



PUBLIC SAFETY & WELFARE COMMITTEE MEETING - SPECIAL AGENDA

WEDNESDAY, JULY 22, 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. BUSINESS

A. Review and take action: Approval of the TDORA application

B. Review and take action: TDORA application for The Big Popup Event on August 8, 2026

4. 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

**TEMPORARY DESIGNATED
OUTDOOR REFRESHMENT
AREA (TDORA) APPLICATION**

Special Event Permit # _____
SECTION 428-8 Watertown Municipal Code
Ordinance 26-21 ADOPTED July 7, 2026
CITY OF Watertown –106 Jones Street, Watertown WI, 53094

Governing regulations: The TDORA (Temporary Designated Outdoor Refreshment Area) regulations are found in Section 428-8 of the Municipal Code. <https://ecode360.com/WA3515> - New Laws - <https://ecode360.com/WA3515/laws> Ordinance 26-21.

General overview: The purpose of the TDORA is to enhance the downtown experience for visitors and tourists by allowing the responsible consumption of alcoholic beverages outdoors and within specified boundaries. This initiative aims to promote economic activity and support local businesses in the City's downtown area.

Application fee: None. Must be submitted with an associated Special Event Application.

Questions: Please contact the City Clerk's office cityclerk@watertownwi.gov 920-262-4010

APPLICANT INFORMATION			
Name of Organization			
Name of Main Event Organizer			Number
Organization Address	City	State	Zip
Email			
TDORA Event Contact Person (During Event)	Phone Number		

EVENT INFORMATION	
Name of event	
Date of Event	Hours of event

SIGNATURE AUTHORITY (REQUIRED)
The undersigned hereby represents and warrants that it has the authority to apply for this TDORA permit in conjunction with the associated Special Event Application. If the party applying is not an individual, the person(s) signing on behalf of the entity represents and warrants that they have been duly authorized to bind the entity and submit this application on the entity's behalf. Applicant's Signature _____ Date: _____

TDORA COMPLIANCE INFORMATION

Provide a brief description of how the applicant intends to comply with Section 428-8 of the Municipal Code. Include the following information. Attach additional pages if necessary.

- **TDORA Boundaries:** Describe how the TDORA boundaries will be identified for event participants (e.g., signage, barricades, fencing, or other boundary markers) and monitored during the event.
- **Participant Information and Compliance:** Describe how participants will be informed of TDORA requirements and how compliance with TDORA boundaries will be promoted during the event.
- **TDORA Beverage Identifier:** Describe the TDORA identifier that will be used on beverage containers and how participating licensed establishments will implement this requirement.
- **Age-Verification Wristbands:** Describe how participating licensed establishments will comply with the wristband requirement.
- **Additional Information:** Provide any other information that may assist the Public Safety and Welfare Committee in evaluating this TDORA permit request.

LIQUOR LIABILITY INSURANCE

A certificate of insurance demonstrating the required liquor liability coverage must be submitted prior to issuance of the TDORA permit.

CERTIFICATION

I certify that I have read, understand, and agree to comply with the regulations and restrictions set forth in Section 428-8 of the Municipal Code (Ord. 26-21), including, but not limited to, the following:

- This application must accompany an associated Special Event Permit Application and include the required TDORA map, participating licensed establishments, and compliance information.
- A TDORA may operate only during the approved hours of the associated Special Event and within the approved TDORA boundaries.
- The applicant shall establish reasonable procedures to monitor the approved TDORA boundaries and promote compliance with TDORA requirements.
- Participating licensed establishments, event staff, and volunteers must be informed of and comply with all applicable TDORA requirements.
- Participating licensed establishments remain responsible for complying with all applicable federal and state laws, City ordinances, and Section 428-8 requirements, and remain responsible for all alcohol sales and service occurring at their licensed premises.
- Alcoholic beverages must comply with TDORA requirements, including non-glass containers, required TDORA identifiers, age-verification wristbands, and restrictions on transferring alcoholic beverages between participating licensed establishments.
- Alcoholic beverages may only be possessed and consumed within the approved TDORA boundaries during the approved event hours.
- The event organizer shall obtain and maintain required liquor liability insurance as required by Section 428-8.
- The issuance of a TDORA permit does not modify or waive any other required City permits, licenses, approvals, or applicable laws.
- Violations of Section 428-8 may result in enforcement action, including forfeitures as provided in Chapter 33 of the Municipal Code and consideration of future Special Event or TDORA permit applications, as permitted by law.
- All information provided in this application is true, accurate, and complete to the best of my knowledge.

