

PUBLIC SAFETY & WELFARE COMMITTEE

August 6, 2025

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none">• Dana Davis, Chair• Myron Moldenhauer• Bob Wetzel• Jonathan Lampe (virtual)	<ul style="list-style-type: none">• Fire Chief Tanya Reynen• Health Director Carol Quest• Police Chief Brower	<ul style="list-style-type: none">• Amy Hanson• Christopher Ross• Monica Burkert-Brist• Jeremy Schmidt• Marguerita Haase• Jens Hetzler• Mare Edstrom Fox• Sue and John Trepte

2. RECEIVE COMMENTS FROM THE PUBLIC

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

The following individuals voiced support for the Building a Welcoming Watertown proposal to open an overnight warming shelter in a City Building from November to April when one of the two trigger options occur:

- Option 1: The overnight shelter would open any time that the overnight temperature is forecast to fall below 32-degrees Fahrenheit.
- Option 2: The overnight shelter would open any time that the National Weather Service issued any kind of Winter Weather Event such as Winter Weather Advisory, a Winter Temperature Warning, etc. (Source: *BWW Proposal for Public/Private Partnership to Create a Watertown Emergency Warming Shelter, June 2025*)

The speakers asked that the committee amend the proposed 6.4 Warming and Cooling Shelter Plan to open a shelter in a City building (Senior Center) when the triggers listed above occur.

- Chris Ross
- Monica Brist
- Jeremy Schmidt
- Jens Hexler
- Susan Trepte
- Mare Fox
- Amy Hanson

Marguerita Haase spoke in favor of the proposed City of Watertown 6.4 Warming and Cooling Center/Shelter Plan as presented in the meeting packet with no amendments. She did ask for clarification:

- Page 14 – She asked about the designated gender-neutral room in the procedures.
- Page 26 – She asked about the reference to gender identify under the Welcome statement.

3. APPROVAL OF MINUTES

- Public Safety and Welfare minutes from July 2, 2025
[Public Safety Meeting Notes 7-2-25 R.1.pdf](#) (0.02 MB)
MOTION: Approve the Public Safety meeting notes from July 2, 2025. (Wetzel/
Moldenhauer/Unanimous approval)

4. BUSINESS

- A. Review and Take Possible Action: Approve the addition of Chapter 6: Emergency Management and section 6.4 Warming and Cooling Center/Shelter Plan to the City of Watertown Policy Manual
- a. [Chapter Six - 6.4 Warming and Cooling Center-Shelter Policy.pdf](#) (0.02 MB)
 - b. [July 2025 City of Watertown Warming and Cooling Center-Shelter Procedure .pdf](#) (0.70 MB)
 - c. [MEMO PSW Warming Cooling Center Shelter Plan 08062025.pdf](#) (0.17 MB)

DISCUSSION:

Davis explained that the packet contained 3 documents for this agenda item.

1. First Document: A memo from Carol Quest explaining the history behind the development of this emergency plan.
2. Second Document: City of Watertown Policy Manual proposed additions for committee discussion and approval
 - a. Chapter 6: Emergency Management Policy – This is a proposed new chapter to be added to the City of Watertown Policy Manual.
 - i. Section 56-4 Emergency Management Directors in the Watertown code appoints the Fire Chief as the Emergency Management Director
 - ii. The code specifies the duties and responsibilities of the Emergency Management Director. The Director is responsible for developing and promulgating emergency management plans for the City.
 - iii. The Leadership Staff has determined that it would be wise to develop policy statements for the emergency management plans developed under the direction of the Emergency Management Director and index them within the City of Watertown Policy Manual.
 - b. Section 6.4 Warming and Cooling Center/Shelter Plan Policy – This policy explains the purpose for the emergency plan for extreme temperatures, gives the authority to the Watertown Department of Public Health and Emergency Management and designates the Senior Center and Public Library as locations. The policy also describes the maintenance of the plan and gives the server location where the plan will be located.

3. Third Document: Warming and Cooling Shelter/Center Procedures plan. The 40 page procedures plan was included in the committee meeting packet for informational purposes. This procedures plan will live on the server. It will be changed, updated and improved under the direction of the Emergency Management Director.

Carol Quest and Tanya Reynen both spoke to give further details about the development of the plan and explained the steps that have been taken to prepare for implementation.

