



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, APRIL 01, 2026 AT 5:00 PM

ROOM 0041, LOWER LEVEL, MUNICIPAL BUILDING, 106 JONES STREET, WATERTOWN, WI

1. CALL TO ORDER

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. Minutes from March 4, 2026

4. BUSINESS

A. Review and discuss: Carriage Hill Drive Bump Outs

B. Review and discuss: S. Tenth Street Signage and Pavement Marking near Webster School

C. Review and take action: Request for flashing pedestrian sign at N Church and Cady Street

D. Review and take action: Amend Section 428-7(A) (Special Event Definitions)) and 428-7(C) (Special Event Exemptions)

E. Review and take action: Ordinance to Amend Chapter 319 Health and Sanitation Article V. Practice of Certain Trades and Professions Requiring State Licensing, Registration or Credentials, Sections 319-35, 319-36 and 319-39 of the City of Watertown General Ordinances

F. Review and take action: Special Event - Whiskey Wine Walk

G. Review and take action: Special Event - 4th of July Parade

H. Review and take action: Special Event - Lights and Sirens

I. Review and take possible action: 10/31 Special Event update for Market Series

5. ADJOURN

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

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

PUBLIC SAFETY & WELFARE COMMITTEE

March 4, 2026

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> Dana Davis, Chair Bob Wetzel Jonathan Lampe Myron Moldenhauer 	<ul style="list-style-type: none"> Mayor Stocks Police Chief Brower Andrew Beyer Nathan Williams Tanya Reynen Stacey Winkleman (virtual) 	<ul style="list-style-type: none"> Ian Pilak (virtual) Zack Goodrow (virtual) Mark Heiden Andy Tessman John Wanke Leroy Godfrey

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

- There were no comments from the public.

3. APPROVAL OF MINUTES

- A. Public Safety & Welfare minutes from February 4, 2026
 - [02.04.2026 Public Safety Minutes.pdf](#) (0.19 MB)

MOTION: Approve the minutes from February 4, 2026 (Wetzel/Moldenhauer/Unanimous Approval)

2. BUSINESS

- A. Review and take possible action: Milford Street Speed Limit Transition and Pedestrian Safety
 - [MEMO Milford Street Speed Limit Transition and Pedestrian Safety.pdf](#) (0.56 MB)
 - [Site Map.pdf](#) (0.91 MB)
 - [email.pdf](#) (0.33 MB)

MOTION: Endorse the Engineering Division recommendation to maintain the existing speed limits in this area at this time. (Moldenhauer/Lampe – Motion passed with a vote of 3 – 1. Wetzel voting no.)

- B. Review and take action: Amendments to massage establishment ordinance
 - [Massage Parlor Ordinance draft 02 25 2026.pdf](#) (0.03 MB)
 - [Massage ordinance memo PSW 022426.pdf](#) (0.17 MB)

DISCUSSION: Chief Brower detailed the need for an updated ordinance to better regulate massage businesses within Watertown, primarily because of the proliferation of sexual services offered at less-than-legitimate massage businesses. This ordinance will allow penalties to apply to both the individuals who commit the illegal sexual acts and also the people who finance and run the business in an illegal way.

MOTION: Amend Chapter 319 Health and Sanitation Article V. Practice of Certain Trades and Professions Requiring State Licensing, Registration or Credentials, Sections 319-35, 319-36, and 319-39 of the City of Watertown General Ordinances with the recommendation that the date of enforcement should begin January 1, 2027. (Lampe/Wetzel/Unanimous Approval)

- C. Review and take action: Creation of a lift assist ordinance and amendments to the City-sponsored parade and fireworks permit ordinance

- a. [Create Section 80-8 \(Lift Assist\) and Amend Sections 410-13\(F\)\(2\)\(firework permit approval\) and 428-9\(D\)\(City sponsored parades insurance coverage\).pdf](#) (0.03 MB)
- b. [Memo for Section 428-9\(D\) to PSW by City Attorney.pdf](#) (0.14 MB)
- c. [Memo Lift assist Firework Ordinance.pdf](#) (0.61 MB)

DISCUSSION:

Create Life Assist Ordinance – Chief Reynen explained the need for the ordinance. The proposed ordinance defines lift assists, differentiates them from EMS responses and establishes a reasonable fee structure. It maintains a compassionate approach for residents living independently by allowing two lift assists within a rolling 12-month period before a fee is assessed, while holding defined care facilities responsible for lift assist fees. Similar ordinances have been implemented in other Wisconsin communities to protect emergency response capacity and ensure appropriate allocation of public safety resources.

MOTION: Approve the creation of ordinance 80-8 Life Assist Services.
(Wetzel/Moldenhauer/Unanimous Approval)

Amend City Sponsored Parade Amendment – The City’s Insurance carrier has never and will never provide insurance coverage for these types of events. As a result, the existing language in Section 428-9(D) is not accurate. Because the City is unable to insure these events under its policy, the ordinance must be updated. Continuing to list City-sponsored parade insurance as a municipal responsibility creates both legal and financial exposure for the City. Members of the parade committee were present. They understand the need for insurance, but are unsure as to how they can acquire and pay for the necessary insurance. The parade committee is not currently organized as a 501 c3. The committee wondered if it would be possible for the City to acquire an insurance rider. The committee assured the parade committee that the logistics would be worked out and the City is committed to helping.

MOTION: Direct Dana Davis to work with 1) the City Attorney to determine if the City could acquire an insurance rider for the parade and 2) the parade committee to find an insurance solution.
(Davis/Lampe/Unanimous Approval)

Amend the Fireworks Permit Ordinance – This ordinance amendment clarifies that fireworks permitting authority rests with the Fire Chief or designee, consistent with state statute.

MOTION: Approve amendments to SECTION 2 410-13(F)(2) Sale and discharge of fireworks of the Watertown Code of Ordinances. (Lampe/Wetzel/Unanimous Approval)

- D. Review and take action: Special Event – Jig Jog
[2026-01 MEMO JIG JOG.pdf](#) (0.05 MB)
[2026-01 APPLICATION.pdf](#) (1.51 MB)
[2026-01 MAP.pdf](#) (0.28 MB)

MOTION: Approve the Special Event – Jig Jog. (Lampe/Moldenhauer/Unanimous Approval)

5. ADJOURN

Being no further business to discuss, a motion was made by Lampe and seconded by Wetzel to adjourn. Motion was supported unanimously and the meeting adjourned at 5:55 p.m.

