



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, JANUARY 07, 2026 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=2BzI5YIFWz8CJhn4zgXM1kDcE0mHoL.1>

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. Minutes from December 3, 2025

4. BUSINESS

A. Review and take possible action: approve sections 6.1, 6.2, 6.3 and 6.5 for addition to the City of Watertown Emergency Operations Plan Policy Manual

B. Review and take possible action: Third Street and Mary Street all-way stop study request

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

December 3, 2025

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> • Dana Davis, Chair • Bob Wetzel • Jonathan Lampe, <i>virtual</i> • Myron Moldenhauer, <i>virtual</i> 	<ul style="list-style-type: none"> • Police Chief Brower 	<ul style="list-style-type: none"> • Zack Goodrow (virtual)

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

- Public Safety & Welfare minutes from November 5, 2025
 - [11.05.2025 Public Safety Minutes.pdf](#) (0.24 MB)
 - **MOTION:** Approve the Public Safety Minutes from November 5, 2025. (Wetzel/Moldenhauer/Unanimous Approval)

4. BUSINESS

- A. Review and take action: Special Events - 2026 Town Square Series Events
 - [2026 BFTS SERIES 10-31.pdf](#) (0.09 MB)
 - [Signed Property Management Agreement - RDA - CITY - TOWN SQAURE.pdf](#) (0.16 MB)
 - **MOTION:** Approve the Special Events – 2026 Town Square Series Events (Wetzel/Lampe/Unanimous Approval)
- B. Review and take action: Special Events - 2026 Town Square Single Events
 - [2026 BFTS SINGLE EVENTS 10-31.pdf](#) (0.09 MB)
 - **MOTION:** Approve the Special Events – 2026 Town Square Single Events (Moldenhauer/Lampe/Unanimous Approval)

5. ADJOURN

Being no further business to discuss, a motion was made by Wetzel and seconded by Moldenhauer to adjourn. Motion was supported unanimously. Meeting ended at approximately 5:11 p.m.

Respectfully Submitted,

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

Emergency Operations Plan Policy 6.1

SUMMARY

One goal of the Federal Emergency Management Agency (FEMA) is to develop, in partnership with State and local governments, a National Incident Management System (NIMS) that is comprehensive, risk based, and all-hazards in approach. Crucial to this system are emergency operations plans (EOP), which describe what organizations will do before, during, and immediately after an emergency.

In normal conditions, day-to-day emergency response and operations are conducted by departments and agencies that are dispersed throughout the city. In a large-scale emergency or disaster, the city will activate an emergency operations center (EOC), where centralized emergency management can be performed. EOC facilitates an effective and efficient coordinated response by the city and local stakeholders who are involved in the emergency response and recovery efforts.

EOCs are activated for various reasons based on the needs of the city, which can include the context of a threat, the anticipation of events, or in response to an incident. Through emergency operations the EOC will protect and preserve the lives, safety, health, and property of the city. When any changes occur to the procedures, internal city leadership will be notified.

Section 1. Purpose

Section 2. Plan

S1. PURPOSE

The City of Watertown's Emergency Operations Procedure (EOP) details what the city will do during a disaster or emergency by describing incident command implementation, the command center location and activities, specific plans by department, and more. This plan is developed as an all-hazards plan for information sharing and resource requests. The "all hazards" approach allows the city the ability to respond to a range of emergencies varying in scale, duration, and cause.

S2. PLAN

The City of Watertown's Emergency Operations Plan is intended solely for internal use within the City and should not be distributed externally.

Continuity of Operations Plan Policy 6.2

SUMMARY

The City of Watertown's Continuity of Operations Planning (COOP) is the effort within individual city departments to ensure they can continue to perform their primary mission essential functions during a wide range of emergencies. This requires planning and agreements in place if a department needs to relocate its operations to an alternate site to ensure the continuance of its essential functions. In its entirety, the COOP addresses not only high-level overview information about how the City of Watertown responds to different types of disruptions, but also the operational detail necessary to support these disruptions.

