



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, DECEMBER 03, 2025 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=2Bzl5YIFWz8CJhn4zgXM1kDcE0mHoL.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. Public Safety & Welfare minutes from November 5, 2025

4. BUSINESS

A. Review and take action: Special Events - 2026 Town Square Series Events

B. Review and take action: Special Events - 2026 Town Square Single Events

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

November 5, 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>Not Present:</i> Myron Moldenhauer 	<ul style="list-style-type: none"> Police Chief Brower Nathan Williams, Civil Staff Engineer Stacy Winkleman, Operations Manager 	<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 October 6, 2025
 - [10.06.2025 Public Safety Minutes.pdf](#) (0.21 MB)
 - MOTION:** Approve the Public Safety Minutes from October 6, 2025. (Lampe/Wetzel/Unanimous Approval)

4. BUSINESS

- A. Review and take possible action: Request for additional signage - Arthur Street & Cleveland Street
 - [MEMO Arthur St and Cleveland St Signage.pdf](#) (1.13 MB)
 - [Site Map.pdf](#) (0.93 MB)
 - MOTION:** Approve placing a dead-end sign as requested at the corner of Arthur Street & Cleveland Street. (Lampe/Wetzel/Unanimous Approval)
- B. Review and take action: Special Event - Breakfast with Santa
 - [MEMO BREAKFAST WITH SANTA.pdf](#) (0.05 MB)
 - [2025-31 APP.pdf](#) (1.59 MB)
 - [2025-31 MAP.pdf](#) (0.43 MB)
 - MOTION:** Approve the Special Event - Breakfast with Santa. (Wetzel/Lampe/Unanimous Approval)
- C. Review and take action: Special Event - Holiday Train
 - [MEMO HOLIDAY TRAIN.pdf](#) (0.05 MB)
 - [2025-30 APP.pdf](#) (1.56 MB)
 - [BQ LOT - MAP.pdf](#) (0.16 MB)
 - MOTION:** Approve the Special Event – Holiday Train. (Lampe/Wetzel/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. Meeting ended at approximately 5:13 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.

2026 CITY SPONSORED TOWN SQUARE PROGRAMMING
SERIES OF EVENTS TOWN SQUARE SPECIAL EVENT APPLICATION

SPECIAL EVENT APPLICATION		SERIES #1	SERIES #2
SERIES NAME (add link to folder with documents)	Summer Concert Series	Market, Music & Mingle Series	
SERIES DESCRIPTION	Concerts in the Square	Vendor market and small music on lower stage	
CITY EMPLOYEE COORDINATING/HOSTING EVENT	Stephanie Juhl	Stephanie Juhl	
SERIES DATES	May 30, June 20, July 19 (daytime concert), September 12	June 18, July 23, August 27, September 17	
SERIES LOCATION	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	
SERIES START TIME	May 30, June 20, September 12 5pm-9pm; July 19 1-3pm	5-8pm	
SERIES ENDS TIME	May 30, June 20, September 12 5pm-9pm; July 19 1-3pm	5-8pm	
EVENT SET UP TIME	Noon for evening concerts; 9am for daytime concert	8am	
EVENT TAKE DOWN TIME	10pm evening concerts; 4pm daytime concert	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	
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	
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	
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.	COMMENTS/DATE/SIGNATURE THAT YOU HAVE REVIEWED		

	<i>Example - CLERK</i>	<i>Reviewed 11/5/2025 Megan Dunneisen</i>
	FIRE DEPARTMENT	Reviewed 11/7/2025 Tanya Reynen
	POLICE DEPARTMENT	Reviewed 11/07/2025 Laura Bohlman
	HEALTH DEPARTMENT	Reviewed 11/24/2025 Sydney Bohman
	ZONING/INSPECTION	Reviewed 11/06/2025 Brian Zirbes
	PARK AND REC	Reviewed 11/5/2025 Stephanie Juhl
	STREET & SOLID WASTE	Reviewed 11/05/25 Stacy Winkelman
DATE APPROVED BY PUBLIC SAFETY COMMITTEE		

Section 2.2 **Scheduled Events.** The City shall permit individuals wishing to host a Series of Events on the Property to 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 City shall approve the series before January 1 of the following year. Any applications received for events after October 31 of the year before the event may apply for a special event permit for a day not previously reserved under Watertown Ordinance § 428-7 or any subsequent special event process adopted by the City.