Lampe questioned whether the policy should include more specifics such as the specific temperatures that would trigger the opening of the centers/shelters. Carol Quest and Tanya Reynen explained that the policy is intended to be a broad statement, and the procedures are intended to be specific and detailed. Changes from the National Weather Service, Red Cross, and other adjustments would be made in the procedure's manual. If those specific details were also included in the policy, approval from the Public Safety & Welfare Committee and Common Council would be needed for every change and update.

Lampe also questioned the team's readiness to implement the plan. Quest and Reynen both said they are ready and, in fact, have already had the opportunity to activate the emergency plan.

Lampe asked questions about the volunteer process. Quest pointed him to the website that will be used and has been used in the past by the Health Dept to secure volunteers.

Wetzel asked questions about proper staffing of the center/shelters for safety.

MOTION: Approve the addition of Chapter 6: Emergency Management and section 6.4 Warming and Cooling Center/Shelter Plan to the City of Watertown Policy Manual (Wetzel/Moldenhauer/Unanimous Approval)

- B. Review and take action: Ordinance to Create Section 428-1 Riverfest
 - a. [Ordinance to Create Section 428-1 Riverfest.pdf](#) (0.03 MB)

DISCUSSION: Lampe recused himself from the discussion because he is the Watertown Riverfest Inc Treasurer.

Davis explained that the former attorney, Mr. Chesebro, recommended the creation of this ordinance. It was drafted in lieu of trying to prepare a temporary agreement with Watertown Riverfest Inc. as it provides additional clarification and is a more permanent solution, instead of being subject to the determination of Watertown Riverfest, Inc. If Watertown Riverfest Inc fails to comply with the proposed ordinance in future years,

they would still be able to host the event, following the standard special event process, they just would no longer be eligible for the up to \$30,000 cost sharing.

As a result of input received prior to the meeting from Lampe in his capacity of Treasurer of Watertown Riverfest Inc, Davis proposed some edits to the ordinance to update the sections to better reflect the current safeguards that are in place to safely dispense alcohol at the festival. Davis also proposed some minor edits to wording.

MOTION: Approve the amendments to the proposed ordinance.
(Davis/Modenhauer/Wetzel – Lampe recused)

MOTION: Approve ordinance as amended to create Section 428-1 Riverfest.
(Wetzel/Moldenhauer/Davis – Lampe recused)

- C. Review and take action: Special Event - Family Fun Friday
- a. [MEMO FAMILY FUN FRIDAY.pdf](#) (0.05 MB)
 - b. [2025-17 APP Redacted.pdf](#) (1.37 MB)
 - c. [2025-17 MAP.pdf](#) (0.30 MB)

MOTION: Approve Special Event – Family Fun Friday. (Moldenhauer/Wetzel/Unanimous Approval)

- D. Review and take action: Special Event - MCL Annual Fundraiser
- a. [MEMO MCL ANNUAL FUNDRAISER.pdf](#) (0.05 MB)
 - b. [2025-18 APP Redacted.pdf](#) (1.35 MB)
 - c. [2025-18 MAP.pdf](#) (0.63 MB)

MOTION: Approve Special Event – MCL Annual Fundraiser
(Wetzel/Moldenhauer/Unanimous Approval)

- E. Review and take action: Special Event - Wine Walk
- a. [MEMO WINE WALK.pdf](#) (0.05 MB)
 - b. [2025-20 APPLICATION Redacted.pdf](#) (1.37 MB)
 - c. [2025-20 MAP.pdf](#) (0.33 MB)

MOTION: Approve Special Event – Wine Walk. (Moldenhauer/Davis/Unanimous Approval)

- F. Review and take action: Special Event - Run Turkey Run
- a. [MEMO RUN TURKEY RUN.pdf](#) (0.05 MB)
 - b. [SE Estimate of Charges RUN TURKEY RUN.pdf](#) (0.05 MB)
 - c. [2025-19 APP Redacted.pdf](#) (1.27 MB)
 - d. [2025-19 MAP.pdf](#) (0.61 MB)

MOTION: Approve Special Event – Run Turkey Run contingent on the organization submitting an updated certificate of insurance (COI) ten days prior to the event.
(Moldenhauer/Davis/Unanimous Approval)

B. ADJOURN

Being no further business to discuss, a motion was made by Moldenhauer and seconded by Wetzel to adjourn. Motion was supported unanimously. Meeting ended at approximately 6:30 p.m.

Respectfully Submitted,
Dana Davis, Chair

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