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

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members

From: Nathan R. Williams, Civil Engineer I

Date: March 26, 2026

Subject: Public Safety & Welfare Committee Meeting of April 1, 2026

[Review and Discuss: Carriage Hill Drive Traffic Calming](#)

Background

Carriage Hill Drive was the subject of a recent speed study at the request of the Public Safety & Welfare Committee. Results of the speed study were shared with the committee, who then gave direction to the Engineering Division to evaluate traffic calming measures that could be used in the area. Traffic calming measures identified were trees, curb bump outs, pavement marking, chicanes, lateral shifts, and road narrowing. Concepts were drafted including these measures and can be refined into construction plans depending on budget availability and Committee approval. At the direction of the Public Safety & Welfare Committee, trees were planted along the corridor in 2024 & 2025 as an initial traffic calming measure, and design work for curb bump outs was assigned to staff.

Budget Goal

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

Financial Impact

Design and construction would be evaluated through Public Works Commission in the Street Capital Improvement Plan.

Recommendation

The purpose of this item is to provide an update to the Committee and receive feedback on concept level design work. If acceptable, the Committee could approve the recommended concept level design and provide direction on future project implementation timelines.

The Engineering Division recommends including permanent traffic calming strategies in a future reconstruction project of Carriage Hill Drive. The pavement and utilities are in good condition, so this street is not slated for reconstruction in the near future. Intermediate strategies could be



MEMO

constructed depending on budget availability. These non-intrusive strategies include planting centerline marking and/or installing paint and post bump outs.

Generally, street design and construction are overseen by the Public Works Commission. Pending concept approval, staff recommends transitioning design oversight to the Public Works Commission to remain consistent with current practice.

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members

From: Nathan R. Williams, Civil Engineer I

Date: March 26, 2026

Subject: Public Safety & Welfare Committee Meeting of April 1, 2026

[Review and Discuss: Signage and Marking Request for Pedestrian Crossing at Tenth Street and Station Street](#)

Background

Concerns were received from Webster Elementary School regarding the pedestrian crossing at the intersection of Tenth Street and Station Street. This crossing is the primary east-west crossing on the west side of Webster Elementary School. During school drop off and pick up, this area is very busy and there is increased collision potential between vehicles and pedestrians. I was noted that the crossing pavement marking has faded, and remarking may be warranted. Police Department staff voiced concern with vehicle speed in this area and indicated they will be working on addressing this issue.

Budget Goal

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

Financial Impact

The cost of pavement marking could be included in this year's pavement marking contract as the result of favorable 2026 bid results. The estimated cost to install continental (block) style pavement marking in this location is \$2,000.








Recommendation

The Engineering Division reviewed the pedestrian crossing and found that signage is in line with current MUTCD standards. The crossing should be remarked this year as part of the annual pavement marking contract with the continental style for increased visibility, and the Police Department will be working on placing a school crossing pop-up sign (R1-6C or equivalent) in this area. These signs are used in other school crossing locations around the city, such as on 12th Street adjacent to Webster Elementary School.

S Tenth St and Station St

Section 4, Item B.



	Municipal Boundary		Addresses	Street Labels	 <p>THE CITY OF WATERTOWN Opportunity runs through it.</p> <p><i>City of Watertown Geographic Information System</i></p> <p>Scale: 1:1,473 Printed on: March 26, 2018 SCALE BAR = 1" Author: []</p> <p><small>DISCLAIMER: This map is not a substitute for an actual field survey or onsite investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.</small></p>
	Parcels Boundaries		Address Labels		
	Common Areas		Parcel Acreage		

MEMO

DPW – Street/Solid Waste Division

To: Alderperson Davis and Committee Members

From: Stacy Winkelman

Date: March 25, 2026

Subject: Request for Flashing Pedestrian Sign

Background

I received a request from Lincoln Elementary School for a flashing pedestrian crossing sign at N. Church Street and Cady Street. This would be on the northwest side of the intersection for southbound traffic. There is currently a standard pedestrian crossing sign at this location. Attached to this memo is the email I received from the Principal of Lincoln Elementary School.

Budget Goal

Traffic Control Repairs Account #01-54-24-20

Financial Impact

These signs are approximately \$1,100.00 each

Recommendation

Citizen safety is always a top priority and concern. If the Committee recommends, we could afford to put this sign up. Other options include adding a pedestrian crossing sign ahead sign between Rock Street and Cady Street to give motorists an added warning. There are also some issues with the trees around the current sign, and I will work with the Forestry Department on cleaning that up no matter what sign is placed or remains at this intersection.

2026 Operational Goals

Present a budget that:

1. Create a community where all can feel safe and strive for economic success.
2. Involve those who are impacted before making decisions.

Dear Public Safety and Welfare Committee,

I hope this message finds you well. I am writing to kindly request your consideration of adding a pedestrian crosswalk sign with flashing lights at the intersection of N Church Street and Cady.

Currently, elementary-age students from various schools cross at this location, and while there are existing pedestrian signs, the addition of flashing lights would greatly enhance their safety, especially when crossing guards are not present. We have students as young as 8 navigating this busy intersection, and the added visibility would provide an important safety measure for our community's children.

Thank you very much for your time and consideration. Your support in keeping our students safe is greatly appreciated.

Kayla Wendt
Elementary Principal
Lincoln STEM and LEAP Elementary
Watertown Unified School District



SPECIAL EVENT

A temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:

- (1) Produced or sponsored by a person or organization for which the event ~~is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur;~~ interferes with the normal flow of vehicular or pedestrian traffic or the normal, lawful use of public property.
- (2) Exclusive use of all or part of City-owned facilities, within the City boundaries, such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals;
- (3) Cannot be held completely within the confines of an existing **public** building, **or public** park;
- (4) Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
- ~~(5) Will have over 300 people attending the event (or multiple events as part of a series) on private property, except those situations explained in Subsection C of this section;~~
- ~~(65)~~ Will require extraordinary services by any City department.

SECTION 3. §428-7(C) Special Events, Exemptions of the Watertown Code of Ordinances is hereby amended to read as follows:

C. Exemptions.

- ~~(1) The requirement under § 428-7 shall not apply to any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.~~
- (1) The requirement under § 428-7 shall not apply to:
 - [1] Any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.
 - [2] Events held entirely on private property that have no street closures and sufficient parking available for all anticipated attendee.

[3] Events on property otherwise exempt from the City of Watertown permitting requirements, such as events wholly contained on property owned by the State of Wisconsin or United States federal government.

