

## CITY OF WATERTOWN MEETING NOTICE

FOR THE WEEK OF: January 11, 2021

TO: Daily Times, Alderpersons, Department Heads

DATE: January 8, 2021

### MONDAY, January 11, 2021

#### **SITE PLAN REVIEW**

**Monday, January 11, 2021 at 1:30 p.m.**

**By Phone or GoToMeeting:** Members of the media and public may attend by calling:

United States: +1 (408) 650-3123 Access Code: 594-847-589

or <https://global.gotomeeting.com/join/594847589>

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

#### **COVID-19 Emergency procedures:**

Members of the Site Plan Commission shall be attending this meeting via GoToMeeting/telephone.

In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the Zoning Administrator, placed in the City Hall drop box, or sent by email prior to the meetings to [JacobM@CityofWatertown.org](mailto:JacobM@CityofWatertown.org). Written comments will be distributed and made part of the public record of the meeting. Persons requiring other reasonable accommodations, may contact the office of the City Zoning Administrator at [JacobM@CityofWatertown.org](mailto:JacobM@CityofWatertown.org), phone 920-262-4060.

1. Call to Order
2. Approval of Site Plan Review minutes dated November 9, 2020
3. Watertown Square – Preliminary plat – review and take action
4. Watertown Square – Final plat – review and take action
5. Adjournment

#### **PLAN COMMISSION**

**Monday, January 11, 2021 at 4:30 p.m.**

**By Phone or GoToMeeting:** Members of the media and public may attend by calling:

United States: +1 (646) 749-3122 Access Code: 820-458-101

or <https://global.gotomeeting.com/join/820458101>

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

#### **COVID-19 Emergency procedures:**

Members of the Plan Commission shall be attending this meeting via GoToMeeting/telephone.

In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the Zoning Administrator, placed in the City Hall drop box, or sent by email prior to the meetings to [JacobM@CityofWatertown.org](mailto:JacobM@CityofWatertown.org). Written comments will be distributed and made part of the public record of the meeting. Persons requiring other reasonable accommodations, may contact the office of the City Zoning Administrator at [JacobM@CityofWatertown.org](mailto:JacobM@CityofWatertown.org), phone 920-262-4060.

1. Call to order
2. Approval of Plan Commission minutes dated December 14, 2020
3. 1718 S. Church Street – public hearing – Conditional Use Permit request for an Electronic Message Center under Section § 550-132A(3)
4. 1718 S. Church Street – Conditional Use Permit request for an Electronic Message Center under Section § 550-132A(3) – review and take action
5. W3171 East Gate Drive – township preliminary Certified Survey Map request – review and take action
6. N8276 County Road Y – township preliminary Certified Survey Map request – review and take action
7. Watertown Square – Preliminary plat – review and take action
8. Watertown Square – Final plat – review and take action
9. Create Section 550-37B(2)(l) – review public hearing comments from January 5, 2021 Council meeting and make recommendation

10. Remove Section 550-53C(1)(d) – review public hearing comments from January 5, 2021 Council meeting and make recommendation
11. Adjournment

## **POLICE & FIRE COMMISSION**

**Monday, January 11, 2021 at 4:30 p.m.**

**By Phone or GoToMeeting:** Members of the media and public may attend by calling:

United States: +1 (224) 501-3412 Access Code: 562-304-021

or <https://global.gotomeeting.com/join/562304021>

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

### **COVID-19 Emergency procedures:**

Members of the Police & Fire Commission shall be attending this meeting via GoToMeeting/telephone. In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the City Clerk, placed in the City Hall drop box, or sent by email prior to the meetings to [ElissaF@CityofWatertown.org](mailto:ElissaF@CityofWatertown.org). Written comments will be distributed and made part of the public record of the meeting. Persons requiring other reasonable accommodations, may contact the office of the Clerk Treasurer at [ElissaF@CityofWatertown.org](mailto:ElissaF@CityofWatertown.org), phone 920-262-4000.

1. Approval of minutes dated December 14<sup>th</sup> 2020
2. Police Department
  - a. Probationary officer update – Alex Nell & Jake Higgins
  - b. Dispatch hiring – Rachel Dieringer
  - c. Captain Assignments 2021
  - d. 2020 Departmental Use of Force update
3. Fire
  - a. Update on probationary firefighters Austin Brewer and Alex Braunschweig
  - b. Review and take action - Firefighter/Paramedic process and possible candidate for hire
  - c. Update of Deputy Chief Process
  - d. Fire Department 2021 work plan
4. Adjourn

## **FINANCE COMMITTEE**

**Monday, January 11, 2021 at 5:30 p.m.**

**By Phone or GoToMeeting:** Members of the media and the public may attend by calling:

United States: +1 (571) 317-3122 Access Code: 153-925-469 or <https://www.gotomeet.me/EMcFarland>

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

### **COVID-19 Emergency procedures:**

Members of the Finance Committee shall be attending this meeting via GoToMeeting/telephone. In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the City Clerk/Treasurer, place in the City Hall drop box, or sent by email prior to the meeting to [elissaf@cityofwatertown.org](mailto:elissaf@cityofwatertown.org). Written comments will be distributed and made part of the public record of the meeting. Persons requiring other reasonable accommodations, may contact the office of the Clerk Treasurer at [ElissaF@CityofWatertown.org](mailto:ElissaF@CityofWatertown.org), phone 920-262-4000.

