



## **PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA**

**WEDNESDAY, APRIL 05, 2023 AT 5:00 PM**

**ROOM 2044, SECOND FLOOR, MUNICIPAL BUILDING, 106 JONES STREET, WATERTOWN, WI**

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

United States (Toll Free): 1 866 899 4679 -

United States: One-touch: tel:+1 (571) 317-3116,,295666125#

Access Code: 295-666-125 or <https://meet.goto.com/295666125>

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

### **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. Public Safety meeting minutes from February 1, 2023

### **4. BUSINESS**

A. Review and take possible action: Amend Chapter 500-7, Temporary Restricted Parking

B. Review and take possible action: Pavement marking request at W. Milwaukee Street & S. Washington Street intersection

C. Review and take possible action: Truck Concerns on West Street, Dayton Street & Benton Street

D. Review and take possible action: Adopt street light checklist

E. Review and take possible action: Street light request on 800 block of West Street

### **5. ADJOURN**

*Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at [mdunneisen@CityofWatertown.org](mailto:mdunneisen@CityofWatertown.org), phone 920-262-4006*

*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

Section 3, Item A.

February 1, 2023

The Committee met at 5:00 p.m. in Room 2044 of the Municipal Building. Members present were Alderpersons Davis, Schmid, Licht and Smith. Also in attendance were Alderperson Bartz, Assistant Police Chief Olsen, Assistant City Engineer Beyer, and Street Division Operations Manager Stacy Winkelman. The following citizens were present: Steve & Carol Mertins.

1. **Roll Call:** All Committee members were present.
2. **Receive comments from the public:** No person wished to speak at this opportunity in the agenda, but preferred to wait until their item of interest was being considered.
3. **Approval of Minutes:** The minutes for the January 4<sup>th</sup> meeting had already been presented to the City Council without correction so those minutes were simply noted at this point in the agenda.
- 4.A **Review and take possible action: Handicap parking space at 500 S. Fifth Street.** The Seventh Day Adventist Church of Watertown, located at 500 S. Fifth Street, has requested that a temporary handicap parking space be approved to be used during church services. The Committee heard from one of the Church leaders who explained the need for such a space and how they hoped the parking space could work. The City Attorney advised the Committee that a parking space cannot change between regular parking and handicap parking based on the hour of the day. The two clearly permissible options were to designate a permanent on-street handicap parking stall adjacent to 500 S. Fifth Street or leaving the on-street parking as it is. The permanent change was not what the church wanted and the Committee thought it would be a possible solution if, instead of designating the space as handicap, it could become a loading zone site. After consultation with the City Attorney by Andrew it was learned that such a change would be permissible but that it would be a permanent change throughout the week. Andrew contacted the church pastor and explained all of the options. The church decided that they preferred to leave the space as a regular parking space, as it currently is today. Ald. Licht had made a motion, seconded by Ald. Smith, to present the "Loading Zone" option to the City Attorney. If that was legally permissible and also satisfactory to the church, an Ordinance would be presented to the Council. If that was not possible per the City Attorney, or if the Church did not find that acceptable, the Committee wished to leave the status quo in place. The motion passed unanimously. Subsequently, Andrew's contacts with the church pastor resulted in the decision to leave the status quo in place. **ACTION: None is required because the church has withdrawn its original request.**
- 4.B **Review and take possible action: Install additional one-way street signage on 200 block of S. Fourth Street.** A resident living near 200 S. Fourth Street has requested an additional one-way street sign directly across from the eastern parking area at 200 S. Fourth Street to remind patrons of the one-way status of S. Fourth Street. Occasionally, vehicles exiting that parking area turn right (the wrong direction). The cost of the sign would be minimal and is probably in stock. A temporary installation is approved until a permanent post can be installed. Ald. Davis made a motion, seconded by Ald. Schmid, to authorize the installation of this additional "One Way" sign. This motion carried unanimously. **ACTION: No Council action is required and the new sign will be installed as soon as possible.**
- 4.C **Review and take possible action: Amend Watertown Municipal Code Section 500-8, Heavy traffic routes.** The Main Street (Cole Memorial) Bridge in downtown Watertown continues to deteriorate. It is scheduled for replacement in 2025 or sooner, depending on design progress and available funding. The bridge is regularly inspected due to its condition and has recently been found to be able to safely carry vehicles only under a 20-ton weight limit. Engineering is recommending that the current Heavy traffic route status on the bridge be removed. Ald. Licht made a motion, seconded by Ald. Davis, to remove the Heavy traffic route status on Main Street between Church Street and First Street which will include the bridge. This motion carried unanimously. **ACTION: An ordinance will be presented and due to the safety factor involved, two readings of the proposed Ordinance will be requested at the next Council meeting.**

There being no further business to come before the Committee, a motion was made by Alderperson Davis, seconded by Alderperson Licht, to adjourn. The motion carried unanimously.