Applicant's Signature _____ Date: _____

FOR STAFF USE ONLY

Date TDORA and Special Event Application Received:		Date of PSW Meeting:	
Insurance Received/Approved: ☐ Yes ☐ No		Application Decision: ☐ Approved ☐ Denied	
Date Received: _____			
Conditions of Approval (if any):		TDORA Permit Issued Date:	
Signature of City Clerk or designee:			Date:

CITY OF WATERTOWN
TEMPORARY DESIGNATED
OUTDOOR REFRESHMENT AREA (TDORA)
GUIDANCE AND REQUIREMENTS

Purpose

The Temporary Designated Outdoor Refreshment Area (TDORA) allows the responsible outdoor possession and consumption of alcoholic beverages within an approved geographic area and during approved event hours.

The TDORA provides a limited exception to the City's open container restrictions. The TDORA is intended to enhance approved special events while maintaining compliance with Wisconsin alcohol beverage laws and City ordinances.

Important: The TDORA does not expand licensed premises, authorize additional alcohol sales locations, or modify the requirements of Chapter 125, Wisconsin Statutes.

What the TDORA Allows

During an approved TDORA event:

- Alcoholic beverages may be possessed and consumed outdoors within the approved TDORA boundaries during approved event hours.
 - Participants may move throughout the approved TDORA area with permitted alcoholic beverages, subject to all TDORA requirements.
 - Participating licensed establishments may participate in the TDORA subject to all applicable Wisconsin Statutes, City ordinances, and Section 428-8 requirements.
-

What the TDORA Does Not Allow

The TDORA does not:

- Expand a licensed establishment's licensed premises.
- Authorize a licensed establishment to sell or serve alcoholic beverages outside its licensed premises without additional approval.
- Allow an outdoor bar, service location, or alcohol sales area outside a licensed premises unless the required approvals have been obtained.

- Change the requirements of Chapter 125, Wisconsin Statutes, regarding alcohol sale licensing.
- Allow alcoholic beverages to leave the approved TDORA boundaries.
- Allow open containers in areas outside the approved TDORA boundaries.

Outdoor Consumption Only — Retail Stores and Other Businesses

The TDORA is an outdoor refreshment area only and does not authorize alcohol consumption inside retail stores, shops, offices, or other businesses unless otherwise permitted by law.

The TDORA does not:

- Allow alcoholic beverages to be carried into businesses or other indoor locations while shopping or conducting other activities.
- Authorize non-licensed businesses to permit alcohol consumption on their premises.

A TDORA container or identifier does not authorize a person to enter another establishment with an alcoholic beverage. Alcoholic beverages must remain within the approved outdoor TDORA boundaries.

Participating Licensed Establishments

Participating licensed establishments are responsible for:

- Complying with all applicable Wisconsin Statutes, City ordinances, and Section 428-8 requirements.
- Ensuring alcohol sales and service occur only as permitted by their alcohol beverage license and any approved premises extensions.
- Informing employees, volunteers, and event staff of applicable TDORA requirements.
- Complying with TDORA requirements regarding beverage containers, identifiers, and age-verification wristbands.
- Preventing unlawful transfer of alcoholic beverages between licensed establishments.

Alcohol Beverage Sales

The TDORA does not change how alcoholic beverages may be sold.

A participating licensed establishment wishing to sell or serve alcoholic beverages outside its currently licensed premises must obtain any required approvals, including a temporary premises extension, before conducting sales or service outside the licensed premises.

Sales and service must comply with all applicable requirements of Chapter 125, Wisconsin Statutes.