Section 1. Purpose

Section 2. Plan

S1. PURPOSE

The City of Watertown's Continuity of Operations Plan is to provide the framework for city departments to restore mission essential functions to employees and city operations if an emergency disrupts operations.

S2. PLAN

The City of The City of Watertown's Continuity of Operations Plan is intended solely for internal use within the City and should not be distributed externally.

Building Safety & Emergency Plan Policy 6.3

SUMMARY

Each city department has a Building Safety Plan and an Emergency Plan. The Building Safety Plan describes evacuation plans, actions to take during certain emergencies, and includes a map showing locations for sheltering in place and evacuating. The Emergency Plan is used for more detailed information on actions to take during certain emergencies, which includes employee notification, lock downs, and how to work with the media during an emergency.

Section 1. Purpose

Section 2. Plan

S1. PURPOSE

The City of Watertown's Building Safety and Emergency Plans provide procedures for handling sudden or unexpected situations. The objective for both plans is to be prepared to prevent fatalities and injuries, reduce damage to buildings, assets, and equipment, and accelerate the resumption of normal operations.

S2. PLAN

The City of Watertown's Building Safety and Emergency Plans are intended solely for internal use within the City and should not be distributed externally.

Weather Policy 6.5

SUMMARY

Severe weather in any aspect can pose a threat to life and property. A severe weather incident will likely have significant impacts on all city departments. The City of Watertown is vulnerable to a variety of severe weather incidents including, but not limited to, flooding, thunderstorms, extreme temperatures, hazardous air quality, and severe weather events that affect other parts of the country. Additional considerations generated by severe weather include, but are not limited to the following:

- Supply disruption
- Communications failure
- Power failure
- Mass casualty incidents
- Civil disorder

Section 1. Purpose

Section 2. Plan

S1. PURPOSE

The City of Watertown's Weather Plan provides specific frameworks for use during a weather-related emergency or disaster impacting the City of Watertown's departments.

S2. PLAN

The City of Watertown's Weather Plan is intended solely for internal use within the City and should not be distributed externally.

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members

From: Nathan R. Williams, Civil Engineer I

Date: December 30, 2025

Subject: Public Safety & Welfare Committee Meeting of January 7, 2026

Review and take possible action: Third Street and Mary Street all-way stop study request

Background

In response to comments received regarding safety concerns at the intersection of Third Street and Mary Street, the Engineering Division conducted a cursory investigation of the area and developed recommendations to improve public safety.

Comments were received on December 2, 2025, from a concerned resident regarding the safety of the intersection. To remedy this, the Engineering Division recommends consideration of an engineering study to be conducted for the installment of an all-way stop at this intersection.

Per Manual on Uniform Traffic Control Devices (MUTCD) guidance:

The decision to establish all-way stop control at an unsignalized intersection should be based on an engineering study. The engineering study for all-way stop control should include an analysis of factors related to the existing operation and safety at the intersection, the potential to improve these conditions, and the applicable factors contained in the following all-way stop control warrants:

- A. All-Way Stop Control Warrant A: Crash Experience (see Section 2B.13)
- B. All-Way Stop Control Warrant B: Sight Distance (see Section 2B.14)
- C. All-Way Stop Control Warrant C: Transition to Signal Control or Transition to Yield Control at a Circular Intersection (see Section 2B.15)
- D. All-Way Stop Control Warrant D: 8-Hour Volume (Vehicles, Pedestrians, Bicycles) (see Section 2B.16)
- E. All-Way Stop Control Warrant E: Other Factors (see Section 2B.17)

MEMO

Budget Goal

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

Financial Impact

A study could be conducted in-house with available staff. It's estimated that a study will take 12 to 16 hours to conduct.

Recommendation

Consider a study to determine if an all-way stop is necessary at this intersection. A study will include collection of traffic data, which could occur during the summer of 2026, and consider MUTCD guidance for all-way stop placement.