEL				
ROMLEIN				
MAYOR MCFARLAND				
<i>TOTAL</i>				

ADOPTED September 21, 2021

CITY CLERK/TREASURER

APPROVED September 21, 2021

MAYOR

**RESOLUTION TO
PURCHASE MAINTENANCE AND SUPPORT CONTRACT WITH
CONVERGENT SOLUTIONS FOR PHONE SYSTEM**

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

WHEREAS, the City of Watertown has an Avaya IP Phone system utilized by all City Departments and in all City buildings; and

WHEREAS, the Avaya Phone System is a critical part of the City’s infrastructure, and needed for public safety as well as day to day business; and

WHEREAS, CC&N, the city’s prior phone system service provider, will no longer support the City’s phone system; and

WHEREAS, Convergent Solutions is a Wisconsin based company with offices in Neenah and Menomonee Falls, that has done maintenance on the City’s phone system for CC&N in the past; and

WHEREAS, Convergent Solutions is able to provide 24-hour, 7 days per week on-site and remote support for the City’s phone system.

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 sign and purchase a 3-year maintenance contract with Convergent Solutions of Menomonee Falls, WI in the amount of \$16,521.30 to be paid from the telephone expense line of each department’s budget.

	YES	NO
PASCH		
WENDT		
RUETTEN		
BARTZ		
LICHT		
WAGNER		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED September 7, 2021

CITY CLERK/TREASURER

APPROVED September 7, 2021

MAYOR

**RESOLUTION TO
UPDATE EMPLOYEE HANDBOOK REGARDING
VOLUNTARY LEAVE DONATION**

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

WHEREAS, the City of Watertown adopted the current handbook effective August 11, 2021,

WHEREAS, the current voluntary leave donation program states, “Employees are eligible to receive donated leave not to exceed the maximum accumulated sick leave totals as defined in the City of Watertown employee handbook.” and,

WHEREAS, the proposed clarification of donation time is recommended to state the following, “Employees are eligible to receive donated leave not to exceed the maximum accumulated sick leave totals as requested in approved leave application.”

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Watertown that the General Non-Exempt Policy including the updates as attached is hereby adopted.

	YES	NO
PASCH		
WENDT		
RUETTEN		
BARTZ		
HOLTHAUS		
WAGNER		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED September 7, 2021

CITY CLERK/TREASURER

APPROVED September 7, 2021

MAYOR

Memo

To: Mayor McFarland & Finance Committee

From: Lisa Schwartz, Human Resources Generalist

Date: August 10, 2021

Re: Agenda Item Voluntary Leave Donation Clarification

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

The Voluntary Leave Donation Program has been implemented since March 16th. We have been fortunate to have several employees benefit from its use. Please note the request to clarify the following points of the policy.

Current policy:

Requirements to Receive Donated Leave

a. To be eligible to receive donated leave, an employee must be a full-time regular employee, not be the subject of a documented Performance Improvement Plan or administrative suspension, with, or have an eligible family member with, a serious health condition that requires the employee's absence from work. To be eligible the employee shall be on an approved FMLA leave or approved extended leave through the appropriate city policy. Employees are ineligible to use this policy during any disciplinary suspensions or if they are receiving or have applied to receive Workers' Compensation benefits.

b. Employees are eligible to receive donated leave not to exceed the maximum accumulated sick leave totals as defined in the City of Watertown employee handbook.

Proposed Clarification:

Requirements to Receive Donated Leave

a. To be eligible to receive donated leave, an employee must be a full-time regular employee, not be the subject of a documented Performance Improvement Plan or administrative suspension, with, or have an eligible family member with, a serious health condition that requires the employee's absence from work. To be eligible the employee shall be on an approved FMLA leave or approved extended leave through the appropriate city policy. Employees are ineligible to use this policy during any disciplinary suspensions or if they are receiving or have applied to receive Workers' Compensation



Office of
Human Resources
106 Jones Street
PO Box 477
Watertown, WI 53094-0477
(920) 262-4058

benefits.

b. Employees are eligible to receive donated leave not to exceed the maximum accumulated sick leave totals as ~~defined in the City of Watertown employee handbook~~ requested in approved leave application.

Please consider and action the request to clarify the Voluntary Donation Policy regarding maximum totals for donor request and donations by individuals anticipating separation.

Thank you,

Lisa Schwartz

Human Resources Generalist

RESOLUTION

CITY OF WATERTOWN - WATER DEPARTMENT

**AUTHORIZING EXECUTION OF
WISCONSIN DEPARTMENT OF NATURAL RESOURCES PRINCIPAL
FORGIVEN FINANCIAL ASSISTANCE AGREEMENT**

**SPONSOR: ALDERPERSON WETZEL
FROM: PUBLIC WORKS COMMITTEE**

WHEREAS, the City of Watertown (the “Municipality“) wishes to undertake a project to replace private lead service lines at residences, pre k -12 schools and licensed and/or certified daycare centers, identified as DNR No. 5439-04 (the “Project”); and

WHEREAS, the Municipality has applied to the Safe Drinking Water Loan Program (the “SDWLP”) for financial assistance in the form of a loan made by the SDWLP to the Municipality of which all the principal will be forgiven at the time that loan disbursements are made to the Municipality, pursuant to the DNR Financial Assistance Agreement; and

WHEREAS, the SDWLP has determined that it can provide a loan with principal forgiveness in an amount up to \$694,938 SDWLP funding; and

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 by and on behalf of the Municipality to execute the Principal Forgiven Financial Assistance Agreement that contains the terms and conditions of the SDWLP award for the Project. The Principal Forgiven Financial Assistance Agreement is incorporated herein by this reference.

