



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, NOVEMBER 05, 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=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. Public Safety & Welfare minutes from October 6, 2025

4. BUSINESS

A. Review and take possible action: Request for additional signage - Arthur Street & Cleveland Street

B. Review and take action: Special Event - Breakfast with Santa

C. Review and take action: Special Event - Holiday Train

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

October 6, 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 Myron Moldenhauer Bob Wetzel Jonathan Lampe 	<ul style="list-style-type: none"> Police Chief Brower Attorney Ali Panagopoulos 	<ul style="list-style-type: none"> Andy Tessman Tom Godfroy 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

A. Public Safety & Welfare minutes from September 3, 2025

a. [09.03.2025 Public Safety Minutes.pdf](#) (0.16 MB)

B. Public Safety & Welfare minutes from September 16, 2025

a. [09.16.2025 Public Safety Minutes.pdf](#) (0.11 MB)

MOTION: Approve the Public Safety meeting notes from September 3 and September 16 (Wetzel/ Lampe/Unanimous approval)

4. BUSINESS

MOTION: Move agenda items B and C to the top of the Agenda to accommodate the residents who came to speak on behalf of those items. (Wetzel/Moldenhauer/Unanimous Approval)

B. Review and take action: Special Event - Trunk or Treat

b. [MEMO MOOSE LODGE TRUNK OR TREAT.pdf](#) (0.05 MB)

c. [2025-27 APP Redacted.pdf](#) (1.25 MB)

d. [2025-27 MAP.pdf](#) (0.43 MB)

MOTION: Approve Trunk or Treat from Moose Lodge 830 on October 25, 2025. (Lampe/Wetzel/Unanimous Approval)

C. Review and take action: Special Event - Christmas Parade

a. [MEMO CHRISTMAS PARADE.pdf](#) (0.05 MB)

b. [2025-29 APP Redacted.pdf](#) (1.36 MB)

c. [2025-29 MAP.pdf](#) (0.26 MB)

MOTION: Approve The Watertown Parade Committee’s Christmas Parade event on November 29, 2025. (Moldenhauer/Lampe/Unanimous Approval)

A. Review and Discuss: Ordinance 410-45

- a. [2025 10 06 Public Safety & Welfare - Ord 410-45.pdf](#) (0.10 MB)

DISCUSSION:

- Davis began the discussion by reminding the committee members that there was a tragic vicious dog bite in Watertown in August. She said that, given those events, it is appropriate for the committee to review Ordinance 410-45 to ensure that it is effective, clear and defensible.
- Chief Brower presented the facts of the August 23, 2025 dog attack and answered questions from the committee.
- Attorney Panagopoulous gave a legal update of the case. The committee asked for her input in regard to the current ordinance. She said that the ordinance is solid and well-written. The attorney answered questions from the committee.
- Davis suggested some further clarification in the ordinance as to who has the authority to designate a dog “dangerous”.
- The attorney will be working with the police chief to make some minor adjustments to the ordinance and then will present those updates to the committee later.

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 5:37 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.

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members

From: Nathan R. Williams, Civil Staff Engineer

Date: October 13, 2025

Subject: Public Safety & Welfare Committee Meeting of November 5, 2025

Review and take possible action: Request for Additional Signage - Arthur St and Cleveland St

Background

The Engineering Division of the Public Works Department received a request for additional signage at the intersection of Cleveland St and Arthur St. The signage requested is a stop sign and a dead-end sign. To justify a stop sign, the requester cited limited sight lines that create a dangerous T-intersection. To justify a dead-end sign, the requester cited the lack of a turnaround at the northernmost point of Cleveland St. According to the request, vehicles tend to drive directly down this narrow street and have to back out into the intersection. The issue reportedly worsens during events when parking in the area is limited. The requester's neighbors are also interested in finding a solution to improve this intersection.

There are right-of-way constraints in this location, and the east edge of the curb appears to be the property line. The pavement is 15' wide, effectively acting as a one lane road. There is approximately 5' of grass within the right-of-way on the west side that serves as a suitable sign placement area. The requested signage would be placed in this area. In this specific case, the placement of the dead-end sign on the left-hand side of the road appears to meet MUTCD standards due to unusual constraints and the one lane nature of the roadway.

Budget Goal

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

Financial Impact

Minimal labor costs are anticipated with Street Division Crews performing the work. Material costs are anticipated to be under \$100 for the dead-end sign.