[4] Funeral processions.

~~(2) Funeral processions.~~

(2) The exceptions set forth in §428-7(C)(1) would not apply if the proposed event:

[1] Would block access to the entrance to any adjacent building or driveway.

[2] Would occupy more than half of the width of any pedestrian walkway or would obstruct the free and orderly flow of pedestrian traffic within any pedestrian walkway.

[3] Is within an area reserved for another person by a permit for a special event, unless with the permission of the person to whom the permit has been issued.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	First meeting date		Second meeting date	
	1ST	2ND	1ST	2ND
READING:				
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
BARTZ				
BLANKE				
SMITH				
ARNETT				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED Type second meeting date

CITY CLERK

APPROVED Type second meeting date

MAYOR

(Type meeting date of the FIRST meeting the ordinance will be considered) Ord. 26-XX

**ORDINANCE TO
AMEND CHAPTER 319 HEALTH AND SANITATION ARTICLE V.
PRACTICE OF CERTAIN TRADES AND PROFESSIONS REQUIRING
STATE LICENSING, REGISTRATION OR CREDENTIALS, SECTIONS
319-35, 319-36, AND 319-39 OF THE CITY OF WATERTOWN GENERAL
ORDINANCES**

**SPONSOR: ALD. DANA DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

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

SECTION 1. §319-35. Definitions of the Watertown Code of Ordinances is hereby amended to read as follows:

§ 319-35. Definitions.

The following terms, as used in this article, shall be defined as follows:

~~COMMUNICABLE DISEASE~~

~~Tuberculosis, scabies, lice or any other type of disease which might be reasonably spread by this type of employment.~~

~~MASSAGE~~

~~The manipulation of the soft tissue of the body for therapeutic purposes and may include, but is not limited to, effleurage, petrissage, tapotement, compression, vibration, friction, stroking or kneading, either by hand or with mechanical or electrical apparatus, for the purpose of body massage. This may include the use of oil, salt glows, hot and cold packs or other recognized forms of massage therapy. The term does not include diagnosis or any service or procedure for which a license to practice medicine is required by law.~~

~~MASSAGE ESTABLISHMENT~~

~~A location where the primary or secondary function is to offer massage by a massage therapist.~~

~~MASSAGE ROOM~~

~~The area where the therapeutic massage is practiced.~~

~~MASSAGE THERAPIST~~

~~A person who holds a current and valid license for that purpose from the State Department of Regulation and Licensing under Ch. 460, Wis. Stats., and engages in the practice of massage therapy within the scope of his or her license.~~

~~ON-SITE MASSAGE~~

~~Includes home visits and massage in public buildings. This privilege shall be available only to those massage therapists who hold a current and valid state license as noted above.~~

MASSAGE THERAPY OR BODYWORK THERAPY

The science and healing art that uses manual actions and adjunctive therapies to palpate and manipulate the soft tissue of the human body, in order to improve circulation, reduce tension, relieve soft tissue pain, or increase flexibility. Massage therapy or bodywork therapy includes determining whether manual actions and adjunctive therapies are appropriate. Massage therapy or bodywork therapy does not include making a medical, physical therapy, or chiropractic diagnosis.

MASSAGE ESTABLISHMENT

Any business that advertises or offers massage therapy for compensation, excluding licensed medical offices and physical therapy practices.

MASSAGE ESTABLISHMENT LICENSE

A license issued by the City of Watertown under the authority of this ordinance, permitting the operation of a business where massage therapy services are offered or provided for compensation.

MASSAGE THERAPIST

An individual licensed by the State of Wisconsin under Wis. Stat. §460.04 to engage in the practice of massage therapy or bodywork therapy.

MASSAGE THERAPIST LICENSE

A valid and active credential issued by the Wisconsin Department of Safety and Professional Services (DSPS) pursuant to Wis. Stat. §460.04, authorizing an individual to practice massage therapy or bodywork therapy in the State of Wisconsin.

SEXUALLY EXPLICIT ADVERTISING

Any written, visual, or oral communication that: depicts or describes sexual conduct or nudity; suggests, implies, or offers sexual activity, erotic services, or other acts not permitted by Wisconsin law; includes terminology commonly associated with prostitution or escort services, such as “happy ending,” “sensual massage,” “erotic rub,” “sexy staff,” “special services,” or similar terms.

PROSTITUTION

As set forth, and as subsequently amended, in Wis. Stat. § 944.30.

SOLICITATION OF PROSTITUTION

As set forth, and as subsequently amended, in Wis. Stat. § 944.32.

SECTION 2. Purpose and Authority is hereby created.

Purpose and Authority.

- A. The purpose of this chapter is to protect public health and safety through the licensing and regulation of businesses and establishments providing massage therapy and bodywork therapy services, by preventing illicit and illegal operations and human trafficking, by establishing zero tolerance for sexual misconduct, and by providing an enforcement mechanism to ensure that only state-licensed providers provide massage therapy and bodywork services.

- B. The portions of this chapter that prohibit violations of Wis. Stat. Sec. 460.02 or prohibit employing or contracting for the services of an unlicensed person when a license is required by state law, are authorized by Wis. Stat. Sec. 460.17(2). Other portions of this chapter that regulate business operations are authorized by the City's police power.
- C. No regulation of the practice of massage therapy or bodywork therapy is intended. Except as authorized by Wis. Stat. Sec. 460.17(2), no portion of this chapter shall be interpreted as regulating the practice of massage therapy.

SECTION 3. § 319-36. Massage establishments, massage therapists; regulation of the Watertown Code of Ordinances is hereby amended to read as follows:

§ 319-36. Massage establishments, massage therapists; regulation.