	YES	NO
PASCH		
WENDT		
RUETTEN		
BARTZ		
LICHT		
WAGNER		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED September 7, 2021

CITY CLERK/TREASURER

APPROVED September 7, 2021

MAYOR

State of Wisconsin
Department of Natural Resources
Bureau of Community Financial Assistance
101 South Webster Street, 2nd Floor
PO Box 7921
Madison, Wisconsin 53707-7921

Financial Assistance Agreement
Safe Drinking Water Loan Program
Form 8700-214B rev 07/21

STATE OF WISCONSIN SAFE DRINKING WATER LOAN PROGRAM
LEAD SERVICE LINE (LSL) PRINCIPAL FORGIVEN FINANCIAL ASSISTANCE AGREEMENT

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES
DEPARTMENT OF ADMINISTRATION

and

CITY OF WATERTOWN

\$694,938 With \$694,938 PRINCIPAL FORGIVENESS

FINANCIAL ASSISTANCE AGREEMENT

Dated as of September 22, 2021

This constitutes a **Financial Assistance Agreement** under the State of Wisconsin's Safe Drinking Water Loan Program. This agreement is awarded pursuant to ss. 281.59 and 281.61, Wis. Stats. The purpose of this agreement is to award financial assistance from the Safe Drinking Water Loan Program. This agreement also discloses the terms and conditions of this award.

This agreement is only effective when signed by authorized officers of the municipality, the State of Wisconsin Department of Natural Resources, and the State of Wisconsin Department of Administration.

The Department of Natural Resources and the Department of Administration may rescind or terminate this agreement if the municipality fails to comply with the terms and conditions contained within. Any determination or certification made in this agreement by the Department of Natural Resources or the Department of Administration is made solely for the purpose of providing financial assistance under the Safe Drinking Water Loan Program.

Municipal Identification No. 28291
Safe Drinking Water Loan Program Project No. 5439-04

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EXHIBIT C	PROJECT MANAGER SUMMARY	

WITNESSETH:

WHEREAS, this is a FINANCIAL ASSISTANCE AGREEMENT (the "FAA"), dated September 22, 2021, between the STATE OF WISCONSIN Safe Drinking Water Loan Program (the "SDWLP"), by the Department of Natural Resources (the "DNR") and the Department of Administration (the "DOA"), acting under authority of ss. 281.59 and 281.61, Wis. Stats., as amended (the "Statute"), and the City of Watertown, a municipality within the meaning of the Statute, duly organized and existing under the laws of the State of Wisconsin (the "Municipality"); and

WHEREAS, the United States, pursuant to the Federal Safe Drinking Water Act Amendments of 1996 (the "Act"), requires each state to establish a drinking water revolving loan fund to be administered by an instrumentality of the state before the state may receive capitalization grants for eligible projects from the United States Environmental Protection Agency (the "EPA"), or any successor which may succeed to the administration of the program established by the Act; and

WHEREAS, the State of Wisconsin has, pursuant to the Statute, established the SDWLP to be used in part for purposes of the Act; and

WHEREAS, the State of Wisconsin has, pursuant to s. 25.43, Wis. Stats., established a State of Wisconsin Environmental Improvement Fund which includes the SDWLP; and

WHEREAS, DNR and DOA have the joint responsibility to provide SDWLP financial assistance to municipalities for the construction of eligible drinking water projects, all as set forth in the Statute; and

WHEREAS, the Municipality has submitted to DNR an application for financial assistance (the "Application") for a project (the "Project"), and DNR has approved the Application and determined the Application meets the DNR criteria for project eligibility established in applicable state statutes and regulations; and

WHEREAS, DNR has determined that the Municipality and the Project are not ineligible for financial assistance under s. 281.61(2g), Wis. Stats.; and

WHEREAS, DNR has determined the SDWLP will provide financial assistance to the Municipality by making a loan (the "Loan") under s. 281.59(9), Wis. Stats., for the purposes of that subsection, and providing Principal Forgiveness of the Loan principal;

NOW, THEREFORE, in consideration of the promises and of the mutual representations, covenants, and agreements herein set forth, the SDWLP and the Municipality, each binding itself, its successors, and its assigns, do mutually promise, covenant, and agree as follows:

ARTICLE I
DEFINITIONS; RULES OF INTERPRETATION

Section 1.01. Definitions The following capitalized terms as used in this FAA shall have the following meanings:

"Act" means the federal Safe Drinking Water Act, 42 U.S.C. 300f to 300j-26.

"American Iron and Steel" means the requirements for using American iron and steel as mandated under EPA's Drinking Water State Revolving Fund Program.

"Application" means the written application of the Municipality dated November 13, 2020, for financial assistance under the Statute.

"Business Day" means any day on which State offices are open to conduct business.

"CWFP" means the State of Wisconsin Clean Water Fund Program, established pursuant to ss. 281.58 and 281.59, Wis. Stats., and managed and administered by DNR and DOA.

"DNR" means the State of Wisconsin Department of Natural Resources and any successor entity.

"DOA" means the State of Wisconsin Department of Administration and any successor entity.

"EPA" means the United States Environmental Protection Agency or any successor entity that may succeed to the administration of the program established by the Act.

"Final Completion" means all Service Lines to be financed under this FAA have been installed and the Municipality has submitted all necessary Project closeout documentation, including the final request for disbursement of Financial Assistance to the Municipality.

"Financial Assistance" means any proceeds provided under this Financial Assistance Agreement in the form of a Loan of which the Loan principal will be forgiven.

"Financial Assistance Agreement" or "FAA" means this Financial Assistance Agreement between the SDWLP, by DNR and DOA, and the Municipality.

"Lead Service Line" or "LSL" means a Service Line made from or including lead, or galvanized material which is or was downstream of lead, as reported to the Public Service Commission on Schedule W-29.

"Loan" means the loan made by the SDWLP to the Municipality of which the principal will be forgiven pursuant to this FAA at the time Loan disbursements are made.

"Municipality" means City of Watertown, a "local governmental unit" or "municipality" within the meaning of the Statute, duly organized and existing under the laws of the State, and any successor entity.

"Principal Forgiveness" means Financial Assistance received in the form of forgiveness of Loan principal amounts pursuant to the Act or this FAA.

"Project" means the project assigned SDWLP Project No. 5439-04 by DNR, described in the Project Manager Summary (Exhibit C).

