

PUBLIC SAFETY & WELFARE COMMITTEE

November 13, 2024

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none">• Dana Davis, Chair• Brad Blanke• Steve Board• Eric Schmid	<ul style="list-style-type: none">• Chief David Brower• Kristine Butteris (virtual)• Megan Dunneisen (virtual)	

2. RECIEVE COMMENTS FROM THE PUBLIC

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

3. APPROVAL OF MINUTES

A. Public Safety and Welfare minutes from October 2, 2024

- [Public Safety Meeting Notes 10.2.24.pdf](#) (0.02 MB)

MOTION: Motion to approve (Board/Blanke/unanimous approval)

4. BUSINESS

A. Review and take action: Special Event - CP Holiday Train

- [Memo re PSW SPECIAL EVENTS-Holiday Train.pdf](#) (0.05 MB)

- [2024-34 Application-PDF.pdf](#) (0.09 MB)

- [Holiday Train 2024 Amp Sound.pdf](#) (0.14 MB)

MOTION: Motion to approve Special Event - CP Holiday Train (Blanke/Board/unanimous approval)

B. Review and take action: Special Events - Town Square 10/31 list

- [Signed Property Management Agreement.pdf](#) (0.16 MB)

- [2025 programming special event permit.pdf](#) (0.01 MB)

- [2025 SE Non-Series Events Bulk Permit.pdf](#) (0.33 MB)

- [2025 SE Holiday and repeat events Bulk Permit.pdf](#) (0.33 MB)

- [2025 SE TNM Series Bulk Permit.pdf](#) (0.33 MB)

- [2025 SE Summer Concert Series Bulk Permit.pdf](#) (0.32 MB)

- [2025 SE FTM Series Bulk Permit.pdf](#) (0.33 MB)
- [Town Square 10-31 Email Thread 2025.pdf](#) (0.70 MB)

According to the Property Management agreement signed between the RDA and the City, individuals wishing to host a Series of Events at the Town Square can apply for reserved days by one application submitted on or before October 31 of each year for all days the event is to be held the following year.

The committee noted that the Property Management agreement does not explicitly define “series of events”. The language in that section of the property management agreement is unclear.

Kristine Butteris expressed a desire for the approval process to be streamlined for Town Square Programming. She shared that the previous two years, the dept. submitted a single list of all possible Town Square programming dates for the upcoming year.

City Clerk, Megan Dunneisen, confirmed that a single list of Town Square programming events was submitted by the Park, Rec and Forestry Dept. the previous year. She expressed that she was not comfortable with that previous approval process. She is unsure as to how the City can approve Special Events Applications without specific dates and knowledge about attendance/alcohol/road closures, etc.

The committee affirmed their desire to minimize special event approval complexity for the department. They also recognized their duty to comply with the ordinance and the property management agreement.

Blanke mentioned the need for clarity from the attorney as to a functional definition of the phrase “series of events”.

MOTION: Motion to approve Sounds of Summer Concert Series with dates indicated on the City Sponsored Special Event 2025 list. (Board/Davis/unanimous approval)

MOTION: Motion to approve Holiday Events with dates indicated on the City Sponsored Special Event 2025 list (Blanke/Board/unanimous approval)

MOTION: Motion to approve Food Truck Mondays and Thursday Night Markets with dates indicated on the City Sponsored Special Event 2025 list. (Blanke/Board/unanimous approval)

MOTION: Motion to postpone approval of the events listed on the Individual Events Application with the request that the Park, Rec and Forestry Director submit a special event application for the Badger/Packers Games Series and the Sunday Bands series at the next PS&W meeting and Attorney Chesebro provide a functional definition of

"Series of Events" found in the Property Management Agreement Between the City of Watertown and the City of Watertown Redevelopment Authority 2.2. In addition, the Park, Rec and Forestry director may decide to submit individual applications for the Scavenger Hunt, B2B Bounce, Open Mic and Homecoming events at the next meeting or later in 2025 when specific details are available.

5. ADJOURN

There being no additional business to come before the Committee, a motion was made by Blanke to adjourn and seconded by Board. The motion carried unanimously.