~~No person shall suffer, cause or permit the operation of a massage establishment or operate as a massage therapist or employee, except in strict compliance with this article.~~

- A. **License Required.** No person shall operate a massage establishment within the City of Watertown without first obtaining a Massage Establishment License from the City Clerk upon approval of the Licensing Board. All persons providing massage therapy or bodywork therapy must possess a valid Wisconsin Massage Therapist or Bodywork Therapist license.
- B. **Application for Massage Establishment License.** Applicants must submit a completed application form to the City Clerk containing the following information:
 1. The name and address of each owner, and if it is a corporation, the name and address of the agent. Any application submitted on behalf of a corporation shall be made by an agent registered as such who shall have been a resident of the State for at least 90 days.
 2. If the applicant is a partnership, a list of all partners.
 3. If the applicant is a corporation, a list of all directors and officers of the corporate entity.
 4. If the applicant is a limited liability company or limited liability partnership, a list of all managers and/or members of the limited liability company or limited liability partnership.
 5. A designation of a person whose principal employment location is the premises to be licensed, who shall be designated as the agent for receipt of all formal notices from the City pertaining to the establishment, and who is authorized to accept service of process on behalf of the license holder. In lieu of or in addition to service of process on such agent, the City may serve notices on any director, officer, partners, manager, or member, or in any manner under an authorized state statute.
 6. The name, address, state license number, phone number and a copy of one form of government-issued ID of each person operating as a massage therapist or bodywork therapist by the applicant at the proposed establishment at the time of application.
 7. A floor plan of the establishment premises showing all rooms and uses.
 8. Proof of general liability insurance in an amount not less than \$1,000,000 per occurrence.
 9. Signed background check authorization forms.
 10. Payment of the non-refundable application fee set by the Common Council.
 11. Proof of approval from property owners of the establishment, if applicable.

Upon receipt of a complete application, the Chief of Police or designee shall conduct a background check of the applicant and inspect the physical premises. If necessary, the Chief of Police shall request the Building Inspector to perform an inspection of the physical premise.

- C. Conditions of Operation.** Massage establishments shall:
1. Operate only between the hours of 7:00 AM and 9:00 PM.
 2. Keep the premises clean, sanitary, and well-lit at all times.
 3. Maintain a log of all massage therapy or bodywork therapy services provided, including client names (or initials) and times, for a period of one year, available for inspection by law enforcement upon lawful request.
 4. Ensure that massage therapists or bodywork therapists are properly clothed in professional attire and that no nudity or sexually explicit conduct occurs on premises. Professional attire shall exclude clothing that exposes intimate body parts.
 5. Display each massage therapist's or bodywork therapist's state license prominently.
 6. No person shall reside, sleep overnight, or maintain living accommodations at the massage establishment, including but not limited to the use of beds, cots, mattresses, or sleeping bags.
 7. Licensees shall comply with all ordinances related to signs under Chapter 550 of the Code of the City of Watertown.
 8. All external doors to the massage establishment accessible to the public shall remain unlocked during regular business hours when services are being provided, unless the business is closed to the public or Subsection C(9) applies.
 9. Nothing in this subsection shall prevent the locking of doors during an emergency lockdown situation when necessary for safety or when only one massage therapist or bodywork therapist is present on premises and with a client in a massage therapy or bodywork therapy appointment.
 10. No advertising, display, or promotion of sexually explicit conduct, acts, or services shall be permitted at the establishment.
- D. Prohibited Acts.** No massage establishment or massage therapist or bodywork therapist shall:
1. Allow, offer, or engage in sexual activity or conduct of a sexual nature on the premises.
 2. Employ anyone as a massage therapist or bodywork therapist who does not possess a valid state license.
 3. Operate as a front for prostitution, human trafficking, or other illegal activities, including, but not limited to violations of Wis. Stat. § 944.30 – § 944.36.
- E. Duty to Report Solicitation of Prostitution.**
1. Any massage therapist, bodywork therapist, employee, or license holder of a massage establishment who is directly solicited for prostitution by a client or other individual on the premises shall immediately report the incident to the Watertown Police Department or other law enforcement agency.
 2. Reports may be made verbally or in writing and must include, to the extent known:
 - i. The date and time of the incident;
 - ii. A description of the individual making the solicitation;
 - iii. Any identifying information (e.g., name, phone number, license plate, appointment record); and
 - iv. A description of the conduct that constituted the solicitation.

3. Nothing in this Section shall require a massage therapist or bodywork therapist or employee to notify an employer or supervisor before making the report.
4. Failure by a licensed massage therapist or bodywork therapist or employee to report a known act of solicitation may result in penalties under Sections 319-36(H) and 319-39 of the Code of the City of Watertown.

F. Inspections. Any law enforcement officer, health department inspectors, and/or duly authorized officials may conduct reasonable inspections of licensed massage establishments during operating hours to ensure compliance with this ordinance. It is unlawful for any licensee, employee, or agent to refuse, hinder, or interfere with any lawful inspection authorized by this section.

G. Reporting of Violations to State Authorities. The Police Chief or designee will report any of the following to the Wisconsin Department of Safety and Professional Services (DSPS):

1. Any violation by a licensed massage therapist or bodywork therapist involving illegal sexual activity, controlled substances, fraud, or violations of professional licensing standards;
2. Any conviction of a massage therapist or bodywork therapist for a felony or misdemeanor related to their practice;
3. Any finding that a therapist has engaged in unlicensed practice of massage therapy or bodywork therapy.

H. License Suspension and Revocation.

1. The City of Watertown may suspend or revoke any Massage Establishment License for any of the following:
 - i. Violation of any provision of this ordinance or state law regulating massage establishments.
 - ii. Conviction of any owner, manager, or employee for a crime involving prostitution, human trafficking, sexual misconduct, or controlled substances.
 - iii. Refusal to allow a lawful inspection.
 - iv. Three or more ordinance violations occurring within a twelve (12) month period.
2. Before suspension or revocation, the licensee shall be entitled to a hearing before the Licensing Board or its designated hearing officer.
3. Written notice stating the grounds for suspension or revocation and the time and place of the hearing shall be served at least ten (10) days prior to the hearing.
4. The licensee may appear at the hearing with or without legal counsel, present evidence, and cross-examine witnesses.
5. The Licensing Board may suspend the license for a period not to exceed ninety (90) days or revoke the license entirely.

I. License Renewal

1. All Massage Establishment Licenses issued under this ordinance shall expire on December 31 of each year, regardless of the date of issuance.
2. Licensees seeking renewal must submit a renewal application to the City Clerk no later than November 30 of each year, which shall include:
 - i. Updated ownership and operator information.

- ii. Proof of continued compliance with applicable state licensing requirements.
 - iii. Certification that all massage therapists or bodywork therapists employed hold valid Wisconsin licenses.
 - iv. Authorization for updated background checks on owners and operators.
 - v. Payment of a renewal fee as set by the Common Council.
3. Grounds for Denial of Renewal. Renewal may be denied for:
- i. Failure to comply with the requirements of this ordinance.
 - ii. Outstanding fines, forfeitures, or unpaid taxes owed to the City of Watertown.
 - iii. Pending or prior disciplinary action against the massage establishment or its employees.
 - iv. A material misstatement or omission on the renewal application.
4. If the City Clerk intends to deny renewal, the licensee shall be entitled to a hearing before the Licensing Board or designated hearing officer, following the same notice and hearing procedures described in Section 319-36(H) of the Code of the City of Watertown.