1. Call to order
2. Review & approve minutes dated December 21, 2020
3. 2021 Debt Financing presentation from Brad Viegut from R.W. Baird
4. Review and take action: Resolution providing for the Sale of approximately \$3,320,000 General Obligation Promissory Notes
5. Review and take action: Resolution providing for the Sale of approximately \$4,155,000 General Obligation Refunding Bonds
6. Discussion of compensation for salaried Health Department employees due to COVID
7. Review and take action on Employee Assistance Plan offered by Aurora Summit

8. Review and take possible action on reclassification of Engineering Clerk/Typist position to Administrative Assistant I at Grade F, Step 1, \$18.66/hr based on position review by Carlson Dettmann
9. Review request to fill vacant dispatch position and take action on request to hire Rachel Dieringer at Grade H, Step 2, \$22.30/hr
10. Review and take action on hiring Highway Light & Landscape, Inc. to replace the traffic signal at Church & Main Streets
11. Review and take action on United Way Grant of Jefferson and North Walworth Counties to support TalkReadPay Home Visitation
12. Litigation update by City Attorney
13. Closed Session per Wis. Stat. §19.85(1)(g), conferring with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved (Claimant, Dean Berger)
14. Reconvene to Open Session
15. Take action on Dean Berger claim against City of Watertown
16. Review credit card purchases over \$10,000
17. Adjournment

### TUESDAY, January 12, 2021

#### **PUBLIC WORKS COMMISSION**

**Tuesday, January 12, 2021 at 5:30 p.m.**

**By Phone or GoToMeeting:** Members of the media and the public may attend by calling:

United States: +1 (224) 501-3412 Access Code: 413-415-285

or <https://global.gotomeeting.com/join/413415285>

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

#### **COVID-19 Emergency procedures:**

Members of the Public Works Commission shall be attending this meeting via GoToMeeting/telephone. In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the City Clerk/Treasurer, place in the City Hall drop box, or sent by email prior to the meeting to [elissaf@cityofwatertown.org](mailto:elissaf@cityofwatertown.org). Written comments will be distributed and made part of the public record of the meeting. Persons requiring other reasonable accommodations, may contact the office of the Clerk Treasurer at [ElissaF@CityofWatertown.org](mailto:ElissaF@CityofWatertown.org), phone 920-262-4000.

1. Call to order
2. Comments and suggestions from citizens present
3. Review & approve minutes dated December 22, 2020
4. Closed session under Wis. Stat. sec. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved, specifically related to negotiations with the Town of Watertown regarding Gypsy Road.
5. Reconvene to Open Session
6. Decision on negotiations with the Town of Watertown regarding Gypsy Road.
7. Closed session under Wis. Stat. sec. 19.85(1)(g) to confer with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is likely to become involved, specifically related to lease negotiations with AMVETS.
7. Reconvene to Open Session
8. Decision on the Lease negotiations with AMVETS
9. Adjourn

### WEDNESDAY, January 13, 2021

#### **LICENSING BOARD**

**Wednesday, January 13, 2021 at 4:15 p.m.**

**By Phone or GoToMeeting:** You may dial in by calling:

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

or <https://www.gotomeet.me/EMcFarland>

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

### **COVID-19 Emergency procedures:**

Members of the Licensing Board shall be attending this meeting via GoToMeeting/telephone.

In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the City Clerk, placed in the City Hall drop box, or sent by email prior to the meetings to [ElissaF@CityofWatertown.org](mailto:ElissaF@CityofWatertown.org); written comments will be distributed and made part of the public record of the meeting. Persons requiring other reasonable accommodations, may contact the office of the City Clerk at [ElissaF@CityofWatertown.org](mailto:ElissaF@CityofWatertown.org), phone 920-262-4000.

1. Call to order
2. Review & approve minutes of December 2, 2020
3. Discussion regarding recent amendments to Watertown Municipal Code Chapter 220-9 "Regulation of Licensed Premises and Licensees" of Chapter 220 "Alcohol Beverages and Other Beverages"
4. Discussion regarding possible updates to Chapter 428, Article 1 "Music in Public Places" and music licensing process
5. Review and take action: Amendment to Watertown Municipal Code Section 220-11(D)(1) "Revocation and Suspension of Licenses" of Chapter 220 "Alcohol Beverages and Other Beverages"
6. Review operator licenses report from Clerk's office
7. Review special event report from Clerk's office
8. Review police activity involving licensed establishments
9. Adjournment

### **WATERTOWN AIRPORT COMMISSION**

**Wednesday, January 13, 2021 at 5:15 p.m.**

**By Zoom Meeting:** <https://us02web.zoom.us/j/82319701464?pwd=ZHpINDdwWW9iU2ptRTJndEllocnYzUT09>

Meeting ID: 823 1970 1464 Passcode: 879589

### **COVID-19 Emergency Procedures:**

Members of the Airport Commission shall be attending this meeting via Zoom Meeting.