Beverage Requirements

Alcoholic beverages within the TDORA must comply with Section 428-8 requirements, including:

- Use of non-glass containers.
 - Required TDORA identifiers on beverage containers.
 - Age-verification wristbands for individuals leaving participating licensed premises with alcoholic beverages.
 - Prohibition on carrying alcoholic beverages purchased at one participating licensed establishment into another participating licensed establishment.
-

Event Organizer Responsibilities

The event organizer is responsible for:

- Maintaining the approved TDORA boundaries.
 - Providing reasonable monitoring of the TDORA area.
 - Informing event participants of TDORA requirements.
 - Coordinating with participating licensed establishments.
 - Ensuring compliance with approved TDORA permit conditions.
 - Ensuring participating staff, volunteers, and establishments understand applicable TDORA requirements.
-

Police Department / Enforcement Guidance

The TDORA:

- Applies only within the approved boundaries.
 - Applies only during approved event hours.
 - Allows outdoor possession and consumption only within the designated TDORA area.
 - Does not authorize unlawful alcohol sales or service.
 - Does not expand licensed premises.
 - Does not eliminate enforcement of Wisconsin alcohol laws or City ordinances.
-

Event participants should understand:

- Alcohol consumption is permitted only outdoors within the approved TDORA boundaries and during approved hours.
- Alcohol must remain within the TDORA area.
- Alcohol may not be taken into retail stores, shops, or other non-participating businesses.
- A TDORA container does not allow alcohol to be carried into another establishment.
- Participating establishments and event organizers must follow all TDORA requirements.
- The TDORA does not permit alcohol in locations where otherwise prohibited.

Questions

Questions regarding TDORA requirements should be directed to:

City of Watertown – City Clerk’s Office

Email: cityclerk@watertownwi.gov

Phone: 920-262-4010



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OUTDOOR REFRESHMENT
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Special Event Permit # _____
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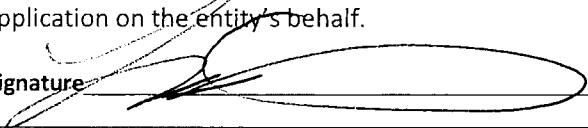
General overview: The purpose of the TDORA is to enhance the downtown experience for visitors and tourists by allowing the responsible consumption of alcoholic beverages outdoors and within specified boundaries. This initiative aims to promote economic activity and support local businesses in the City's downtown area.

Application fee: None. Must be submitted with an associated Special Event Application.

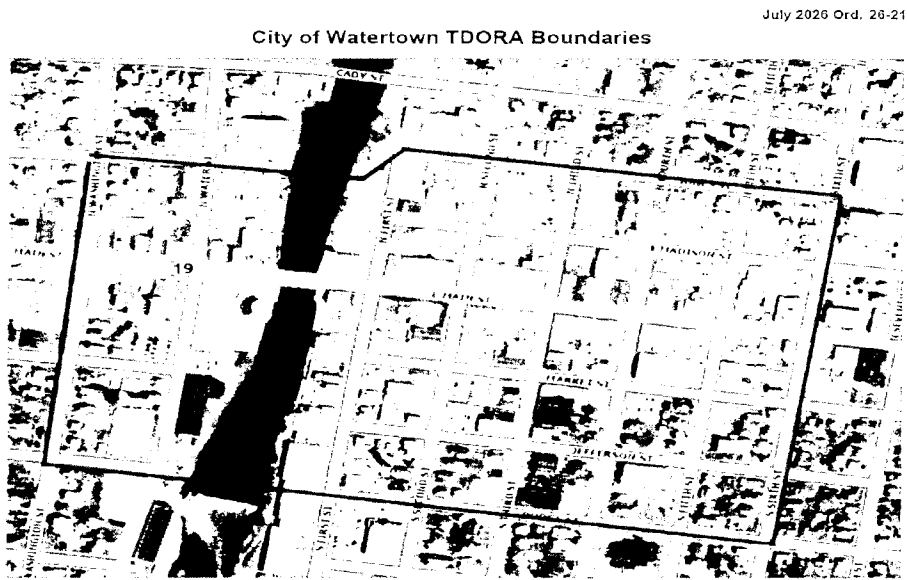
Questions: Please contact the City Clerk's office cityclerk@watertownwi.gov 920-262-4010

APPLICANT INFORMATION				
Name of Organization Watertown Area Chamber of Commerce				
Name of Main Event Organizer Linden Peacy			Number 414-303-2079	
Organization Address 519 E Main St.	City Watertown	State WI	Zip 53094	
Email linden@watertownchamber.com				
TDORA Event Contact Person (During Event) Linden Peacy		Phone Number 414-303-2079		

EVENT INFORMATION	
Name of event The Big Pop-Up	
Date of Event 8/8/26	Hours of event 10-4pm