J. Appeal. Any applicant who has been denied a permit under this article or has been granted a permit which has been suspended or revoked by the Licensing Board may seek review of the decision by the Common Council by filing a request for review of the denial with the City Clerk within thirty (30) days of the Licensing Board’s decision. Any applicant can seek a judicial review of the denial in the form of certiorari review to the Jefferson or Dodge County Circuit Court within thirty (30) days of the Common Council's decision.

SECTION 4. § 319-39 Advertising and the allowing of state-regulable activities requiring licensing, registration or credentials of the Watertown Code of Ordinances is hereby repealed.

~~§ 319-39 Advertising and the allowing of state-regulable activities requiring licensing, registration or credentials.~~

- ~~A. No person who is required to hold a license, certificate of registration or other credential pursuant to Chs. 440 through 480, Wis. Stats., shall practice that profession within the corporate limits of the City of Watertown unless that person holds a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~
- ~~B. No person who is required to hold a license, certificate of registration or other credential pursuant to Chs. 440 through 480, Wis. Stats., shall advertise the availability of services to be performed within the corporate limits of the City of Watertown unless they hold a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~
- ~~C. No business whose employees, independent contractors or similarly interested associates or affiliates are required to hold a license, certificate of registration or other credential pursuant to Chs. 440 through 480, Wis. Stats., shall allow such employees, independent contractors or similarly interested associates or affiliates to practice that profession within the corporate limits of the City of Watertown unless the employee, independent contractor or similarly interested associate or affiliate holds a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~
- ~~D. No business whose employees, independent contractors or similarly interested associates or affiliates are required to hold a license, certificate of registration or other credential~~

~~pursuant to Chs. 440 through 480, Wis. Stats., shall advertise the availability of services to be performed within the corporate limits of the City of Watertown unless the employees, independent contractors or similarly interested associates or affiliates of the business hold a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~

SECTION 5. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 6. This ordinance shall take effect and be in force the day after its passage and publication.

<i>DATE:</i>	<i>April 6, 2026</i>		<i>April 21, 2026</i>	
<i>READING:</i>	<i>1ST</i>		<i>2ND</i>	
	<i>YES</i>	<i>NO</i>	<i>YES</i>	<i>NO</i>
DAVIS				
LAMPE				
BERG				
BARTZ				
BLANKE				
SMITH				
ARNETT				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
<i>TOTAL</i>				

ADOPTED April 21, 2026

CITY CLERK

APPROVED April 21, 2026

MAYOR



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

March 27, 2026

TO: Members of the Public Safety & Welfare Committee

The following application has been made for a Special Event Permit:

Whiskey Wine Walk from Watertown Area Chamber of Commerce to be held on April 25, 2026.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event Repeat Event Date Received: 2/19/26 Date of Event: 4/25/26 Fee Amount: 50.00

APPLICANT INFORMATION:			
Name of person, entity, or organization holding the special event: <u>Watertown Chamber of Commerce</u>			
Address: Street, City, State, Zip <u>519 E Main St Watertown WI 53094</u>			
Phone: <u>920-261-2320</u>	Email: <u>info@watertownchamber.com</u>	Website: <u>WatertownChamber.com</u>	
<input checked="" type="checkbox"/> Non-profit Group	<input type="checkbox"/> For Profit	<input type="checkbox"/> Other, please describe:	Nonprofit Tax-Exempt Number <small>501(c)3, if applicable (include photocopy)</small>
Is this the applicant's 1 st special event application for the calendar year? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Wisconsin Seller Permit Number: Sales Tax, if applicable (include photocopy) If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box <input type="checkbox"/>			
EVENT INFORMATION:			
Event Name: <u>Whiskey's Wine Walk</u>		Event Date(s): <u>4/25/26</u>	
Event Location Address include parking locations and streets to be used if applicable:			
A DETAILED map is required upon submittal of application, is it included? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is the event located in a City Park? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, do you have a park reservation? Yes <input type="checkbox"/> No <input type="checkbox"/> Park name: _____			
Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Will you need City Services for your event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> for _____			
Is the event on private property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, do you have written permission? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is the event a city sponsored parade or celebrating a Federal Holiday? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please explain:			
Event start/end time: <u>1-4:30pm</u>		Event set up/take down times: _____	
Total Attendance: # <u>300</u>		Alcohol consumed, sold, or served? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vendors? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.) <u>Drive traffic to downtown businesses, Wine Sampling Shopping/Dining</u>			
Will your event be selling food? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please explain: (Type of food and sold by who)			
MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:			
Contact Name: First, Middle, Last <u>Linden Marie Peacy</u>			
Address: Street, City, State, Zip <u>1224 Alleimann Dr Watertown</u>		Phone: <u>414-303-2079</u>	Email: <u>Linden@watertownchamber.com</u>
OFFICE USE ONLY:			
APPROVED ON:		PERMIT #	

Indemnification and Hold Harmless

(Read carefully before signing!)

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Watertown and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age and that I have reviewed and understand the City's Insurance Requirements and Ordinance for Special Events. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event Permit; (ii) The special event application fee is non-refundable (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, alcohol licensing regulations, and any other applicable laws, rules and regulation;. (iv) Fees for park facilities, food vendor permits, fireworks permit, any other applicable City of Watertown permits or licenses, other municipal services and equipment, etc., are in addition to the Special Event Permit application fee; (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be the basis for denial/revocation of the permit and may lead to civil or criminal penalties.

If there are any changes to the Special Event after submittal of the application, I agree to notify the City of Watertown of these changes for review.

Name of Applicant: Linden Peacy Signature:  Date: 2/7/26

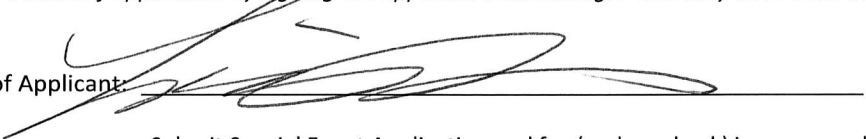
SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

- \$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.
- \$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.
- (The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant:  Date: 2/7/26

Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street
PO Box 477
Watertown, WI 53094
Questions: 920-262-4010 or email cityclerk@watertownwi.gov



Imagery ©2026, Map data ©2026 Google

200 ft



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

March 27, 2026

TO: Members of the Public Safety & Welfare Committee

The following application has been made for a Special Event Permit:

4th of July Parade from the Watertown Parade Committee to be held on July 4, 2026.