"Project Costs" means the costs of the Project that are eligible for financial assistance from the SDWLP under the Statute, which are allowable costs under the Regulations or are costs for which DNR granted a

variance to a portion of the Regulations to make them allowable, which have been incurred by the Municipality, an estimate of which is set forth in Exhibit A hereto and made a part hereof.

"Regulations" means chs. NR 108, NR 150, NR 166, NR 809, NR 810, and NR 811, Wis. Adm. Code, the regulations of DNR, and ch. Adm. 35, Wis. Adm. Code, the regulations of DOA, adopted pursuant to and in furtherance of the Statute, and ch. 145, Wis. Stats, as administered by the Department of Safety and Professional Services, as such may be adopted or amended from time to time.

"SDWLP" means State of Wisconsin Safe Drinking Water Loan Program, established pursuant to the Statute and managed and administered by DNR and DOA.

"Service Line" means the water service piping from the curb stop of a municipally-owned water main or service line to the meter, isolation valve, or other water utility service terminal on private residential property, a pre k-12 school, or a licensed and/or certified daycare center.

"State" means the State of Wisconsin.

"Statute" means ss. 281.59 and 281.61, Wis. Stats., as amended.

"Substantial Completion" means the point in time when no further Lead Service Lines are to be replaced by the Municipality using Financial Assistance provided in this FAA or December 31, 2021, whichever occurs first.

"Water Diversion Permit" means a DNR permit issued to the Municipality under s. 30.18(2), Wis. Stats., to divert water from a stream or lake in Wisconsin.

"Water System" means all structures, conduits, and appurtenances by means of which water is delivered to consumers, except piping and fixtures inside buildings served and service pipes downstream from the curb stop.

Section 1.02. Rules of Interpretation Unless the context clearly indicates to the contrary, the following rules shall apply to the context of this FAA:

- (a) Words importing the singular number shall include the plural number and vice versa, and one gender shall include all genders.
- (b) All references herein to particular articles or sections are references to articles or sections of this FAA.
- (c) The captions and headings herein are solely for convenience of reference and shall not constitute a part of this FAA nor shall they affect its meaning, construction, or effect.
- (d) The terms "hereby", "hereof", "hereto", "herein", "hereunder", and any similar terms as used in this FAA refer to this FAA in its entirety and not the particular article or section of this FAA in which they appear, and the term "hereafter" means after, and the term "heretofore" means before, the date of delivery of this FAA.
- (e) All accounting terms not otherwise defined in this FAA have the meanings assigned to them in accordance with generally accepted accounting principles, and all computations provided for herein shall be made in accordance with generally accepted accounting principles.

ARTICLE II
REPRESENTATIONS

Section 2.01. Representations of the SDWLP The SDWLP represents and warrants as follows:

- (a) The SDWLP has complied with the provisions of the Statute and has full power and authority to execute and deliver this FAA, consummate the transactions contemplated hereby, and perform its obligations hereunder.
- (b) The SDWLP is not in violation of any of the provisions of the Constitution or laws of the State which would affect its powers referred to in the preceding paragraph (a).
- (c) Pursuant to the Statute, the SDWLP is authorized to execute and deliver this FAA, and to take actions and make determinations that are required of the SDWLP under the terms and conditions of this FAA.
- (d) The execution and delivery by the SDWLP of this FAA and the consummation of the transactions contemplated by this FAA shall not violate any indenture, mortgage, deed of trust, note, agreement, or other contract or instrument to which the State is a party or by which it is bound, or, to the best of the SDWLP's knowledge, any judgment, decree, order, statute, rule, or regulation applicable to the SDWLP, and all consents, approvals, authorizations, and orders of governmental or regulatory authorities that are required for the consummation of the transactions contemplated thereby have been obtained.
- (e) To the knowledge of the SDWLP, there is no action, suit, proceeding, or investigation, at law or in equity, before or by any court, public board, or body, pending or threatened, against or affecting the SDWLP, or, to the knowledge of the SDWLP, any basis therefor, wherein an unfavorable decision, ruling, or finding would adversely affect the transactions contemplated hereby or which, in any way, could adversely affect the validity of this FAA or any agreement or instrument to which the State is a party and which is used or contemplated for use in consummation of the transactions contemplated by each of the foregoing.

Section 2.02. Representations of the Municipality The Municipality represents and warrants as of the date of this FAA, and with respect to paragraphs (b), (k), (l), (m), (n), and (o), covenants during the term of this FAA, as follows:

- (a) The Municipality possesses the legal municipal form of a city under ch. 62, Wis. Stats. The Municipality is located within the State and is a "local governmental unit" within the meaning of the Statute, duly organized and existing under the laws of the State, and has full legal right, power, and authority to:
 - (1) conduct its business and own its properties,
 - (2) enter into this FAA, and
 - (3) carry out and consummate all transactions contemplated by this FAA.
- (b) The Municipality is in compliance and will remain in compliance with its Water Diversion Permit (if any).
- (c) The governing body of the Municipality has duly approved the execution and delivery of this FAA in the amount of \$694,938, and has authorized the taking of any and all action as may be required on the part of the Municipality and its authorized officers to carry out, give effect to, and consummate the transactions contemplated by this FAA.

(d) This FAA has been duly authorized, executed, and delivered and constitutes a legal, valid, and binding obligation of the Municipality, enforceable in accordance with its terms.

(e) To the knowledge of the Municipality, there is no action, suit, proceeding, inquiry, or investigation, at law or in equity, before or by any court, public board, or body, pending or threatened, against or affecting the Municipality, or, to the knowledge of the Municipality any, basis therefor:

(1) affecting the creation, organization, or existence of the Municipality or the title of its officers to their respective offices;

(2) seeking to prohibit, restrain, or enjoin the execution of this FAA;

(3) in any way contesting or affecting the validity or enforceability of this FAA, or any agreement or instrument relating to this FAA, or used or contemplated for use in the consummation of the transactions contemplated by this FAA; or

(4) wherein an unfavorable decision, ruling, or finding could adversely affect the transactions contemplated hereby.