SIGNATURE AUTHORITY (REQUIRED)	
The undersigned hereby represents and warrants that it has the authority to apply for this TDORA permit in conjunction with the associated Special Event Application. If the party applying is not an individual, the person(s) signing on behalf of the entity represents and warrants that they have been duly authorized to bind the entity and submit this application on the entity's behalf.	
Applicant's Signature 	Date: 7/22/26

PARTICIPATING LICENSED ESTABLISHMENTS	
Provide a list of all participating licensed establishments within the TDORA boundaries.	
Elks Lodge (117 N 1st St.)	M. Firecracker Pub (516 E. Main St.)
B. The Goose & Gander (200 N. 2nd St.)	
C. Lyon's Irish Pub (201 E. Main St.)	
D. Silver Eagle Saloon (207 S. 2nd St.)	
E. Bex Third Base (200 S. 3rd St.)	
F. The Drafty Cellar (110 S. 3rd St.)	
G. Wolfgram Sports Bar & Grill (301 E. Main St.)	
H. Local Waters (109 S. 3rd St.)	
I. The Riff Dive Bar (215 S. 3rd St.)	
J. The Score Sports Bar (300 N. 4th St.)	
K. Amado Jr's (403 E. Main St.)	
L. Uptown Bar and Grill (416 E. Main St.)	



A detailed map must be attached identifying the proposed TDORA event area, approved TDORA boundaries, and participating licensed establishments.

Map attached

TDORA COMPLIANCE INFORMATION

Provide a brief description of how the applicant intends to comply with Section 428-8 of the Municipal Code. Include the following information. Attach additional pages if necessary.

- **TDORA Boundaries:** Describe how the TDORA boundaries will be identified for event participants (e.g., signage, barricades, fencing, or other boundary markers) and monitored during the event.
- **Participant Information and Compliance:** Describe how participants will be informed of TDORA requirements and how compliance with TDORA boundaries will be promoted during the event.
- **TDORA Beverage Identifier:** Describe the TDORA identifier that will be used on beverage containers and how participating licensed establishments will implement this requirement.
- **Age-Verification Wristbands:** Describe how participating licensed establishments will comply with the wristband requirement.
- **Additional Information:** Provide any other information that may assist the Public Safety and Welfare Committee in evaluating this TDORA permit request.

TDORA boundaries will be clearly marked with barricades, and signage at all entry and exit points. Boundary markers will be placed throughout the area, and event staff and volunteers will monitor and enforce designated limits during event hours.

Participants will be informed of TDORA rules through signage, maps, social media, the event website, and event staff. Alcoholic beverages must remain within TDORA boundaries. Staff, volunteers, and security will encourage compliance and address violations.

Alcoholic beverages for outdoor consumption will be served only in approved TDORA-marked containers displaying the event name, date, and/or TDORA logo. Participating establishments will use authorized containers exclusively.