There are no estimated extraordinary charges from any city departments. This is a city sponsored parade in celebration of a federal holiday.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event Repeat Event Date Received: 2/24/2026 Date of Event: 7/4/2026 Fee Amount:

APPLICANT INFORMATION:

Name of person, entity, or organization holding the special event:
Watertown Parade Committee (John Wanke)

Address: Street City State Zip
[Redacted]

Phone: 990-342-0770 Email: john.wanke@charter.net Website: watertownparades.com

Non-profit Group For Profit Other, please describe: Nonprofit Tax-Exempt Number
501(c)3, if applicable (include photocopy)

Is this the applicant's 1st special event application for the calendar year? Yes No

Wisconsin Seller Permit Number: Sales Tax, if applicable (include photocopy)
If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box

EVENT INFORMATION:

Event Name: 4 of July Parade Event Date(s): July 4, 2026

Event Location Address include parking locations and streets to be used if applicable:
Start 1st & Main St, turn north on 4th St, turn onto Abree to Riverside Park

A DETAILED map is required upon submittal of application, is it included? Yes No

Is the event located in a City Park? Yes No
If yes, do you have a park reservation? Yes No Park name: _____

Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes No

Will you need City Services for your event? Yes No for Barricades

Is the event on private property? Yes No If yes, do you have written permission? Yes No

Is the event a city sponsored parade or celebrating a Federal Holiday? Yes No
If yes, please explain: 4 of July Parade

Event start/end time: 8:00A.M. - 1:00P.M. Event set up/take down times: 6:00A.M./1:00P.M.

Total Attendance: #2000+ Alcohol consumed, sold, or served? Yes No Vendors? Yes No

Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.)
Parade to celebrate 250th anniversary of America

Will your event be selling food? Yes No If yes, please explain: (Type of food and sold by who)

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last

Address: Street, City, State, Zip Phone: Email:

OFFICE USE ONLY:

APPROVED ON: PERMIT #

Indemnification and Hold Harmless
(Read carefully before signing!)

Section 4, Item G.

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Watertown and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age and that I have reviewed and understand the City's Insurance Requirements and Ordinance for Special Events. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event Permit; (ii) The special event application fee is non-refundable (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, alcohol licensing regulations, and any other applicable laws, rules and regulation; (iv) Fees for park facilities, food vendor permits, fireworks permit, any other applicable City of Watertown permits or licenses, other municipal services and equipment, etc., are in addition to the Special Event Permit application fee; (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be the basis for denial/revocation of the permit and may lead to civil or criminal penalties.

If there are any changes to the Special Event after submittal of the application, I agree to notify the City of Watertown of these changes for review.

Name of Applicant: John Wanke Signature: John Wanke Date: 2-24-26

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.
\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.
(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: John Wanke Date: 2-24-26

Submit Special Event Application and fee (cash or check) in person or by mail to:

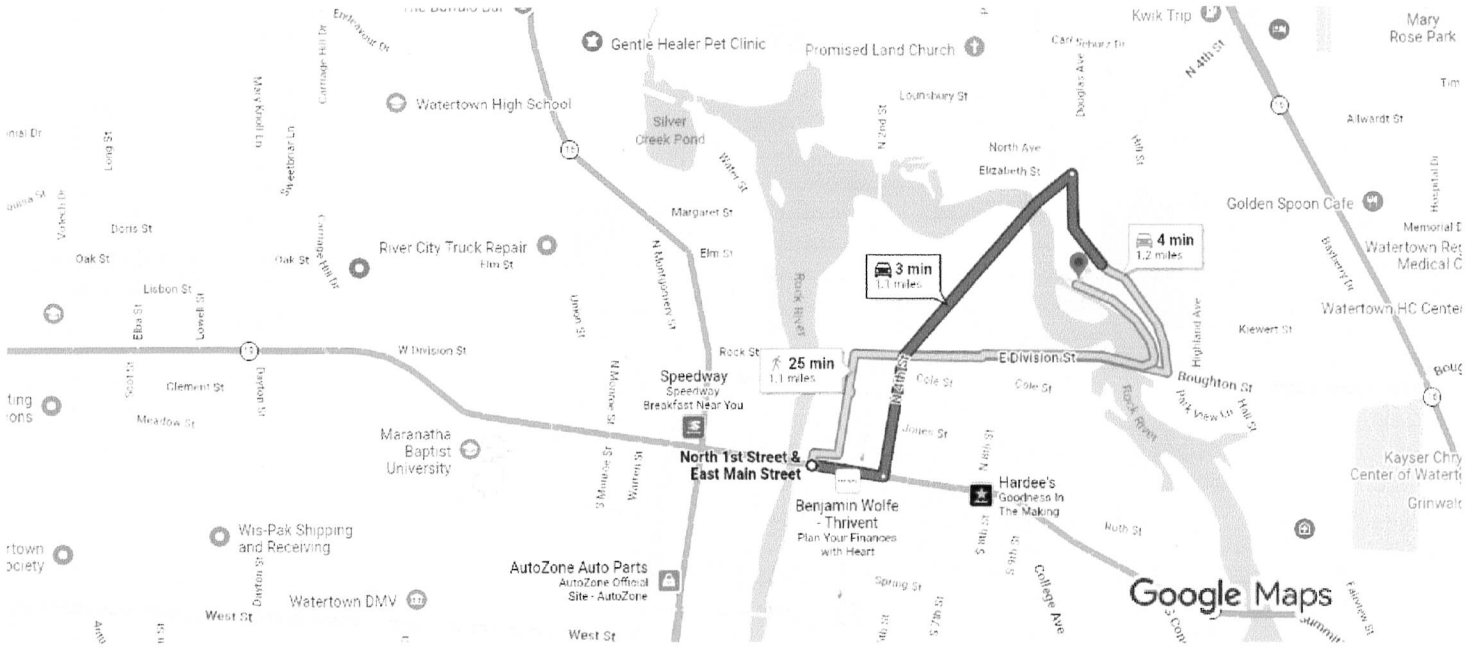
City Clerk 106 Jones Street
PO Box 477
Watertown, WI 53094
Questions: 920-262-4010 or email cityclerk@watertownwi.gov

** 2026 4th. of July Parade*

Section 4, Item G.