(f) The Municipality is not in any material respect in breach of or in default under any applicable law or administrative regulation of the State or the United States or any applicable judgment or decree or any agreement or other instrument to which the Municipality is a party, or by which it or any of its properties is bound, and no event has occurred that, with the passage of time, the giving of notice, or both, could constitute such a breach or default. The execution and delivery of this FAA and compliance with the provisions hereof shall not conflict with, or constitute a breach of or default under, any applicable law or administrative regulation of the State or of the United States or any applicable judgment or decree or any agreement or other instrument to which the Municipality is a party or by which it or any of its property is bound.

(g) The resolution of the Municipality authorizing execution of this FAA has been duly adopted by the Municipality and remains in full force and effect as of the date hereof.

(h) The Municipality has full legal right and authority and all necessary permits, licenses, easements, and approvals (other than such permits, licenses, easements, or approvals which are not by their nature obtainable prior to Substantial Completion of the Project) required as of the date hereof to carry on its activities relating to the Project, to undertake and complete the Project, and to carry out and consummate all transactions contemplated by this FAA.

(i) The Municipality represents that it has not made any commitment or taken any action that shall result in a valid claim for any finders' or similar fees or commitments for obtaining the Loan under this FAA.

(j) Each of the facilities constituting a part of the Project is eligible for financing under the Act. The DNR is granting a variance through this FAA to s. NR 166.07(2)(w), Wis. Adm. Code, to allow Service Lines to be eligible for SDWLP funding. Any portions of the Project that are ineligible for financing from the SDWLP are listed within the Project Manager Summary attached hereto as Exhibit C. The Municipality intends the Project to be and continue to be an eligible project under the Statute throughout the term of this FAA. Each Service Line to be replaced as part of the Project will satisfy the federal environmental review requirements. The Project is an eligible project under s. 281.61, Wis. Stats.

(k) All amounts shown in Exhibit A of this FAA are costs of a Project eligible for financial assistance under the Act or Statute. All proceeds of any borrowing of the Municipality that have

been spent and are being paid with the proceeds of the Financial Assistance made hereunder have been spent on Project Costs. All Project Costs are reasonable, necessary, and allocable by the Municipality to the Project under generally accepted accounting principles. None of the proceeds of the Loan shall be used directly or indirectly by the Municipality as working capital or to finance inventory, as opposed to capital improvements.

(l) The Project is and will remain in compliance with all applicable federal, state, and local laws and ordinances (including rules and regulations) relating to zoning, building, safety, and environmental quality. The Municipality has complied with and completed all requirements of DNR necessary to commence construction of the Project prior to the date hereof. The Municipality intends to proceed with due diligence to complete the Project pursuant to Section 4.02 hereof.

(m) The Municipality represents that it has satisfied and will continue to satisfy all the applicable requirements in ss. 281.61(3), (4), (5), and (8m), Wis. Stats., ch. NR 166, Wis. Adm. Code, and ch. 145, Wis. Stats.

(n) The Municipality is in substantial compliance and will remain in substantial compliance with all conditions, requirements, and terms of any financial assistance previously awarded through the federal construction grants program, the Wisconsin Fund construction grants program, the CWFP, and the SDWLP.

(o) The Municipality has met all terms and conditions contained herein and certifies that the Project funded through this agreement will result in the entire Service Line being lead-free and that no partial replacement will result in a service line that is still partially lead.

(p) The Municipality represents that it has submitted to DNR a budget estimate and documentation related to individuals or firms hired to perform work for the Project, as required by DNR.

(q) The representations of the Municipality in the Application are true and correct as of the date of this FAA and are incorporated herein by reference as if fully set forth in this place.

(r) There has been no material adverse change in the financial condition or operation of the Municipality or the Project since the submission date of the Application.

(s) The Municipality acknowledges that it is eligible to receive Financial Assistance in the form of a Loan of \$694,938 with Principal Forgiveness of \$694,938 for payment of Project Costs.

ARTICLE III
FINANCIAL ASSISTANCE PROVISIONS

Section 3.01. Financial Assistance Clause Prior to disbursement, the Financial Assistance shall be held by the SDWLP. Earnings on undisbursed Loan funds shall be for the account of the SDWLP. Financial Assistance shall be disbursed only upon submission by the Municipality of disbursement requests and approval thereof as set forth in Section 3.02 hereof.

Section 3.02. Disbursement of Financial Assistance

- (a) Each disbursement request shall be delivered to DNR. Each request must contain invoices or other evidence acceptable to DNR and DOA that Project Costs for which disbursement is requested have been incurred by the Municipality.
- (b) The SDWLP, through its agents, plans to make disbursements of Financial Assistance on a semimonthly basis upon approval of each disbursement request by DNR and DOA. Such approval by DNR and DOA may require adjustment and corrections to the disbursement request submitted by the Municipality. The Municipality shall be notified whenever such an adjustment or correction is made by DNR or DOA.
- (c) Disbursements made to the Municipality are subject to pre- and post-payment adjustments by DNR or DOA.
 - (1) If the Financial Assistance is not yet fully disbursed, and SDWLP funds were previously disbursed for costs not eligible for SDWLP funding or not eligible under this FAA, the SDWLP shall make necessary adjustments to future disbursements.
 - (2) If the Financial Assistance is fully disbursed, including disbursements for any costs not eligible for SDWLP funding or not eligible under this FAA, the Municipality agrees to repay to the SDWLP an amount equal to the non-eligible costs within 60 days of notification by DNR or DOA.
- (d) The SDWLP or its agent shall disburse Financial Assistance only to the Municipality's account by electronic transfer of funds. The Municipality hereby covenants that it shall take actions and provide information necessary to facilitate these transfers. The Municipality agrees to pay Project invoices in a timely manner.
- (e) All requests for disbursement must be submitted to DNR no later than December 31, 2021.