Respectfully submitted,

Fred Smith, Chairman

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

Maureen McBroom, ENV SP  
920-206-4264

Ritchie M. Piltz  
920.262.4034

Secretary, Wanda Fredrick  
920.262.4368

## MEMO

TO: Chairperson Fred Smith and Committee Members  
FROM: Jaynellen J. Holloway, P.E.  
DATE: March 30, 2023  
RE: Public Safety and Welfare Committee Wednesday, April 5, 2023 at 5:00 p.m.

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Review and take possible action: Amend Chapter 500-7, Temporary Restricted Parking

### BACKGROUND:

The City can claim phosphorus reduction credit through its leaf collection program under the Municipal Separate Storm Sewer System (MS4) Permit. The City is required to have parking removal provisions in ordinance in order to claim the reduction credit. The Engineering Division is looking to modify Chapter 500-7(C) to plainly list municipal leaf collection activities as a purpose for temporary restricted parking. Draft ordinance language is attached for Committee review.

### Enclosed:

Draft Ordinance

**DRAFT ORDINANCE TO  
AMEND SECTION 500-7 C. TEMPORARY RESTRICTED PARKING OF  
THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON FRED SMITH  
FROM: PUBLIC SAFETY AND WELFARE COMMITTEE**

WHEREAS, the City of Watertown receives phosphorus reduction credit through municipal leaf collection operations performed annually; and,

WHEREAS, the City is required to have parking removal provisions in ordinance in order to claim the reduction credit; and,

WHEREAS, on April 5, 2023, the Public Safety & Welfare Committee agreed that on-street parking should be temporarily restricted to allow for the municipal leaf collection operations performed each fall.

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

SECTION 1. Section 500-7 C. Temporary restricted parking is hereby amended to add the following subsection and read as follows;

**(7) Municipal leaf collection operations**

**(8) For any other purpose of a temporary nature as deemed necessary.**

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 3. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	April 18, 2023		May 2, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
RUETTEN				
BARTZ				
LICHT				
SMITH				
SCHMID				

ADOPTED May 2, 2023

CITY CLERK

APPROVED May 2, 2023

MAYOR

WETZEL				
ROMLEIN				
MAYOR MCFARLAND				
TOTAL				

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
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## MEMO

TO: Chairperson Fred Smith and Committee Members

FROM: Jaynellen J. Holloway, P.E.

DATE: March 30, 2023

RE: Public Safety and Welfare Committee Wednesday, April 5, 2023 at 5:00 p.m.

Review and take possible action: Pavement marking request at W. Milwaukee Street & S. Washington Street intersection

### BACKGROUND:

The Police Department received a request for crosswalk striping at the intersection of W. Milwaukee Street and S. Washington Street. Per the Manual of Uniform Traffic Control Devices (MUTCD) an engineering study should be performed when crosswalk lines are proposed in locations away from a signalized intersection or on approaches controlled by stop or yield signs.