1st St & E Main St, Watertown, WI 53094 to Drive 1.1 miles
Riverside Park, 916 Labaree St, Watertown, WI 53098

Google Maps



Imagery ©2026, Map data ©2026 Google 1000 ft

1st St & E Main St

Watertown, WI 53094

- ↑ 1. Head toward 2nd St 0.1 mi
 - ← 2. Turn left at the 3rd cross street onto N 4th St 0.8 mi
 - ↘ 3. Turn right onto Labaree St 0.2 mi
- 📍 Destination will be on the right

Riverside Park

916 Labaree St, Watertown, WI 53098

** Line up starts at 8:00 A.M.
(1st Block of North 1st. St.) and
(South 1st Street from Main St,
to Milwaukee Street)*

** Permit is from sidewalk to sidewalk
on streets. on parade route.*



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

March 27, 2026

TO: Members of the Public Safety & Welfare Committee

The following application has been made for a Special Event Permit:

Lights and Sirens from the Watertown Police Department to be held on July 7, 2026.

This is a City Sponsored event. There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION
 New Event Repeat Event Date Received: 2/20/26 Date of Event: 7/7/26 Fee Amount: N/A
APPLICANT INFORMATION:

Name of person, entity, or organization holding the special event:

Watertown Police Department

Address: Street, City, State, Zip

106 Jones St.

Phone:

920-206-4210

Email:

SKind@watertownwi.gov

Website:

 Non-profit Group For Profit Other, please describe:

Nonprofit Tax-Exempt Number

008-000048036-7

501(c)3, if applicable (include photocopy)

WTPDIs this the applicant's 1st special event application for the calendar year? Yes No

Wisconsin Seller Permit Number: Sales Tax, if applicable (include photocopy)

If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box **EVENT INFORMATION:**

Event Name:

Lights N Sirens

Event Date(s):

7/7/26

Event Location Address include parking locations and streets to be used if applicable:

812 Labaree StA DETAILED map is required upon submittal of application, is it included? Yes No Is the event located in a City Park? Yes No If yes, do you have a park reservation? Yes No Park name: Riverside ParkIs the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes No Short, Anne, Labaree.Will you need City Services for your event? Yes No for BarricadesIs the event on private property? Yes No If yes, do you have written permission? Yes No Is the event a city sponsored parade or celebrating a Federal Holiday? Yes No

If yes, please explain:

Event start/end time:

6:00-8:00pm

Event set up/take down times:

5:00-8:30pmTotal Attendance: # 500+Alcohol consumed, sold, or served? Yes No Vendors? Yes No

Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.)

Police Departments, Fire Departments, etc. for kids to see.Will your event be selling food? Yes No If yes, please explain: (Type of food and sold by who)**MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:**

Contact Name: First, Middle, Last

Crime Prevention officer Scott Kind

Address: Street, City, State, Zip

106 Jones St

Phone:

920-206-4210

Email:

SKind@watertownwi.gov**OFFICE USE ONLY:**

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless
(Read carefully before signing!)

Section 4, Item H.

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Watertown and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age and that I have reviewed and understand the City's Insurance Requirements and Ordinance for Special Events. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event Permit; (ii) The special event application fee is non-refundable (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, alcohol licensing regulations, and any other applicable laws, rules and regulation;. (iv) Fees for park facilities, food vendor permits, fireworks permit, any other applicable City of Watertown permits or licenses, other municipal services and equipment, etc., are in addition to the Special Event Permit application fee; (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be the basis for denial/revocation of the permit and may lead to civil or criminal penalties.

If there are any changes to the Special Event after submittal of the application, I agree to notify the City of Watertown of these changes for review.

Name of Applicant: Officer Scott Kin Signature: [Signature] Date: 2/20/20

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.
\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.
(The fee is doubled if submitted less than 45 days prior to event date)

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The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: [Signature] Date: 2/20/20

Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street
PO Box 477
Watertown, WI 53094
Questions: 920-262-4010 or email cityclerk@watertownwi.gov