Section 3.03. Remedies

- (a) If the Municipality:
 - (1) or any authorized representative is not complying with federal or state laws, regulations, or requirements relating to the Project, and following due notice by DNR the Project is not brought into compliance within a reasonable period of time; or
 - (2) is not complying with or is in violation of any covenant set forth in this FAA; or
 - (3) is not in compliance with the Statute or the Regulations;

then DNR may, until the Project is brought into compliance or the FAA non-compliance is cured to the satisfaction of DNR or DOA, impose one (1) or more of the following sanctions:

- (i) Disbursements otherwise due the Municipality may be withheld.
- (ii) Project work may be suspended.
- (iii) DNR may request a court of appropriate jurisdiction to enter an injunction or afford other equitable or judicial relief as the court finds appropriate.
- (iv) Other administrative remedies may be pursued.

(b) If the Municipality fails to observe or perform any covenant, condition, or agreement on its part under this FAA for a period of thirty (30) days after written notice is given to the Municipality by DNR, specifying the default and requesting that it be remedied, the SDWLP is provided remedies by law and this FAA. These remedies include, but are not limited to, the following rights:

- (1) Pursuant to s. 281.59(11)(b), Wis. Stats., DOA shall place on file a certified statement of all amounts due the SDWLP under this FAA. DOA may collect all amounts due the SDWLP by deducting those amounts from any State payments due the Municipality or adding a special charge to the amount of taxes apportioned to and levied upon the county in which the Municipality is located under s. 70.60, Wis. Stats.
- (2) In the case of a joint utility system, the SDWLP may bill the users of the Municipality's system directly.
- (3) The SDWLP may enforce any right or obligation under this FAA, including the right to seek specific performance or mandamus, whether such action is at law or in equity.

Section 3.04. FAA Effective Date and FAA Term This FAA shall become effective upon its execution and delivery by the parties hereto, shall remain in effect for a period of 3 years from the date of Final Completion.

ARTICLE IV
CONSTRUCTION OF THE PROJECT

Section 4.01. Construction of the Project

- (a) The Municipality shall construct the Project, or cause it to be constructed, to Final Completion in accordance with the Application. The Municipality shall proceed with the construction of the Project in conformity with law and with all applicable requirements of governmental authorities having jurisdiction with respect thereto.
- (b) If a Lead Service Line, including both the public portion and the private portion of the line, cannot be replaced in its entirety at one time, the Municipality shall supply water filters to any affected homes to minimize any harmful effects; funding will not be disbursed until the replacement of the entire line is complete.

Section 4.02. Completion of the Project

- (a) The Municipality agrees that it shall undertake and complete the Project for the purposes and in the manner set forth in this FAA and in accordance with all federal, state, and local laws, ordinances, and regulations applicable thereto. The Municipality shall, with all practical dispatch and in a sound and economical manner, complete or cause to be completed, the construction of the Project. The Municipality shall obtain all necessary approvals from any and all governmental agencies prior to construction which are requisite to the Final Completion of the Project.
- (b) The Municipality shall notify DNR of the Substantial Completion of the Project. At or prior to completion of the Project, the Municipality shall cause to be prepared for the Project documentation identifying the location of the removal of Lead Service Lines, the depth and location of all new service lines, and the material of the new service lines.
- (c) The Municipality shall take and institute such proceedings as shall be necessary to cause and require all contractors and material suppliers to complete their contracts diligently and in accordance with the terms of the contracts including, without limitation, the correcting of defective work.
- (d) Upon Final Completion of the Project, the Municipality shall complete and deliver to DNR the completed Contract Utilization of Disadvantaged Business Enterprises (DBE) form attached hereto as Exhibit B of this FAA, when applicable.

Section 4.03. No Warranty Regarding Condition, Suitability, or Cost of Project Neither the SDWLP, DOA, nor DNR makes any warranty, either express or implied, as to the Project or its condition, or that it shall be suitable for the Municipality's purposes or needs, or that the Financial Assistance shall be sufficient to pay the costs of the Project. Review or approval of any engineering reports, facilities plans, plans and specifications, or other documents, or the inspection of Project construction by DNR does not relieve the Municipality of its responsibility to properly plan, design, build, and effectively operate and maintain the Project as required by laws, regulations, permits, and good management practices. DNR or its representatives are not responsible for increased costs resulting from defects in any plans and specifications or other Project documents. Nothing in this section prohibits a Municipality from requiring more assurances, guarantees, or indemnity or other contractual requirements from any party performing Project work.

ARTICLE V
COVENANTS

Section 5.01. Application of Financial Assistance The Municipality shall apply the proceeds of the Financial Assistance solely for Project Costs.

Section 5.02. Operation and Maintenance After completion of the Project, the Municipality shall:

- (a) at all times operate the Water System or otherwise cause the Water System to be operated properly and in a sound and economical manner, including proper training of personnel;
- (b) maintain, preserve, and keep the Water System or cause the Water System to be maintained, preserved, and kept in good repair, working order, and condition; and
- (c) periodically make, or cause to be made, all necessary and proper repairs, replacements, and renewals so that at all times the operation of the Water System may be performed properly. The Municipality shall not, during the term of this FAA, without the approval of DNR, discontinue operation of or sell or otherwise dispose of the Water System, except for portions of the Water System sold or otherwise disposed of in the course of ordinary repair and replacement of parts.

Section 5.03. Compliance with Law At all times during construction of the Project and operation of the Water System, the Municipality shall comply with all applicable federal, state, and local laws, ordinances, rules, regulations, permits, and approvals, outstanding FAA requirements, including, without limitation, the Statute, the Regulations, and the Water Diversion Permit (if any), and with this FAA.

Section 5.04. Public Ownership The Municipality shall at all times retain ownership of the Water System to which the Service Lines funded through this FAA are attached.

Section 5.05. Establishment of Project Accounts

- (a) The Municipality shall maintain a separate account that reflects the receipt and expenditure of all SDWLP funds for the Project. All Financial Assistance shall be credited promptly upon receipt thereof and shall be reimbursement for or expended only for Project Costs. The Municipality shall:
 - (1) permit any authorized representative of DNR or DOA, or agents thereof, the right to review or audit all records relating to the Project or the Financial Assistance;
 - (2) produce, or cause to be produced, all records relating to any work performed under the terms of this FAA for examination at such times as may be designated by any of them
 - (3) permit extracts and copies of the Project records to be made by any of them; and
 - (4) fulfill information requests by any of them.

