



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, DECEMBER 04, 2024 AT 5:00 PM

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

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 543 850 6085 Passcode: license One tap mobile +16469313860

<https://us06web.zoom.us/j/5438506085?pwd=2Bzl5YIFWz8CJhn4zgXM1kDcE0mHoL1>

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 minutes from November 13, 2024

4. BUSINESS

A. Review and Approve: Special Event- Elks Breakfast with Santa

B. Review and take possible action: City Park Stop Sign Study

C. Review and take possible action: E. Main Street pedestrian crossing safety between Seventh Street & Market Street

D. Review and take possible action: Deer crossing sign request on N. Church Street near Endeavor Drive

5. ADJOURN

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, 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

November 13, 2024

5:00 p.m.

1. CALL TO ORDER

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

2. RECIEVE COMMENTS FROM THE PUBLIC

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

3. APPROVAL OF MINUTES

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

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

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

4. BUSINESS

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

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

- 2024-34 Application-PDF.pdf (0.09 MB)

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

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

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

- Signed Property Management Agreement.pdf (0.16 MB)

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

5. ADJOURN

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



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

December 4, 2024

TO: Members of the Public Safety & Welfare Committee

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

Elks Breakfast with Santa on December 14, 2024

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Becky Wegner, Admin Clerk

SPECIAL EVENT PERMIT APPLICATION

Section 4, Item A.

New Event ☒ Repeat Event ☐ Date Received: 11-15-2024 Date of Event: 12-14-24 Fee Amount: \$50

APPLICANT INFORMATION:

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

Watertown Elks Lodge 666

Address: Street, City, State, Zip

117 N. 1st St, Watertown, WI

Phone: 920-261-5473

Email: secretary@ELKS666.ORG

Website: ELKS.ORG

☒ Non-profit Group

☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

Not TAX EXEMPT
561C-8

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: BREakfast With Santa

Event Date(s): 12-14-2024

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

117 N 1st St, Watertown, WI 53094

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 _____

Is the event on private property? Yes ☒ No ☒ If yes, do you have written permission? Yes ☐ No ☐ N/A

Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 8:30 AM

Event set up/take down times: 11:30 AM

Total Attendance: # 150

Alcohol consumed, sold, or served? Yes ☐ No ☒

Vendors? Yes ☐ No ☒

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

Underprivileged Children Event, provides breakfast, pictures w/ Santa, games, entertainments and horse drawn carriage

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

Terri L. Breese

Address: Street, City, State, Zip

625 Chadwick Dr Watertown WI 53094

Phone:

414-507-0976

Email:

breesedesign@gmail.com

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: Shane A. Wagner Signature: Shane A. Wagner Date: 11-14-2024
(920-285-7688)

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: Shane A. Wagner Date: 11-14-2024

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



4 way stop sign intersections
for safety

Plan for Yellow Route

Path of Horse drawn vehicle;

- Start on curb by Elks building on Madison Street
- Pull out and head East on Madison St
- Utilizing 4 way stop sign on 4th St continue on Madison St to N 6th St
- Make a left and head North on N 6th Street
- Continue on N 6th Street to Cady St
- Make a left onto Cady St and proceed West to 4 way Stop sign on 4th St
- Continue forward to 4 way stop sign on N 2nd St
- Make a left onto N 2nd St and continue South to Jones St by the Police Station
- Make a right onto Jones St and proceed West to N 1st St
- Make a left onto N 1st St and continue South to Madison St intersection
- Make a left onto Madison St and pull over onto curb for unloading and loading for next trip

Note; This is the path we used last year, however if the police recommend a shorter or different path please just draw it on the map and we will make the necessary changes.

Thank you,

Any questions or recommendations, please call Shane Wagner at 920-285-7688

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Public Safety & Welfare Committee

From: Andrew M. Beyer, P.E., Director of Public Works/City Engineer

Date: November 25, 2024

Subject: Public Safety & Welfare Committee Meeting of December 4, 2024

Background

Agenda Item:

Review and take possible action: City Park Stop Sign Study

BACKGROUND:

At the September Public Safety & Welfare Committee meeting, the Engineering Division was tasked with analyzing stop sign placement trends near City parks. To support this initiative, the Division engaged GRAEF to conduct a comprehensive Stop Sign Study. Representatives from GRAEF will attend the December Public Safety & Welfare Committee meeting to present the study report, share their findings, and provide recommendations.