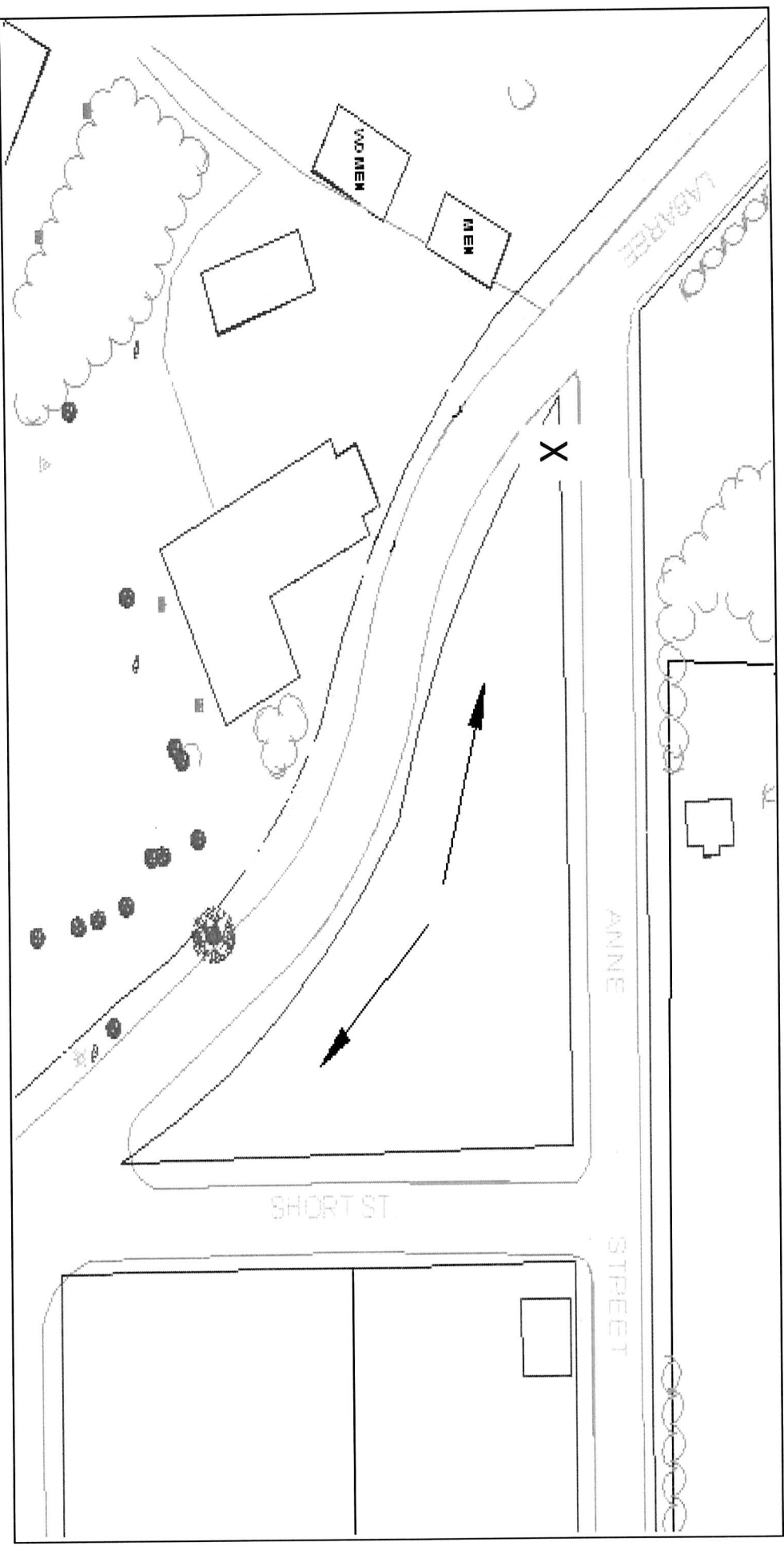
Lights N Sirens 07/07/26 Riverside Park

0 Type II on Anne at Labaree St. Can be put together (X)-we'll put them out along Anne St.

3 Type III on Labaree St. at Anne St.

1 Type III on Short St. at Anne St.

4 Type III on Labaree St. at Short St.



SPECIAL EVENT APPLICATION	SERIES #1	SERIES #2	UPDATED SERIES #2 - MARCH 2026
DATE SUBMITTED 25-Oct		25-Oct	
SERIES NAME (add link to folder with documents) Summer Concert Series		Market, Music & Mingle Series	Farmers' Market After Hours
SERIES DESCRIPTION Concerts in the Square		Vendor market and small music on lower stage	Farmers' Market
CITY EMPLOYEE COORDINATING/HOSTING EVENT Stephanie Juhl		Stephanie Juhl	Stefanie Broere & Missy Kuckkan - MAIN STREET PROGRAM
SERIES DATES May 30, June 20, July 19 (daytime concert), September 12		June 18, July 23, August 27, September 17	June 12, July, 17, August 14, September 18, October 9
SERIES LOCATION Bentzin Family Town Square		Bentzin Family Town Square	Bentzin Family Town Square
CLOSING A STREET/ALLEY/RIGHT-OF-WAY/PARKING LOT Water Street from Main to Emmet		Water Street from Main to Emmet	Water Street from Main to Emmet
SERIES START TIME May 30, June 20, September 12 5pm-9pm; July 19 1-3pm		5-8pm	5-8pm
SERIES ENDS TIME May 30, June 20, September 12 5pm-9pm; July 19 1-3pm		5-8pm	5-8pm
EVENT SET UP TIME Noon for evening concerts; 9am for daytime concert		8am	8am
EVENT TAKE DOWN TIME 10pm evening concerts; 4pm daytime concert		9pm	9pm
TOTAL ATTENDANCE 300-500		250-350	
ALCOHOL CONSUMED OR SOLD yes		no	
VENDORS yes		yes	
SELLING FOOD yes		yes	
IF SELLING FOOD, PLEASE DESCRIBE. TBD - we usually have 2 food trucks/tents		TBD - we will have several for each market	TBD - food trucks
FOOD VENDORS - All food vendors must be properly permitted with the Watertown Health Department. Please indicate that this will be done with "Agree". Please keep a list of all food vendors and contact information for each event on file with Park/Rec			??
MERCHANDISE VENDORS - Vendor list should be added to folder atleast 10 days prior to event	NA	S240 will be completed for each market within 10 days of event	S240 will be completed for each market within 10 days of event
SECURITY/EMERGENCY ACTION PLAN - An EAP is required. Plans will be kept confidential. This EAP should be on file in the shared folders. On File		On File	??
WILL EVENT HAVE EMPLOYEES, VOLUNTEERS AND HIRED/VOLUNTEER ENTERTAINERS WHO ARE RESPONSIBLE FOR THE SUPERVISION OR CARE OF MINORS OR WHOSE DUTIES WILL REQUIRE CLOSE CONTACT OR ALONE TIME WITH MINORS? If yes, a verified list of names that have been checked against the online national sex offender public website is required 10 business days before the event. Place this list in the shared folder.	NA	NA	
ADDITIONAL PERMITS NEEDED	PLEASE INDICATE WITH "YES" OR "NO" IF YOU HAVE PLACED THE DOCUMENTS IN THE SHARED FOLDER	PLEASE INDICATE WITH "YES" OR "NO" IF YOU HAVE PLACED THE DOCUMENTS IN THE SHARED FOLDER	PLEASE INDICATE WITH "YES" OR "NO" IF YOU HAVE PLACED THE
AMPLIFIED SOUND			
TEMPORARY CLASS B LICENSE			
OUTDOOR OPEN CONTAINER			
TEMPORARY BEVERAGE OPERATOR LICENSE			
CARNIVAL	NA	NA	
DEPARTMENT APPROVAL - Departments should type their name and date signed. This section is for all series events listed above. If there is a comment or concern about the event please place that in the comments section. <i>Example - CLERK</i> FIRE DEPARTMENT POLICE DEPARTMENT HEALTH DEPARTMENT ZONING/INSPECTION PARK AND REC STREET & SOLID WASTE	COMMENTS/DATE/SIGNATURE THAT YOU HAVE REVIEWED <i>Reviewed 11/5/2025 Megan Dunneisen</i> <i>Reviewed 11/7/2025 Tanya Reynen</i> <i>Reviewed 11/07/2025 Laura Bohman</i> <i>Reviewed 11/24/2025 Sydney Bohman</i> <i>Reviewed 11/06/2025 Brian Zirbes</i> <i>Reviewed 11/5/2025 Stephanie Juhl</i> <i>Reviewed 11/05/25 Stacy Winkelman</i>		
DATE APPROVED BY PUBLIC SAFETY COMMITTEE	12/3/2025		