### Enclosed:

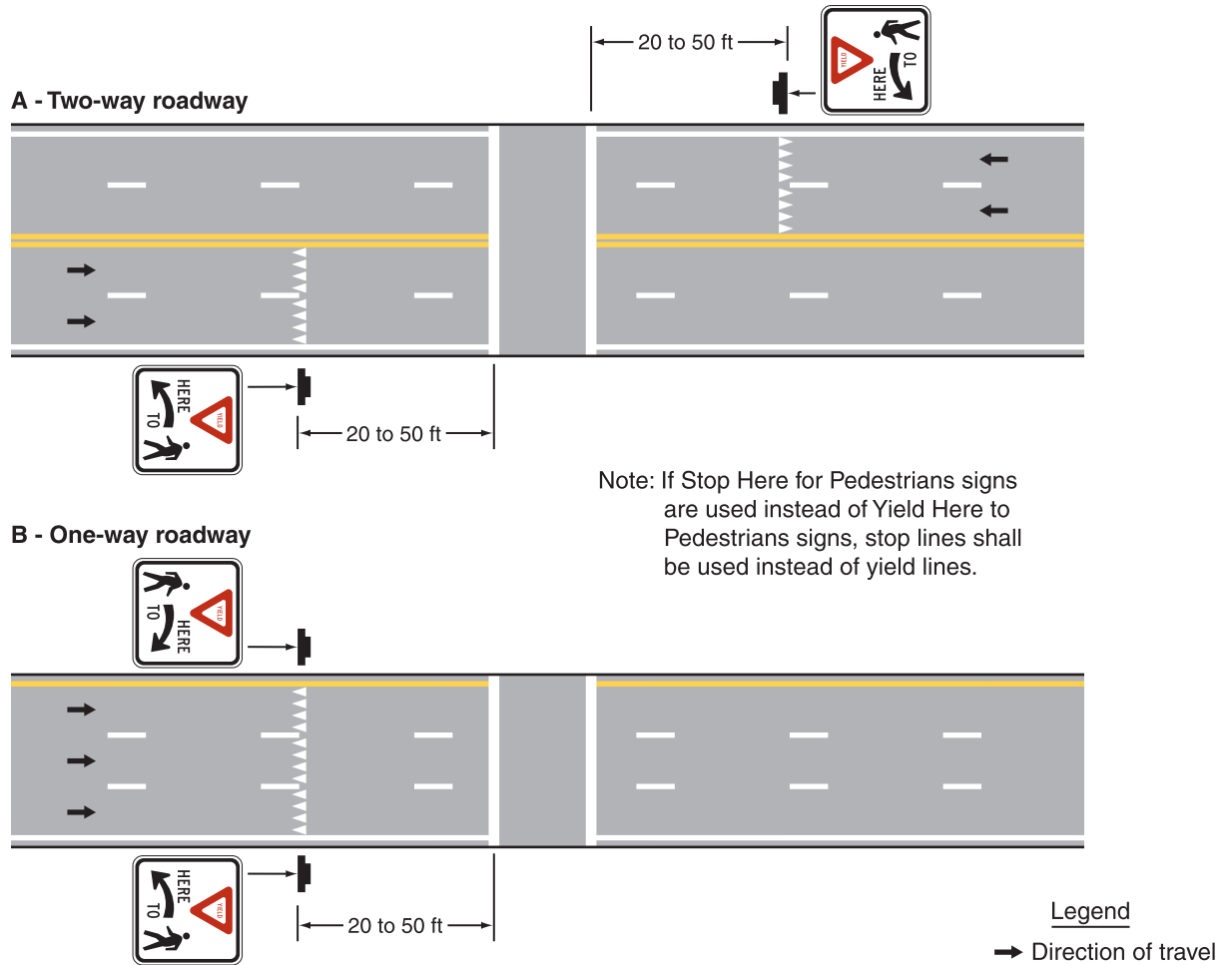
Email message  
Site map  
MUTCD Guidance





Parcels



**Figure 3B-17. Examples of Yield Lines at Unsignalized Midblock Crosswalks****Section 3B.18 Crosswalk Markings**

Support:

- 01 Crosswalk markings provide guidance for pedestrians who are crossing roadways by defining and delineating paths on approaches to and within signalized intersections, and on approaches to other intersections where traffic stops.
- 02 In conjunction with signs and other measures, crosswalk markings help to alert road users of a designated pedestrian crossing point across roadways at locations that are not controlled by traffic control signals or STOP or YIELD signs.
- 03 At non-intersection locations, crosswalk markings legally establish the crosswalk.