PROPERTY MANAGEMENT AGREEMENT BETWEEN THE CITY OF WATERTOWN
AND THE CITY OF WATERTOWN REDEVELOPMENT AUTHORITY

This Property Management Agreement (this "Agreement") is made this 20th day of April, 2022 by and between the City of Watertown, a Wisconsin municipal corporation (hereinafter, "City") and, the City of Watertown Redevelopment Authority, a separate public body corporate and politic created pursuant to Wis. Stat. § 66.1333(3) (hereinafter, "RDA") (collectively, "Parties");

The purpose of this Agreement is to memorialize the mutual understanding among and between the constituent executive membership of the City and the RDA relative to the transfer of ownership of parcel number 291-0815-0421-114 more particularly located as described under Exhibit A attached hereto;

RECITALS

WHEREAS, the City and the RDA have worked together to build a town square on the Property; and,

WHEREAS, the RDA, wishes to see its investment in the community thrive and utilized to its full potential; and,

WHEREAS, the RDA has raised Three Hundred Fifty Thousand Dollars (\$350,000.00) to fund programming and operations with the intention of the City hiring an individual with the primary function of managing the Property; and,

WHEREAS, the RDA has arranged for the installation of a history exhibit as further described in Exhibit B attached hereto; and,

WHEREAS, the City believes this investment and opportunity is in the best interest of the City and is in line with the plans for the City development and,

NOW, THEREFORE, the City and RDA hereby acknowledge and accept the following:

Article 1
RDA'S OBLIGATIONS

Section 1.1 Transfer of Parcel. That the RDA will transfer ownership of the Property to the City of Watertown.

Section 1.2 Funding Account. That the RDA will make a one-time transfer of Three Hundred Fifty Thousand Dollars (\$350,000.00) to the City of Watertown to be placed into a restricted account (Future Fund/Town Square Account) for the benefit of the Property or programs that take place on the Property.

Article 2
CITY'S OBLIGATIONS

Section 2.1 Park Management. The City will hire a full-time staff person to be placed within the Park, Recreation and Forestry Department. The primary responsibility for this full-time staff person shall be to coordinate programming and operations within the Property as well as to

seek sponsorships for such events. 3

Section 2.2 **Scheduled Events.** The City shall permit individuals wishing to host a Series of Events on the Property to 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 City shall approve the series before January 1 of the following year. Any applications received for events after October 31 of the year before the event may apply for a special event permit for a day not previously reserved under Watertown Ordinance § 428-7 or any subsequent special event process adopted by the City.

Section 2.3 **Alcohol Permitted.** The City will permit the sale of alcohol on the parcel during events approved for such purpose and subject to compliance with all other laws concerning the sale and consumption of alcohol.

Section 2.4 **History Exhibit.** The City will permit the installation of a history of Watertown Exhibit as substantially detailed in Exhibit B. However, such Exhibit shall be viewed solely as approved government speech and as such the City does retain its rights to veto or prohibit any portion of the Exhibit which the Council finds inappropriate from being installed.

Section 2.5 **Use of Future Fund/Town Square Account.** The City shall only use the funds placed in the Future Fund/ Town Square Account to cover the following approved expenses:

- a. Salary and other administrative costs of the full-time staff member who coordinates programming and operations,
- b. Any other administrative or staff costs associated with management and operations of the Property,
- c. Programming costs for special events at the Property,
- d. Supplies for events at the Property,
- e. Maintenance of the Property.

Section 2.6 **Event Revenue and Donations.** The City shall add to the Future Fund any donations it receives designated to be applied to the Future Fund, or revenue from City Sponsored Special Events hosted at the Town Square.

ARTICLE 3 MISCELLANEOUS

Section 3.1. **Notices and Demands.** Except as otherwise expressly provided in this Agreement, a notice, demand or other communication under this Agreement by any party to any other shall be sufficiently given or delivered if it is dispatched by registered or certified mail, postage prepaid, return receipt requested, or delivered personally, and

FOR THE CITY:

City of Watertown
Office of the Finance Director/Treasurer
106 Jones Street
Watertown, WI 53094
Attention: Mark Stevens
mstevens@cityofwatertown.org

With a copy to:
City of Watertown
City Attorney's Office
106 Jones Street

Watertown, WI 53094
Attention: Attorney Steven T. Chesebro
schesebro@cityofwatertown.org

FOR THE RDA:

City of Watertown Redevelopment Authority
Attention: Robert J. Marchant, Chairperson

Section 3.2. **No Third-Party Beneficiaries.** This Agreement is made solely for the benefit of the Parties hereto and their permitted assignees, and no other Party shall acquire or have any rights under this Agreement or by virtue of this Agreement.