In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the Airport Director at Watertown Airport, 1741 River Drive, Watertown, WI 53094, or sent by email prior to the meeting to [krys.brown@wisconsinaviation.com](mailto:krys.brown@wisconsinaviation.com). Written comments will be distributed and made part of the public record of the meeting.

1. Review & approve minutes dated December 9th, 2020
2. Review & approve December bills
3. Manager Report
  - a. Review monthly Airport Use Report
  - b. Discuss upcoming aviation activities
4. Old Business
  - a. Darcey Park – review any updates
  - b. Citation Jet monument– review any updates
  - c. Boomer Street relocation/facility upgrade – review any updates
  - d. Lighting plan – review plan updates
  - e. Review CARES Act project list
5. Adjournment

**THURSDAY, January 14, 2021**

### **TOURISM COMMISSION**

**Thursday, January 14, 2021 at 8:00 a.m.**

**By Phone or Zoom Meeting:** Members of the media and the public may attend by calling:

United States: +1 312 626 6799 Meeting ID: 890 2198 4250 Passcode: 975769

or <https://us02web.zoom.us/j/89021984250?pwd=emdSKzhUaVUrejdhY2F1eXRnWDliQT09>

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

**COVID-19 Emergency procedures:**

Members of the Tourism Commission may be attending this meeting via Zoom Meeting, or by telephone. Written comments may also be submitted by mail addressed to the Tourism Manager, placed in the Watertown Area Chamber of Commerce drop box, or sent by email prior to the meeting to [robin@watertownchamber.com](mailto:robin@watertownchamber.com); written comments will be distributed and made part of the public record of the meeting. Persons requiring other reasonable accommodations may contact the office of the City Clerk at [ElissaF@CityofWatertown.org](mailto:ElissaF@CityofWatertown.org), phone 920-262-4000.

1. Call to order
2. Review & approve minutes dated December 10, 2020
3. Old Business:
  - a. Approve financials
  - b. Marketing Plan:
    - i. Visitor guides
    - ii. Ad opportunities
  - c. Updates and discussion on mural restoration project
  - d. Hotel stay updates
4. New Business:
  - a. Strategic Planning session
  - b. Manager's report of previous month's tasks
  - c. Commission members' report on upcoming events in their industries
5. Adjournment

**WATERTOWN PUBLIC LIBRARY  
BOARD OF TRUSTEES**

**Thursday, January 14, 2021 at 5:30 p.m.**

**By phone:** You may dial in by calling United States +1 (312) 626-6799

Meeting ID: 851 6290 9826 Password: 989890 or

<https://us02web.zoom.us/j/85162909826?pwd=Z08zVExxMGQ3ZXhnNjllUnNqZ2R2UT09>

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

**COVID-19 EMERGENCY PROCEDURES:**

Members of the Library Board of Trustees shall be attending this meeting via telephone or computer. In-person statements or comments are permitted for public hearings and other agenda items where public participation is mandated by statute, rule or order. For all other agenda items, persons will not be permitted within buildings or meeting rooms and any comments must be submitted in writing. Written comments may be sent via mail addressed to the Library Director at Watertown Public Library, 100 S. Water St. Watertown, WI 53094, or sent by email prior to the meeting to [pcheckai@watertownpubliclibrary.org](mailto:pcheckai@watertownpubliclibrary.org). Written comments will be distributed and made part of the public record of the meeting.

1. Call to order/roll call
2. Correspondence
3. Citizens to be heard
4. Appearances-Darren Shretter: Studio GC
5. New Business
  - a. Discuss and vote for new Financial Officer
  - b. Discuss with possible approval to move forward with JDQ for Assistant Library Director position.
  - c. Review and approve 2021 payable rates
6. Unfinished Business
  - a. Review and discuss library expansion/renovation project status and expenses
  - b. Review and discuss library expansion/renovation fundraising accounts/capital budget
7. Director's Report
  - a. Review and discuss Covid-19 library services
  - b. Review and discuss monthly budget figures and statistics
8. President's Report
  - a. Review and discuss contacts in official capacity
9. Approval of consent agenda items  
Minutes:
  - a. Library Board of Trustees – December 10, 2020

- Approval of Library Expenditures and Finance
- Approval of Library Expansion Invoices
- 10. Resolution 2021-1 to recognize Dan Olejniczak's service to the Library Board
- 11. Adjournment

Next meeting date: Thursday, February 11, 2021, 5:30 P.M.

**FRIDAY, January 15, 2020**

none