Section 5.06. Records The Municipality shall retain all files, books, documents, and records relating to construction of the Project for at least three years following the date of Final Completion of the Project, or for longer periods if necessary due to any appeal, dispute, or litigation. Information about the locations of the lines replaced and the material composition of those lines shall be made part of the Municipality's permanent records.

Section 5.07. Project Areas The Municipality shall permit representatives of DNR visual access to the Project and various related records at reasonable times and allow extracts and copies of Project records to be made by DNR representatives.

Section 5.08. Notice of Impaired System The Municipality shall promptly notify DNR and DOA in the case of: any material damage to or destruction of the Project or any part thereof; any actual or threatened proceedings for the purpose of taking or otherwise affecting by condemnation, eminent domain, or otherwise, all or a part of the Water System; any action, suit, or proceeding at law or in equity, by or before any governmental instrumentality or agency; or any other event that may impair the ability of the Municipality to construct the Project or operate the Water System.

Section 5.09. Hold Harmless The Municipality shall save, keep harmless, and defend DNR, DOA, and all their officers, employees, and agents, against any and all liability, claims, and costs of whatever kind and nature, for injury to or death of any person or persons, and for loss or damage to any property occurring in connection with or in any way incident to or arising out of the construction, occupancy, use, service, operation, or performance of work in connection with the Project, including acts or omissions of the Municipality's employees, agents, or representatives.

Section 5.10. Nondiscrimination Covenant

(a) In connection with the Project, the Municipality agrees to comply with fair employment practices pursuant to subchapter II of ch. 111, Wis. Stats. This provision shall include, but is not limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The Municipality agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provision of the nondiscrimination clause.

(b) The Municipality shall incorporate into all Project contracts which have yet to be executed the following provision: "In connection with the performance of work under this contract, the contractor agrees not to discriminate against any employee or applicant because of age, race, religion, color, handicap, sex, physical condition, developmental disability, or national origin. The contractor further agrees to comply with fair employment practices pursuant to subchapter II of ch. 111, Wis. Stats. This provision shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor further agrees to take affirmative action to ensure equal employment opportunities for persons with disabilities. The contractor agrees to post in conspicuous places, available for employees and applicants for employment, notices setting forth the provisions of the nondiscrimination clause."

Section 5.11. Employees The Municipality or its employees or agents are not employees or agents of the DNR or DOA for any purpose, including worker's compensation.

Section 5.12. Reimbursement Any payment of Financial Assistance to the Municipality in excess of the amount determined by final audit to be due the Municipality shall be reimbursed to DOA within 60 days after DNR or DOA provides a notice of overpayment.

Section 5.13. Rebates The Municipality agrees to pay to the SDWLP any refunds, rebates, credits, or other amounts received for Project Costs that have already been funded by the SDWLP.

Section 5.14. Maintenance of Legal Existence

(a) Except as provided in par. (b), the Municipality shall maintain its legal existence and shall not dissolve or otherwise dispose of all or substantially all of its assets and shall not consolidate with or merge into another legal entity.

(b) A Municipality may consolidate with or merge into any other legal entity, dissolve or otherwise dispose of all of its assets or substantially all of its assets, transfer all or substantially all of its assets to another legal entity (and thereafter be released of all further obligation under this FAA) if:

- (1) the resulting, surviving, or transferee legal entity is a legal entity established and duly existing under the laws of Wisconsin;
- (2) such resulting, surviving, or transferee legal entity is eligible to receive financial assistance under the Statute;
- (3) such resulting, surviving, or transferee legal entity expressly assumes in writing all of the obligations of the Municipality contained in this FAA and any other documents the SDWLP deems reasonably necessary to protect its environmental interests and its investment in the Project; and
- (4) the SDWLP shall have consented in writing to such transaction, which consent may be withheld in the absolute discretion of the SDWLP.

Section 5.15. American Iron and Steel The Municipality agrees to comply with the requirements for use of American Iron and Steel as mandated under EPA's Drinking Water State Revolving Fund program.

Section 5.16. Wage Rate Requirements The Municipality represents that it shall comply with Section 1450(e) of the Safe Drinking Water Act (42 USC 300j-9(e)), as applicable, which requires that all laborers and mechanics employed by contractors and subcontractors funded directly by or assisted in whole or in part with funding under this Loan shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor (DOL) in accordance with subchapter IV of chapter 31 of title 40, United States Code. Detail regarding applicability is provided in the Project Manager Summary (Exhibit C).

ARTICLE VI
MISCELLANEOUS

Section 6.01. Notices All notices, certificates, or other communications hereunder shall be sufficiently given, and shall be deemed given when hand delivered or mailed by registered or certified mail, postage prepaid, return receipt requested to the addresses set forth below:

- (a) Department of Administration
Office of Capital Finance
Environmental Improvement Fund
101 East Wilson Street, 10th Floor
Madison, WI 53702-0004
or
PO Box 7864
Madison, WI 53707-7864

- (b) Department of Natural Resources
Bureau of Community Financial Assistance
101 South Webster Street, 2nd Floor
Madison, WI 53702-0005
or
PO Box 7921
Madison, WI 53707-7921

- (c) City of Watertown
106 Jones Street
Watertown, WI 53094

Any of the foregoing parties may designate any further or different addresses to which subsequent notices, certificates, or other communications shall be sent, by giving written notice to the others. Any notice herein shall be delivered simultaneously to DNR and DOA.

Section 6.02. Binding Effect This FAA shall be for the benefit of, and shall be binding upon, the SDWLP and the Municipality and their respective successors and assigns.

Section 6.03. Severability In the event any provision of this FAA shall be held illegal, invalid, or unenforceable by any court of competent jurisdiction, such holding shall not invalidate, render unenforceable, or otherwise affect any other provision hereof.

Section 6.04. Execution in Counterparts This FAA may be executed in several counterparts, each of which shall be an original and all of which shall constitute but one and the same instrument.

Section 6.05. Applicable Law This FAA shall be governed by and construed in accordance with the laws of the State, including the Statute.