Section 3.3. **Force Majeure.** As used herein, the term "force Majeure" shall mean any accident, breakage, war, insurrection, civil commotion, riot, act of terror, act of God or the elements, governmental action (except for governmental action by the City with respect to obligations of the City under this Agreement) alteration, strike or lockout, picketing (whether legal or illegal), inability of a Party or its agents or contractors, as applicable, to obtain fuel or supplies, unusual weather conditions, or any other cause or causes beyond the reasonable control of such Party or its agents or contractors, as applicable. No Party to this Agreement shall be in default hereunder for so long as such party or its agents and contractors, if applicable, are prevented from performing any of its obligations hereunder due to a Force Majeure occurrence.

Section 3.4. **Law Governing.** The laws of the State of Wisconsin shall govern this Agreement. In the event of a dispute involving this Agreement, the Parties agree that venue shall be in Jefferson County, Wisconsin, Circuit Court.

Section 3.5. **Execution in Multiple Counterparts.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

Section 3.6. **Amendment.** This Agreement may be rescinded, modified or amended, in whole or in part, by mutual agreement of the Parties hereto, their successors and/or assigns, in writing signed by all Parties.

Section 3.7. **Severability of Provisions.** If any provision of this Agreement shall be held or deemed to be inoperative or unenforceable as applied in any particular case in any jurisdiction because it conflicts with any other provision or provisions of this Agreement or any constitution or statute or rule of public policy, or for any other reason, then such circumstance shall not have the effect of rendering the provision in question inoperative or unenforceable in any other case or circumstance, or of rendering any other provision or provisions herein invalid, inoperative, or unenforceable to any extent whatever. To the maximum extent possible, this Agreement shall be construed in a manner consistent with the powers of the City, including, but not limited to, their powers under the Tax Increment Law, § 66.1105, Wis. Stats., and the Blight Elimination and Slum Clearance Act, Wis. Stats. § 66.1333, to achieve its intended purpose. Reference is made to Chapter 105, Laws of 1975 § 4, and to Wis. Stat. § 66.1333(17), which provide that the Tax Increment Law and the Blight Elimination and Slum Clearance Act should be construed liberally to effectuate their purposes.

Section 3.8. **Time of Essence.** Time is of the essence as to all dates and time periods set forth in this Agreement.

Section 3.9. **Reservation of Rights.** Nothing in this Agreement shall be construed to be a waiver or modification of the governmental immunities or notice requirements imposed by Wis.

Stat. § 893.80 or any other law.

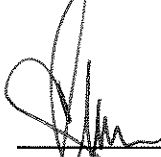
Section 3.10. **Construction.** The Parties acknowledge and represent that this Agreement has been the subject of negotiation by all Parties and that all Parties together shall be construed to be the drafter hereof and this Agreement shall not be construed against any Party individually as drafter.

Section 3.11. **Authority.** The individuals executing this Agreement on behalf of the RDA warrant and represent that they are duly authorized to bind the RDA to this Agreement. RDA warrants and represents that the execution of this Agreement is not prohibited by the RDA's articles of incorporation, by-laws, operating agreement, or other internal operating orders, or by any applicable law, regulation or court order. RDA shall provide proof upon request.

Section 3.12. **Termination.** Notwithstanding any other provision of this agreement, either Party may terminate this Agreement, without cause or penalty, by giving the other party sixty (60) days advance written notice of its intent to terminate this Agreement on or after April 30, 2026.

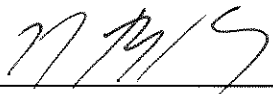
This Agreement between the City of Watertown and the City of Watertown Redevelopment Authority is acknowledged and accepted as of the date first written above:

CITY OF WATERTOWN



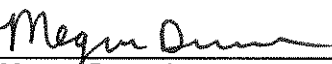
Emily McFarland
Mayor

CITY OF WATERTOWN
REDEVELOPMENT AUTHORITY



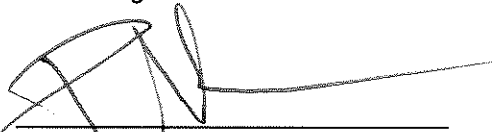
Nate Salas
Chairperson

Countersigned:



Megan Dunneisen
City Clerk

Countersigned:



Ryan Wagner
Vice Chairperson

2026 CITY SPONSORED TOWN SQUARE PROGRAMMING					
Single EVENTS TOWN SQUARE SINGLE EVENT APPLICATIONS					
SPECIAL EVENT APPLICATION	EVENT #1	EVENT #2	EVENT #3	EVENT #4	
DATE SUBMITTED	Oct-25	Oct-25	Oct-25	Oct-25	
SINGLE EVENT NAME	Boo Bash 2026	Holiday Tree Lighting 2026	Fall Family Festival (name TBD)	Kids Fest 2026	
EVENT DESCRIPTION	Trick or Treating in the square	Annual Tree Lighting Ceremony	Market, Concert, Food	Kids activities	
CITY EMPLOYEE COORDINATING/HOSTING EVENT	Stephanie Juhl	Stephanie Juhl	Stephanie Juhl	Stephanie Juhl	
DATE OF EVENT	31-Oct-26	14-Nov-26	17-Oct-26	12-Jul-26	
LOCATION OF EVENT	Bentzin Family Town Square	Bentzin Family Town Square	Bentzin Family Town Square	Bentzin Family Town Square	
CLOSING A STREET/ALLEY/RIGHT-OF-WAY/PARKING LOT	yes	yes	yes	yes	
START TIME	12pm	5:30pm	11am	11am	
ENDS TIME	3pm	7:30pm	9pm	2pm	
EVENT SET UP TIME	9am	10am	8am	9am	
EVENT TAKE DOWN TIME	4pm	8:30pm	10pm	3pm	
TOTAL ATTENDANCE	1000	650	300	300	
ALCOHOL CONSUMED OR SOLD	no	no	no	no	
VENDORS	yes	no	yes	yes	
SELLING FOOD	yes	no	yes	yes	
IF SELLING FOOD, PLEASE DESCRIBE.	TBD	free donated treats	TBD	TBD	
FOOD VENDORS - All food vendors must be properly permitted/reviewed 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					
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	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.	TBD	TBD	TBD	TBD	
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 DOCUMENTS IN THE SHARED FOLDER	PLEASE INDICATE WITH "YES" OR "NO" IF YOU HAVE PLACED THE DOCUMENTS IN THE SHARED FOLDER	
AMPLIFIED SOUND					
TEMPORARY CLASS B LICENSE	NA	NA	NA	NA	
OUTDOOR OPEN CONTAINER	NA	NA	NA	NA	
TEMPORARY BEVERAGE OPERATOR LICENSE	NA	NA	NA	NA	
CARNVIAL	NA	NA	NA	NA	

DEPARTMENT APPROVAL - Departments should add any comments and type their name and date reviewed for EACH event				
Example - CLERK	Reviewed 11/5/2025 Megan Dunneisen	Reviewed 11/5/2025 Megan Dunneisen	Reviewed 11/5/2025 Megan Dunneisen	Reviewed 11/5/2025 Megan Dunneisen
FIRE DEPARTMENT	Reviewed 11/7/2025 Tanya Reynen	Reviewed 11/7/2025 Tanya Reynen	Reviewed 11/7/2025 Tanya Reynen	Reviewed 11/7/2025 Tanya Reynen
POLICE DEPARTMENT	Reviewed 11/24/2025 Laura Bohlman	Reviewed 11/24/2025 Laura Bohlman	Reviewed 11/24/2025 Laura Bohlman	Reviewed 11/24/2025 Laura Bohlman
HEALTH DEPARTMENT	Reviewed 11/24/2025 Sydney Bohman	Reviewed 11/24/2025 Sydney Bohman	Reviewed 11/24/2025 Sydney Bohman	Reviewed 11/24/2025 Sydney Bohman
ZONING/INSPECTION	Reviewed 11/6/2025 Brian Zirbes	Reviewed 11/6/2025 Brian Zirbes	Reviewed 11/6/2025 Brian Zirbes	Reviewed 11/6/2025 Brian Zirbes
PARK AND REC	Reviewed 11/5/2025 Stephanie Juhl	Reviewed 11/24/2025 Kristine Butteris	Reviewed 11/24/2025 Kristine Butteris	Reviewed 11/24/2025 Kristine Butteris
DATE APPROVED BY PUBLIC SAFETY COMMITTEE				
<p>Section 2.2 Scheduled Events. The City shall permit individuals wishing to host a Series of Events on the Property to 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 City shall approve the series before January 1 of the following year. Any applications received for events after October 31 of the year before the event may apply for a special event permit for a day not previously reserved under Watertown Ordinance § 428-7 or any subsequent special event process adopted by the City.</p>				