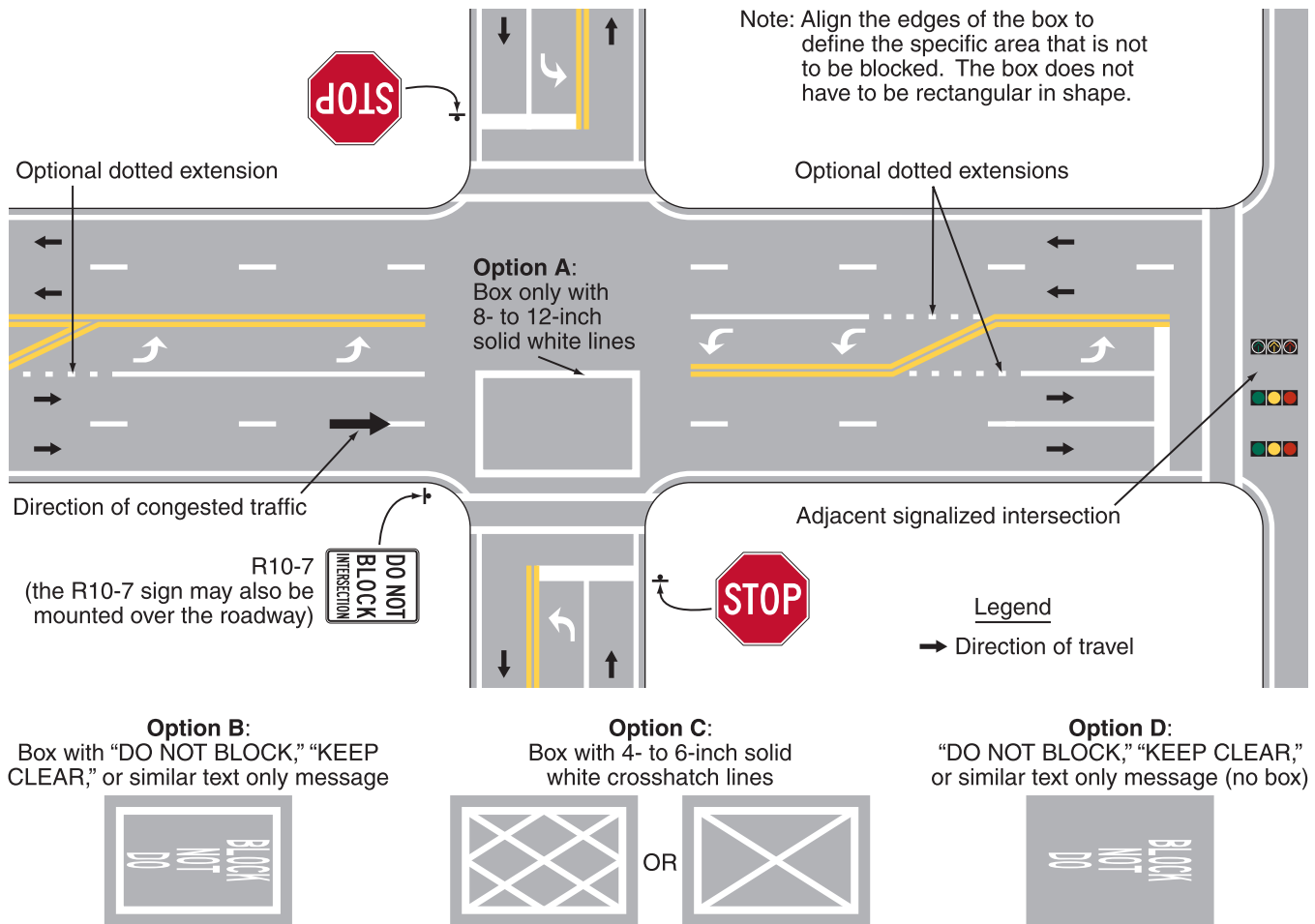
**Standard:**

- 04 **When crosswalk lines are used, they shall consist of solid white lines that mark the crosswalk. They shall not be less than 6 inches or greater than 24 inches in width.**

*Guidance:*

- 05 *If transverse lines are used to mark a crosswalk, the gap between the lines should not be less than 6 feet. If diagonal or longitudinal lines are used without transverse lines to mark a crosswalk, the crosswalk should be not less than 6 feet wide.*
- 06 *Crosswalk lines, if used on both sides of the crosswalk, should extend across the full width of pavement or to the edge of the intersecting crosswalk to discourage diagonal walking between crosswalks (see Figures 3B-17 and 3B-19).*
- 07 *At locations controlled by traffic control signals or on approaches controlled by STOP or YIELD signs, crosswalk lines should be installed where engineering judgment indicates they are needed to direct pedestrians to the proper crossing path(s).*