Section 6.06. Further Assurances The Municipality shall, at the request of DNR and DOA, authorize, execute, acknowledge, and deliver such further resolutions, conveyances, transfers, assurances, financing statements, and other instruments as may be necessary or desirable for obtaining funding for the Project and better assuring, conveying, assigning, and confirming the rights, security interests, and agreements granted or intended to be granted by this FAA.

Section 6.07. Termination This FAA may be terminated in whole or in part pursuant to one or more of the following:

(a) The SDWLP and the Municipality may enter into an agreement to terminate this FAA at any time. The termination agreement shall establish the effective date of termination of this FAA, the basis for settlement of termination costs, and the amount and date of payment of any sums due either party.

(b) If the Municipality wishes to terminate all or any part of the Project work unilaterally for which Financial Assistance has been awarded, the Municipality shall promptly give written notice to DNR. If the SDWLP determines that there is a reasonable basis for the requested termination, the SDWLP may enter into a termination agreement, including provisions for FAA termination costs, effective with the date of cessation of the Project work by the Municipality. If the SDWLP determines that the Municipality has ceased work on the Project without reasonable basis, the SDWLP may unilaterally terminate Financial Assistance or rescind this FAA, or both.

Section 6.08. Rescission The SDWLP may rescind this FAA prior to the first disbursement of any funds hereunder if it determines that:

(a) there has been substantial non-performance of the Project work by the recipient without justification under the circumstances;

(b) there is substantial evidence this FAA was obtained by fraud;

(c) there is substantial evidence of gross abuse or corrupt practices in the administration of the Project;

(d) the Municipality has failed to comply with the covenants contained in this FAA; or

(e) any of the representations of the Municipality contained in this FAA were false in any material respect.

IN WITNESS WHEREOF, the SDWLP and the Municipality have caused this FAA to be executed and delivered, as of the date and year first written above.

CITY OF WATERTOWN

By: _____
Emily McFarland
Mayor

Attest: _____
Elissa Friedl
City Clerk/Treasurer

STATE OF WISCONSIN
DEPARTMENT OF ADMINISTRATION

By: _____
Authorized Officer

STATE OF WISCONSIN
DEPARTMENT OF NATURAL RESOURCES

By: _____
Authorized Officer

EXHIBIT A

PROJECT BUDGET SHEET SUMMARY

CITY OF WATERTOWN
SDWLP Project No. 5439-04

	Total Project Costs	Costs NOT Eligible for LSL PF	Total LSL Principal Forgiveness Amount
Force Account	0		0
Engineering	0		0
Construction/Equipment	664,464		664,464
Contingency	20,724		20,724
Miscellaneous Costs	9,750		9,750
TOTAL	\$694,938	\$0	\$694,938

EXHIBIT B

ENVIRONMENTAL IMPROVEMENT FUND
 CONTRACT UTILIZATION OF DISADVANTAGED BUSINESS ENTERPRISES (DBE)

MANDATORY PROJECT CLOSEOUT DOCUMENT

Note: This form is authorized by s. NR 162.14(4)(b)4, Wis. Adm. Code. Receipt of this completed form by the Department is mandatory prior to receiving a final disbursement. The information printed on this form is taken from the completed DBE Subcontractor Utilization Form (EPA Form 6100-4). Any changes or additions made to the list of prime contractors and DBE subcontractors during the construction must be reflected on this form at closeout. Personal information collected on this form will be used for program administration and must be made available to requesters as required by Wisconsin Open Records Law (s. 19.31 – 19.39, Wis. Stats.).

Municipality Name: City of Watertown	Project Number: 5439-04	Loan/Grant Amount: \$694,938
Project Description: Private Lead Service Line Replacements		
Did the municipality satisfy the DBE requirements? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No (If no, refer to Project Manager Summary Page of the FAA.)		

Construction/Equipment/Supplies Contracts	Indicate DBE Type	Type of Product or Service *	Contract Estimate \$	Actual Amount Paid to DBE Firm
				Municipality Completes at Project Closeout
Prime: Wood Sewer & Excavating	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other <input checked="" type="checkbox"/> N/A	Construction	\$414,464	
Sub: Hard Rock Sawing & Drilling	<input checked="" type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other	Sawing	\$2,500	
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Prime:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other <input type="checkbox"/> N/A			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Prime:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other <input type="checkbox"/> N/A			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
				Total MBE \$ _____
				Total WBE \$ _____
				Total Other \$ _____

Professional/Technical Services Contracts	Indicate DBE Type	Type of Product or Service *	Contract Estimate \$	Actual Amount Paid to DBE Firm
				Municipality Completes at Project Closeout
Prime:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other <input type="checkbox"/> N/A			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Prime:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other <input type="checkbox"/> N/A			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Prime:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other <input type="checkbox"/> N/A			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
Sub:	<input type="checkbox"/> MBE <input type="checkbox"/> WBE <input type="checkbox"/> Other			
				Total MBE \$ _____
				Total WBE \$ _____
				Total Other \$ _____

*Type of Product or Service examples: landscaping, trucking, supplies, equipment, paving, concrete, plumbing, electrical, excavating, testing, design, etc.

Name of Person Completing This Form	Email Address	Phone Number
-------------------------------------	---------------	--------------

Certification		
I certify that, to the best of my knowledge and belief, the information provided on this form is complete and correct.		
Name/Title of Municipal Official	Signature	Date Signed

EXHIBIT C

PROJECT MANAGER SUMMARY

CITY OF WATERTOWN
SDWLP Project No. 5439-04

1. Project Description: Watertown bid a contract for the replacement of 100 lines throughout the city. Additionally, a prequalified list was developed and it is anticipated that 50 lines will be replaced using that method. No cost sharing is being required.

Eligible replacements consist of the replacement of the Lead Service Line from the curb stop of a municipally-owned water main or service line to the meter, or other water utility service terminal on private residential property, a pre k-12 school, or a licensed and/or certified daycare center.

All private LSL replacements must result in complete removal of all lead components between the watermain and the connection point inside the building.