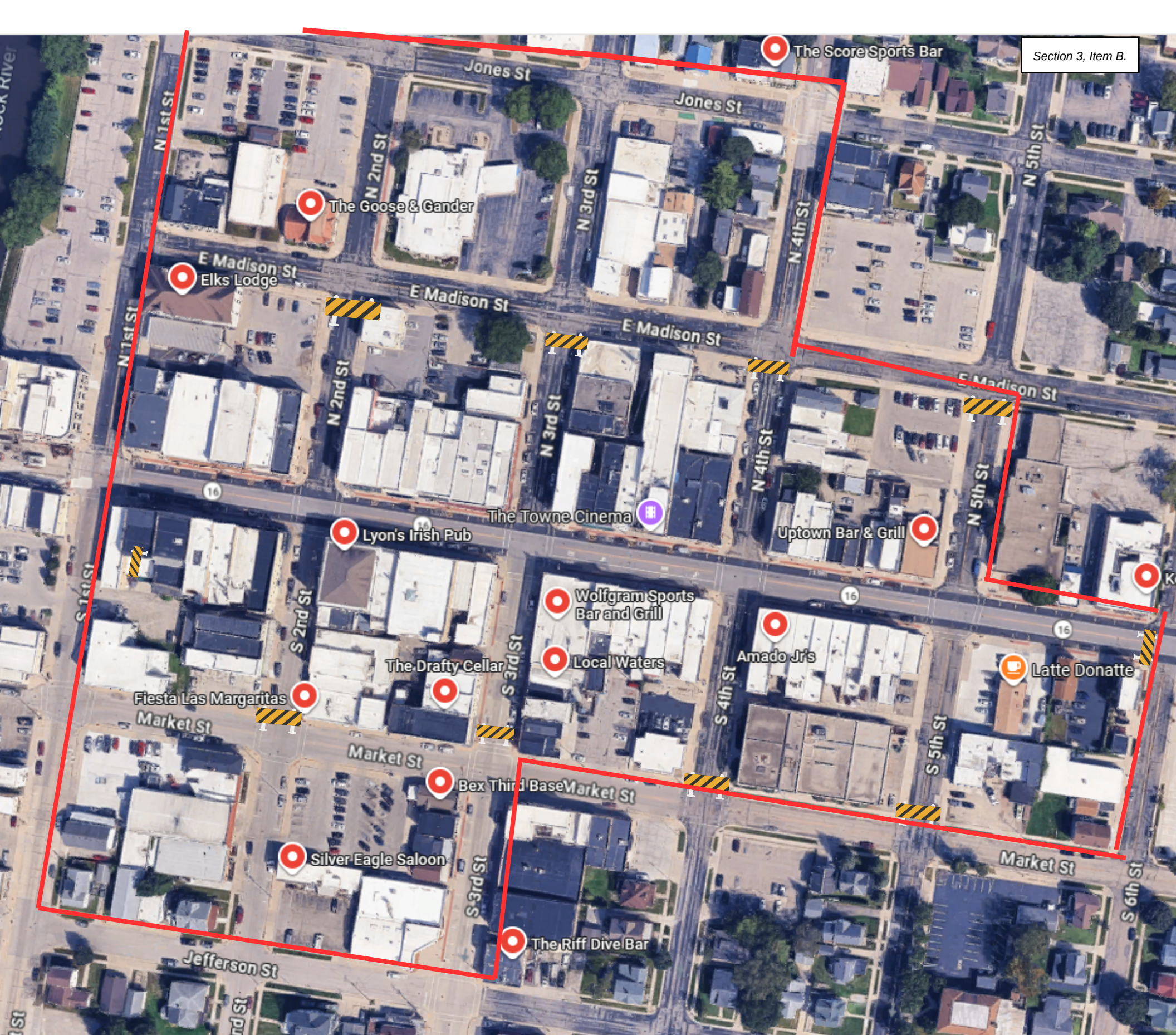
Government-issued photo ID will be checked before issuing wristbands to guests age 21 and older. Wristbands must be visible at all times and will be required for the purchase or service of alcohol. Compliance will be monitored by staff and security.

Adequate staffing, security, sanitation, and waste receptacles will be provided. The TDORA supports local businesses, enhances the visitor experience, and promotes responsible alcohol consumption while maintaining public safety.

LIQUOR LIABILITY INSURANCE
A certificate of insurance demonstrating the required liquor liability coverage must be submitted prior to issuance of the TDORA permit.

CERTIFICATION
I certify that I have read, understand, and agree to comply with the regulations and restrictions set forth in Section 428-8 of the Municipal Code (Ord. 26-21), including, but not limited to, the following: • This application must accompany an associated Special Event Permit Application and include the required TDORA map, participating licensed establishments, and compliance information. • A TDORA may operate only during the approved hours of the associated Special Event and within the approved TDORA boundaries. • The applicant shall establish reasonable procedures to monitor the approved TDORA boundaries and promote compliance with TDORA requirements. • Participating licensed establishments, event staff, and volunteers must be informed of and comply with all applicable TDORA requirements. • Participating licensed establishments remain responsible for complying with all applicable federal and state laws, City ordinances, and Section 428-8 requirements, and remain responsible for all alcohol sales and service occurring at their licensed premises. • Alcoholic beverages must comply with TDORA requirements, including non-glass containers, required TDORA identifiers, age-verification wristbands, and restrictions on transferring alcoholic beverages between participating licensed establishments. • Alcoholic beverages may only be possessed and consumed within the approved TDORA boundaries during the approved event hours. • The event organizer shall obtain and maintain required liquor liability insurance as required by Section 428-8. • The issuance of a TDORA permit does not modify or waive any other required City permits, licenses, approvals, or applicable laws. • Violations of Section 428-8 may result in enforcement action, including forfeitures as provided in Chapter 33 of the Municipal Code and consideration of future Special Event or TDORA permit applications, as permitted by law. • All information provided in this application is true, accurate, and complete to the best of my knowledge. Applicant's Signature  Date: <u>7/22/26</u>

FOR STAFF USE ONLY	
Date TDORA and Special Event Application Received:	Date of PSW Meeting:
Insurance Received/Approved: ☐ Yes ☐ No Date Received: _____	Application Decision: ☐ Approved ☐ Denied
Conditions of Approval (if any):	TDORA Permit Issued Date:
Signature of City Clerk or designee:	Date:



THE BIG POP-UP

Vendor & Street Fair!