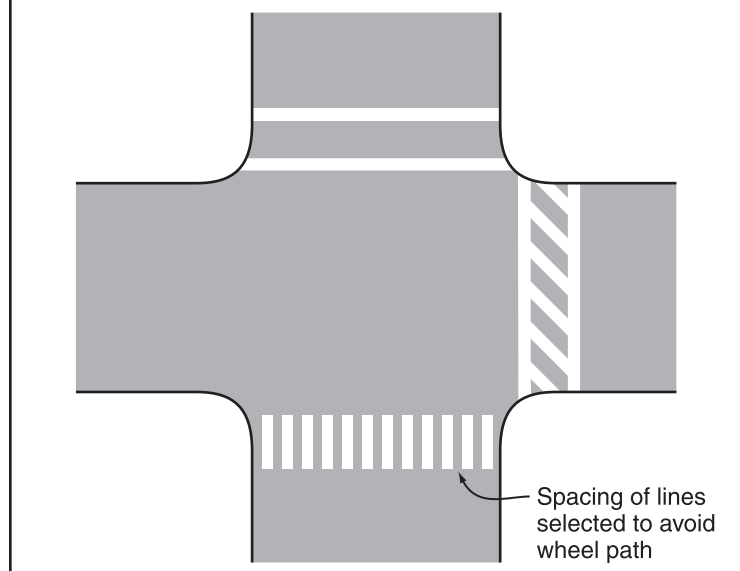


**Figure 3B-18. Do Not Block Intersection Markings**

08 Crosswalk lines should not be used indiscriminately. An engineering study should be performed before a marked crosswalk is installed at a location away from a traffic control signal or an approach controlled by a STOP or YIELD sign. The engineering study should consider the number of lanes, the presence of a median, the distance from adjacent signalized intersections, the pedestrian volumes and delays, the average daily traffic (ADT), the posted or statutory speed limit or 85<sup>th</sup>-percentile speed, the geometry of the location, the possible consolidation of multiple crossing points, the availability of street lighting, and other appropriate factors.

09 New marked crosswalks alone, without other measures designed to reduce traffic speeds, shorten crossing distances, enhance driver awareness of the crossing, and/or provide active warning of pedestrian presence, should not be installed across uncontrolled roadways where the speed limit exceeds 40 mph and either:

- A. The roadway has four or more lanes of travel without a raised median or pedestrian refuge island and an ADT of 12,000 vehicles per day or greater; or
- B. The roadway has four or more lanes of travel with a raised median or pedestrian refuge island and an ADT of 15,000 vehicles per day or greater.

**Figure 3B-19. Examples of Crosswalk Markings**

**Support:**

- 10 Chapter 4F contains information on Pedestrian Hybrid Beacons. Section 4L.03 contains information regarding Warning Beacons to provide active warning of a pedestrian's presence. Section 4N.02 contains information regarding In-Roadway Warning Lights at crosswalks. Chapter 7D contains information regarding school crossing supervision.

**Guidance:**

- 11 *Because non-intersection pedestrian crossings are generally unexpected by the road user, warning signs (see Section 2C.50) should be installed for all marked crosswalks at non-intersection locations and adequate visibility should be provided by parking prohibitions.*

**Support:**

- 12 Section 3B.16 contains information regarding placement of stop line markings near crosswalk markings.

**Option:**

- 13 For added visibility, the area of the crosswalk may be marked with white diagonal lines at a 45-degree angle to the line of the crosswalk or with white longitudinal lines parallel to traffic flow as shown in Figure 3B-19.
- 14 When diagonal or longitudinal lines are used to mark a crosswalk, the transverse crosswalk lines may be omitted. This type of marking may be used at locations where substantial numbers of pedestrians cross without any other traffic control device, at locations where physical conditions are such that added visibility of the crosswalk is desired, or at places where a pedestrian crosswalk might not be expected.

**Guidance:**

- 15 *If used, the diagonal or longitudinal lines should be 12 to 24 inches wide and separated by gaps of 12 to 60 inches. The design of the lines and gaps should avoid the wheel paths if possible, and the gap between the lines should not exceed 2.5 times the width of the diagonal or longitudinal lines.*

**Option:**

- 16 When an exclusive pedestrian phase that permits diagonal crossing of an intersection is provided at a traffic control signal, a marking as shown in Figure 3B-20 may be used for the crosswalk.

**Guidance:**

- 17 *Crosswalk markings should be located so that the curb ramps are within the extension of the crosswalk markings.*

**Support:**

- 18 Detectable warning surfaces mark boundaries between pedestrian and vehicular ways where there is no raised curb. Detectable warning surfaces are required by 49 CFR, Part 37 and by the Americans with Disabilities Act (ADA) where curb ramps are constructed at the junction of sidewalks and the roadway, for marked and unmarked crosswalks. Detectable warning surfaces contrast visually with adjacent walking surfaces, either light-on-dark, or dark-on-light. The "Americans with Disabilities Act Accessibility Guidelines for Buildings and Facilities (ADAAG)" (see Section 1A.11) contains specifications for design and placement of detectable warning surfaces.