If a Lead Service Line, including both the public portion and the private portion of the line, cannot be replaced in its entirety at one time, resulting in a service line that is temporarily composed partially of lead, the water utility is required to provide the customer with point-of-use filtration. Filters must be models that have been tested and certified to NSF/ANSI 53 for the reduction of lead. Funding through this FAA shall not be disbursed for those lines until all lead components have been completely replaced, and such replacement should be completed within 45 days of the initial replacement of a portion of the Lead Service Line if possible, unless the public side of the Lead Service Line was replaced prior to participation in the Private LSL Replacement Program.

2. Ineligible Costs: No ineligible costs were identified in the review of this Project. If the Department identifies ineligible Project Costs as the Project progresses, the Department will notify the Municipality.

In general, costs that are ineligible for the Private LSL Replacement Program include:

- Private LSL replacements where the public side has not been replaced (partial replacements);
- Premise plumbing, which includes anything downstream of the normal connection point inside the home;
- The curb stop, or any other components of the utility side of the service line;
- Costs for engineering or administration unless the recipient's population is 3,300 or less.

3. Miscellaneous Costs: As shown in the Project Budget Sheet Summary (Exhibit A), SDWLP funding in the amount of \$9,750 is included in the Miscellaneous category for permit fees.
4. DBE Good Faith Effort: Both the City of Watertown and its prime contractor, Wood Sewer & Excavating, made good faith efforts to solicit Disadvantaged Business Enterprise (DBE) participation. This Project includes the participation of Hard Rock Sawing & Drilling, a registered Minority Business Enterprise (MBE).
5. Davis-Bacon Wage Rate Requirements: For projects where the work was bid as a municipal contract, all work must comply with Davis-Bacon and Related Acts requirements.

For projects where the homeowner contracts directly with a plumber or contractor from a prequalified list, Davis-Bacon and Related Acts requirements apply under the following conditions:

- The property is owned in the name of a business;
- The plumber/contractor is not a sole proprietor or a partnership where the owners perform all the work on the project; and
- The cost of the replacement is greater than \$2,000.

It is the municipality's responsibility to verify property ownership or plumber/contractor employee status in order to determine if Davis-Bacon requirements apply.

6. Environmental Review Conditions: An environmental review has been completed which resulted in a Categorical Exclusion. Standard erosion control guidance and invasive species guidance must be followed, and changes to Project sites may require further environmental review.
7. Final Disbursement Submittal Date: The final date to submit a Request for Disbursement (form 8700-366) under this FAA is Friday, December 31, 2021. This is the submittal deadline for disbursements that will be made on January 12, 2022. We strongly encourage all recipients to submit their final Request for Disbursement by Friday, December 10, 2021 in order to allow time if any questions arise on that disbursement request or any adjustments need to be made.

No Requests for Disbursement will be accepted after December 31, 2021. If a Request for Disbursement for costs incurred during 2021 is not submitted by the deadline, those costs could be requested under a new award if one is made for the following year.

**RESOLUTION TO
APPROVE BUDGET AMENDMENT FOR
2021 TUB GRINDING PROJECT**

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

WHEREAS, tub grinding is typically needed annually at the City of Watertown yard waste site to create compost; and,

WHEREAS, the City of Watertown has had several severe rain and wind storms this summer; and,

WHEREAS, the Engineering Department has requested a budget amendment to allow the needed tub grinding; and,

WHEREAS, the Stormwater Utility currently has funding available in Fund Balance of \$2,361,753 as of December 31, 2020; and,

WHEREAS, the Engineering Department is requesting a decrease in the Stormwater Utility Fund Balance in the amount \$30,000.00 for 2021 Budget; and,

WHEREAS, the Engineering Department is requesting an increase in the Stormwater Utility Miscellaneous Street Supplies Account #16-58-16-19 in the amount of \$30,000.00 for 2021 Budget; and

WHEREAS, this budget amendment requires a resolution be adopted by the Common Council; and

WHEREAS, the Finance Committee has considered this budget amendment and recommends the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Common Council of the City of Watertown that the budget amount of the Stormwater Utility Fund Balance be decreased in the amount of \$30,000.00 for 2021 Budget and the budget amount of the Stormwater Utility Miscellaneous Street Supplies Account #16-58-16-19 be increased in the amount of \$30,000.00 for 2021 Budget to allow the later account to fund the needed tub grinding.

DATE:	YES	NO
PASCH		
WENDT		
RUETTEN		
BARTZ		
LICHT		
WAGNER		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED September 7, 2021

CITY CLERK/TREASURER

APPROVED September 7, 2021

MAYOR

**RESOLUTION TO
APPROVE 2021 TUB GRINDING CHANGE ORDER NO. 1 WITH
MOBILE REDUCTION SPECIALISTS, INC.**

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

WHEREAS, tub grinding is typically needed annually at the City of Watertown yard waste site to create compost; and,

WHEREAS, the City of Watertown has had several severe rain and wind storms this summer; and,

WHEREAS, the awarded contract price for this project was \$44,000.00 with Mobile Reduction Specialists, Inc. Change Order No. 1 will increase the contract by \$12,000.00 bringing the revised contract price with approved Change Order No. 1 to \$56,000.00; and,

WHEREAS, the Public Works Commission has considered this change order and recommends the adoption of this resolution.

NOW, THEREFORE, BE IT RESOLVED BY THE COMMON COUNCIL OF THE CITY OF WATERTOWN, WISCONSIN that the City of Watertown Common Council authorizes the proper City Officials to approve Change Order No. 1 – 2021 Tub Grinding Project with Mobile Reduction Specialists, Inc. of Sturtevant, WI, for a total addition to the contract amount of \$12,000.00 bringing the revised contract price to \$56,000.00. The funding to be utilized is Stormwater Utility Miscellaneous Street Supplies Account #16-58-16-19.

	YES	NO
PASCH		
WENDT		
RUETTEN		
BARTZ		
LICHT		
WAGNER		
SCHMID		
WETZEL		
ROMLEIN		
MAYOR MCFARLAND		
TOTAL		

ADOPTED September 7, 2021

CITY CLERK/TREASURER

APPROVED September 7, 2021

MAYOR