TDORA

Temporary | Designated | Outdoor | Refreshment | Area



PARTICIPATING BUSINESSES

- A. Elks Lodge (117 N 1st St.)
- B. The Goose & Gander (200 N. 2nd St.)
- C. Lyon's Irish Pub (201 E. Main St.)
- D. Silver Eagle Saloon (207 S. 2nd St.)
- E. Bex Third Base (200 S. 3rd St.)
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- K. Amado Jr's (403 E. Main St.)
- L. Uptown Bar and Grill (416 E. Main St.)
- M. Firecracker Pub (516 E. Main St.)

T-DORA BOUNDARY

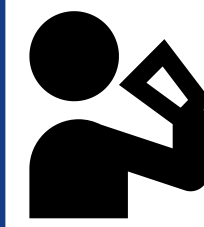
1. Intersection of N. 1st & Jones St.
2. Intersection of N. 4th & Jones St.
3. Intersection of N. 4th & E. Madison St.
4. Intersection of N. 5th & E. Madison St.
5. Intersection of N. 6th & Main St.
6. Intersection of S. 6th & Market St.
7. Intersection of S. 3rd and Jefferson St.
8. Intersection of S. 1st and Jefferson St.

SCAN FOR BIG POP-UP INFORMATION



TDORA

Guidelines



Alcohol consumption is permitted from 10 AM to 4 PM.



Alcohol consumption must stay within TDORA boundaries.



Beverages may only be consumed in TDORA cups.



Patrons cannot carry TDORA Cups from one TDORA business to another business.



No outside alcohol permitted.



All liquor regulations apply.

The TDORA (Temporary Designated Outdoor Refreshment Area) regulations are found in Section 428-8 of the Municipal Code. Ordinance 26-21.



SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 4/21/26 Date of Event: 8/8/26 Fee Amount: \$ 35.00

APPLICANT INFORMATION:

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

Watertown Area Chamber

Address: Street, City, State, Zip

519 E Main St Watertown WI 53094

Phone: 920-261-6320

Email: linden@watertownchamber.com

Website:

☒ Non-profit Group

☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

501(c)(6)

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: The Big POP-UP

Event Date(s): August 8th 2026

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

Main St - 1st Ctn + Market to Madison

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 Awakenly's Root Cise one

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:

Event start/end time: 9am

Event set up/take down times: 5pm

Total Attendance: #1500

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

Vendors? Yes ☒ No ☐

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

Vendor / Street fair to bring people to Watertown

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

individual vendors must sell food

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last

Linden Marie Peacy

Address: Street, City, State, Zip

[Redacted Address]

Phone:

[Redacted Phone]

Email:

linden@watertownchamber.com

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 3, Item B.

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:



Signature:

Linden Peacy

Date:

4/20/26

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.

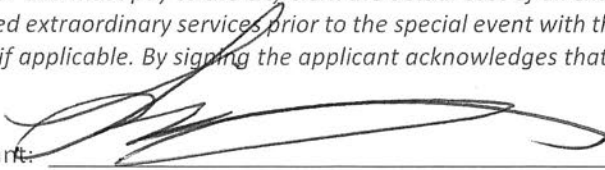
\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(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:

4/20/26

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



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

May 29, 2026

TO: Members of the Public Safety & Welfare Committee

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

The Big Pop-Up from the Watertown Area Chamber to be held on August 8, 2026.

Estimated extraordinary charges from city departments include- Streets Total \$408.00 - For sign placement and Class III barricades. Police total \$264.96 - For Auxiliary Officers. Park and Rec Total \$278.00 – For picnic tables, benches and trash cans.

Respectfully Submitted,

Megan Dunneisen, City Clerk

nf/MD