MEMO

Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance

Financial Impact

Should the Committee choose to proceed with stop sign placement or other forms of traffic control at T-intersections near City parks, current budgets will be reviewed to assess whether the installation of traffic control devices can be supported. If additional funding is required, it can be included in the 2026 budget request.

Recommendation

A recommendation will be presented at the December 4th Committee meeting.

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Public Safety & Welfare Committee

From: Andrew M. Beyer, P.E., Director of Public Works/City Engineer

Date: November 25, 2024

Subject: Public Safety & Welfare Committee Meeting of December 4, 2024

Background

Agenda Item:

Review and take possible action: E. Main Street pedestrian crossing safety between Seventh Street & Market Street

BACKGROUND:

The Engineering Division received concerns from a City resident and a crossing guard regarding vehicle speeds on E. Main Street and pedestrian safety in the area between Seventh Street and Sharp Corner Park/Market Street. These concerns follow an incident involving a vehicle and a pedestrian crossing at N. Eighth Street.

Additional safety concerns at the intersection of S. Seventh Street and E. Main Street were brought to the Public Safety & Welfare Committee at their January 4, 2023, meeting. Meeting minutes are attached for reference. At that meeting, the Committee supported the installation of block-style continental crosswalks throughout the downtown area as part of the 2028 Main Street Reconstruction Project.

Attachments:

- Meeting Minutes
- Site Map

MEMO

Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance

Financial Impact

The cost for continental style crosswalks will be requested in the 2028 capital improvement program budget.

Recommendation

The Engineering Division recommends proceeding with the installation of block-style continental crosswalks as part of the 2028 Main Street Reconstruction Project and exploring options for crosswalk signage improvements in the near term.

PUBLIC SAFETY & WELFARE COMMITTEE

January 4, 2023

The Committee met at 5:00 p.m. in Room 2044 of the Municipal Building. Members present were Alderpersons Davis, Licht and

Smith. Also in attendance were Assistant Police Chief Olsen, Assistant City Engineer Beyer, and Street Division Operations

Manager Stacy Winkelman. The following citizens were present: Julianne Wedl, Michele Altman, and Harry Shah.

1. Roll Call: All Committee members were present except Ald. Schmid.

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 November 2nd 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: An Ordinance to repeal a portion of Section 500-6 Parking Limitations. A. (2) No

parking in loading zones. The property owner at 217 N. Fifth Street requested that the loading zone located on Jones

Street near N. Fifth Street, and adjacent to her property, be removed to allow for conventional street parking. The loading

zone was created in 2014 at the request of the former property owner/business, The Kid's Palace, which no longer operates

at 217 N. Fifth Street. There was no opposition to this change. Ald. Licht made a motion, seconded by Ald. Davis, to make

the requested change to the parking designation. The motion passed unanimously. ACTION: An ordinance will be presented.

Agenda Item C, without objection, was moved up for the convenience of those attending the meeting.

4.C Review and take possible action: Safety improvement at the intersection of E. Main Street & Seventh Street. The

business owner at 621 E. Main Street contacted the Engineering Division about safety concerns regarding the crosswalks at

the intersection of S. Seventh Street and E. Main Street. The intersection is jogged, creating potential hazards, especially for

pedestrians. Special signage was added at these crosswalks to enhance safety several years ago. The concern for safety

continues and the inquiry sought to promote additional safety improvements. Improvements at these intersections will very

likely be made in the 2028 Downtown Main Street Reconstruction Project by the WDOT. While only two property accidents

have occurred at the 7th Street intersection during the past five years, there have been many close calls and it is well recognized that automobiles too often fail to stop for pedestrians in the crosswalks. Assistant Police Chief Olsen will push officers to focus on drivers who fail to stop for pedestrians in the crosswalks throughout the downtown area. It was the consensus of the committee that rectangular rapid-flashing beacon signage was prohibitively expensive (over \$10,000 each). The option of continental crosswalk installation was very well received but would be far more effective if it was to be installed throughout the downtown at each crosswalk. To further that goal, the Committee wishes to go on record with the recommendation that continental crosswalks be installed throughout the downtown during the 2028 reconstruction. Ald.