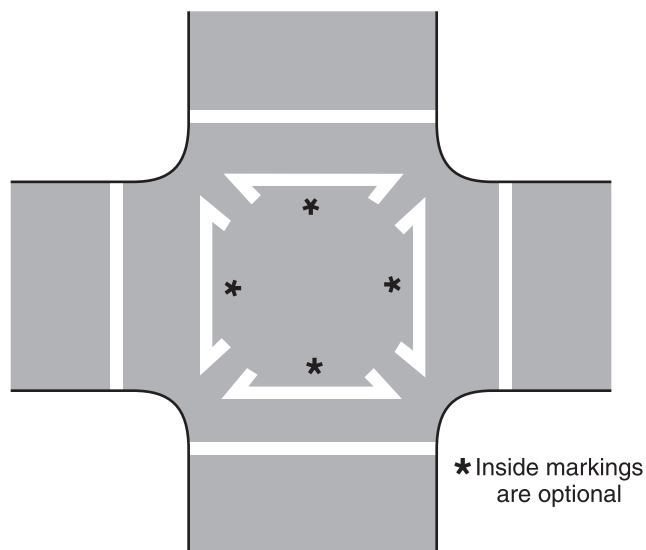
**Section 3B.19 Parking Space Markings****Support:**

- 01 Marking of parking space boundaries encourages more orderly and efficient use of parking spaces where parking turnover is substantial. Parking space markings tend to prevent encroachment into fire hydrant zones, bus stops, loading zones, approaches to intersections, curb ramps, and clearance spaces for islands and other zones where parking is restricted. Examples of parking space markings are shown in Figure 3B-21.

**Standard:**

- 02 **Parking space markings shall be white.**

**Figure 3B-20. Example of Crosswalk Markings for an Exclusive Pedestrian Phase that Permits Diagonal Crossing**



Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
920.262.4052

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## MEMO

TO: Chairperson Fred Smith and Committee Members  
FROM: Jaynellen J. Holloway, P.E.  
DATE: March 30, 2023  
RE: Public Safety and Welfare Committee Wednesday, April 5, 2023 at 5:00 p.m.

---

Review and take possible action: Truck Concerns on West Street, Dayton Street & Benton Street

### BACKGROUND:

Alder Licht received citizen concerns regarding semi-truck traffic on West Street, Dayton Street & Benton Street. Alder Licht's email to Chairperson Smith is attached to this narrative detailing concerns received. Residents are requesting additional signage placed in City right-of-way to address concerns.

### Enclosed:

Email message

# RE: Trucks issues - West, Dayton, Benton Streets

Section 4, Item C.

Fred Smith <wccpastor@charter.net>

Sat 3/4/2023 9:34 AM

To: William Licht (mbu.edu) <william.licht@mbu.edu>; Fred Smith <FSmith@CityofWatertown.org>;

Cc: Andrew Beyer <AndrewB@CityofWatertown.org>; Jaynellen Holloway <jaynellenh@CityofWatertown.org>; Robert Kaminski <RKaminski@CityofWatertown.org>;

Hi Will

We will be sure to get these concerns on our meeting agenda for April 5<sup>th</sup>.

Fred

Sent from [Mail](#) for Windows

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**From:** [William Licht](#)

**Sent:** Friday, March 3, 2023 3:46 PM

**To:** [Fred Smith \(Charter\)](#); [Fred Smith](#)

**Cc:** [andrewb@cityofwatertown.org](mailto:andrewb@cityofwatertown.org); [Jaynellen Holloway](mailto:jaynellenh@cityofwatertown.org); [rkaminski@cityofwatertown.org](mailto:rkaminski@cityofwatertown.org)

**Subject:** Trucks issues - West, Dayton, Benton Streets

This week, I received several communications from residents about truck traffic on the Southwest side of Watertown, on and near West Street and Dayton Street. The complaints fall into two categories with two possible solutions:

1. **Semi-trucks are missing the turn into Pepsi and using Benton Street, Brookstone Way, or Brentwood to turn their trucks around to reenter West Street and the Pepsi entrance.** The residents claim this happened several times weekly and has been happening for six or more months. The trucks are described as contracted help and not official Pepsi trucks. Residents recommend clearly visible “no truck” signage at the Benton and West Street intersection and enforcement of the ordinance change.
2. **Semi-trucks traveling east on West Street near Autumn Crest and Benton using their Jake brakes.** Residents suggest “no Jake Break signage be placed at the top of the hill (Near Autumn Crest) on West street going east. Residents recommend enforcement of the jake brake ordinance.