Licht made a motion, seconded by Ald. Davis, to forward such a recommendation to the Wisconsin DOT and the Watertown Main Street Reconstruction Committee. This motion carried unanimously. ACTION: Following endorsement of this recommendation by the full City Council, the Engineering Division will forward these minutes to the WDOT.

4.B Review and take possible action: An Ordinance to Amend Section 500-9 Parking prohibited in specified places. A

portion of S. Water Street between W. Main Street and Emmet Street was narrowed as part of the 2022 Town Square/S.

Water Street Reconstruction Project. It is important that parking in the narrowed portions of S. Water Street be removed for

the safe passage of the traveling public. Designated street parking on the reconstructed section of S. Water Street was

incorporated into the design and will remain. Ald. Licht made a motion, seconded by Ald. Davis, to restrict parking in the

narrowed areas of S. Water Street. This motion carried unanimously. ACTION: An ordinance will be presented.


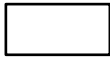
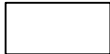
There being no further business to come before the Committee, a motion was made by Alderperson Davis, seconded by

Alderperson Licht, to adjourn. The motion carried unanimously.

Respectfully submitted,

Fred Smith, Chairman



-  City Boundary
-  Parcels Lines
-  Common Area

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Public Safety & Welfare Committee

From: Andrew M. Beyer, P.E., Director of Public Works/City Engineer

Date: November 25, 2024

Subject: Public Safety & Welfare Committee Meeting of December 4, 2024

Background

Agenda Item:

Review and take possible action: Deer crossing sign request on N. Church Street near Endeavor Drive

BACKGROUND:

The Engineering Division received a request for placement of deer crossing signs on N. Church Street near Endeavor Drive. The requester's letter, attached, states that the area appears to be a migratory pathway for deer from the west side of the S. Church Street towards the Silver Creek area and that many deer are hit crossing the roadway.

The Manual on Uniform Traffic Control Devices (MUTCD) states that non-vehicle warning signs (like the deer crossing sign below) may be used to alert road users in advance of locations where unexpected entries into the roadway might occur or where shared use of the roadway by pedestrians, animals, or equestrians might occur.

Public right-of-way in the southbound lane of N. Church St./STH 26 Business falls outside of the City of Watertown Municipal Boundary north of Fox Creek Drive. The City's authority to place signs in this area will be further researched and presented at the Committee meeting.



W11-3 (Deer)

MEMO

Attachments:

- Site Map
- Request letter

Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance


Financial Impact

Where deer crossing sign costs are not included in the 2024 or 2025 budget, the cost of 2 signs could be absorbed into the available operating budget.

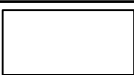
Recommendation

The Engineering Division recommends placing two deer crossing signs on N. Church Street near Endeavor Drive pending available funding and sign management authority between the City limits and State Trunk Highway 16 Bypass.







City Boundary




Common Area




Parcels Lines



Address Points



THE CITY OF
WATERTOWN
Opportunity runs through it.



City of Watertown Geographic Information System

Scale: 1:4,000 Printed on: November 19, 2019
SCALE BAR = 1" Author:

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.

11/1/2024

Request for Deer Crossing signs to be posted at N. Church Street/Business Hwy 26, north of Endeavour Drive to roundabout.

This area appears to be a migrating pathway for deer from the westside of the road and crossing to get to the Silver Creek watering area below the fill site on the east side of the road. Many deer are hit, some killed, others hurt all while going back & forth. Vehicle damage such as bumper loss, cracked windshield & dented vehicles has been witnessed.

The area is highly traveled and is in the area of the Watertown High School. Young drivers are not the only age group that becomes a victim of these accidents. A reminder sign to be vigilant in watching for deer would be appreciated.

Thank you for your consideration,

Wanda Fredrick