The residents plan on attending the April 5 Safety Committee meeting.

Thanks.

Will Licht  
5th District Alder

Jaynellen J. Holloway, P.E.  
920.262.4050

Andrew Beyer, P.E.  
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---

Review and take possible action: Adopt street light checklist

### BACKGROUND:

Engineering, Street/Solid Waste, and various elected officials have received requests over the years for the addition of a street light in different locations throughout the City from residents. Until now there has been no set criteria to evaluate the merit of the request. Additionally, no money is placed in the City's annual general budget to fund the addition of street lights. There is only funding for street light maintenance – so requests have to wait a budget cycle to be implemented if approved. Attached is a "Street Light Checklist" for the Committees review, discussion, and possible approval. Coincidentally, there is a following agenda item tonight for a street light. If approved, the checklist could be used to evaluate the request.

### Enclosed:

Street Light Checklist



## NEW STREET LIGHT CRITERIA

**BACKGROUND:** Typically WE Energies or lighting professionals study and determine via "lumines" and other criteria the location and proper number of street lights that are needed. When we add additional lights, there is a potential to create an imbalance or nuisance.

### Guiding Principles:

For alley street lights: no more than up to two per block

On street street lights: Subject to Engineering and/or WE Energies study

Any street light request, if approved, shall be placed in the following year's Fund #1 budget

The check list below represents steps/considerations to be completed prior to the request getting placed on the committee agenda:

ITEM	RESPONSE
Requested location (on street, parking lot, alley, shared use path)	
Has the requester added additional lighting on their property? Yes/no	
Documented police reports supporting need for added street light? Yes/no	
Nearest existing public street light to requester's property (Measured distance)	
What is needed? A pole, a lamp, electricity, a transformer, etc?	

Jaynellen J. Holloway, P.E.  
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## MEMO

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FROM: Jaynellen J. Holloway, P.E.  
DATE: March 30, 2023  
RE: Public Safety and Welfare Committee Wednesday, April 5, 2023 at 5:00 p.m.

---

Review and take possible action: Street light request on 800 block of West Street

### BACKGROUND:

Engineering received a request from the resident of 838 West Street for a street light located in the public right-of-way near their residence. The requester believes that an additional street light is needed to adequately light the 800 block of West Street and improve public safety. A summary email message and site map are attached as a reference.

### Enclosed:

Email message  
Site map

**From:** [Wanda Fredrick](#)  
**To:** [Andrew Beyer](#)  
**Subject:** Street Light Request from 838 West Street  
**Date:** Friday, January 27, 2023 10:13:32 AM  
**Attachments:** [image001.png](#)  
**Importance:** High

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Andrew,

Craig Zoellick of 838 West Street would like to request a streetlight in his neighborhood. Stated it is very dark in that section of the street and a neighbor has had a shed broken into a couple of times. He and his neighbors ask that a streetlight be installed as a safety precaution.

Mr. Zoellick is aware that an agenda item would need to go before the March or April Public Safety & Welfare Committee. Please advise. His contact information is:

920-988-7269

[jenniferl@johndeere.com](mailto:jenniferl@johndeere.com) (his wife's email address)

**Sincerely,**

*Wanda Fredrick*

**Administrative Assistant**

In office hours: Monday, Tuesday, Thursday, Friday 8 a.m. to 4:30 p.m.

**Engineering and**

**Building, Safety & Zoning**

**(920) 262-4060**

**[wfredrick@cityofwatertown.org](mailto:wfredrick@cityofwatertown.org)**



[www.ci.watertown.wi.us](http://www.ci.watertown.wi.us)



Points



Override 2

Parcels



City of Watertown Geographic Information System

Scale: 1 inch = 140 feet Printed on: March 25

SCALE BAR = 1" Author: Private Use

DISCLAIMER: This map is not a substitute for an actual field survey or on-site inspection. The accuracy of this map is limited to the quality of the records from which it was derived. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.