MEMO

Recommendation

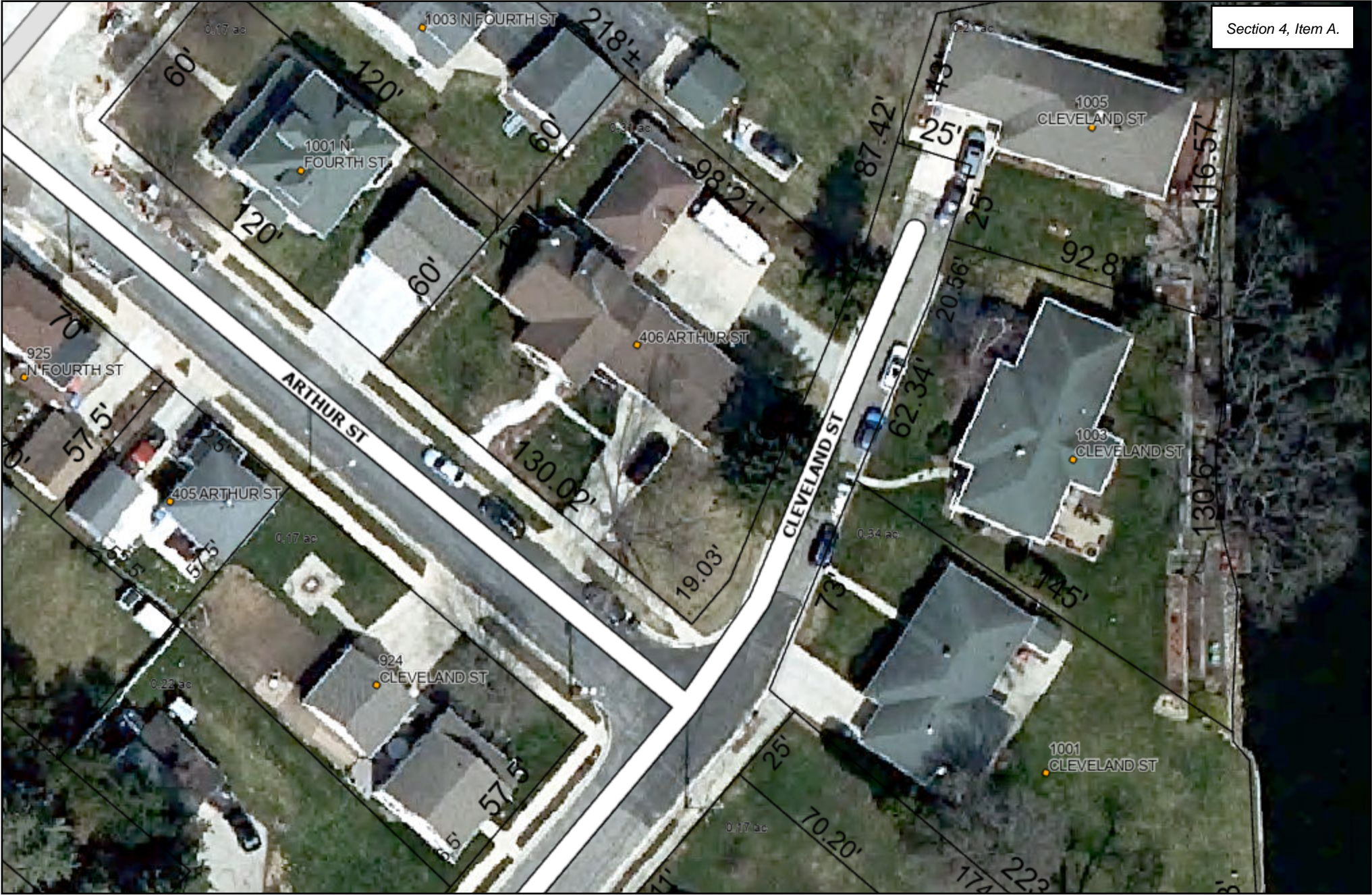
The Engineering Division of the Public Works Department recommends placing a dead-end sign as requested, which serves to clarify an existing condition. If approved, Engineering will mark the appropriate signage location, and the Street Division will furnish and install the sign. While a stop sign may improve this intersection further, there are many similar cases within the City of Watertown. In current practice, uncontrolled intersections in low traffic areas are generally maintained in their existing condition rather than adding stop signs, and Wisconsin right-of-way laws apply. Following current practice, a stop sign is not recommended in this location at this time.

2025 Operational Goals

The purpose of our operational goals is to identify, prior to the budgeting process, what work the city intends to achieve in 2025. The goals should align with our mission. Not only will the operational goals inform budget prioritization, but they will also guide the creation of the 2025 Department Work Plans.

Present a budget that (in no particular order):

1. Invests in the strategic planning and maintenance of our city buildings
2. Proactively maintains and improves our parks and infrastructure to ensure safety, quality, and equity
3. Supports employee retention and growth, while also evaluating operations and the associated staffing
4. Fosters community growth by assessing opportunities, stakeholder input, environmental needs, and modern code and policy priorities
5. Maintains a safe and healthy community, with an eye toward future needs and trends





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

October 31, 2025

TO: Members of the Public Safety & Welfare Committee

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

Breakfast with Santa from Elks Lodge #666 to be held on December 6, 2025.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk

nf/MD



SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 10/24/25 Date of Event: 12/06/25 Fee Amount: \$50.00

APPLICANT INFORMATION:

Name of person, entity, or organization holding the special event: Watertown-Beaver Dam Elks Lodge #666

Address: Street, City, State, Zip 117 N 1st Street Watertown, WI 53094

Phone: 920-261-5473

Email: secretary@elks666.org

Website: elks.org

☒ Non-profit Group

☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

501C-8 (not tax exempt)

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): 12/6/2025

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

117 N 1st Street, Watertown WI

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 ☐

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

If yes, please explain:

Event start/end time: 8:00am - 11:00am

Event set up/take down times: Set up 1730-2200. take down 10am-1130am

Total Attendance: # 300 Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☐ No ☒

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

Event for underprivileged children -provide breakfast, pictures with Santa, crafts, balloon man, horse drawn carriage, goody bags, hats & mittens.

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 Teresa K Justman

Address: Street, City, State, Zip 900 Werner Street

Phone: 920-988-4001

Email: secretary@elks666.org

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, 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: Teresa K Justman

Signature: 

Date: 10/24/2025

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.

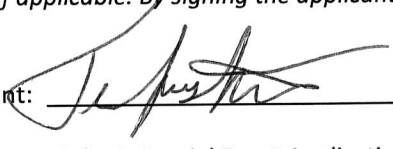
\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$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: 10/24/25

Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

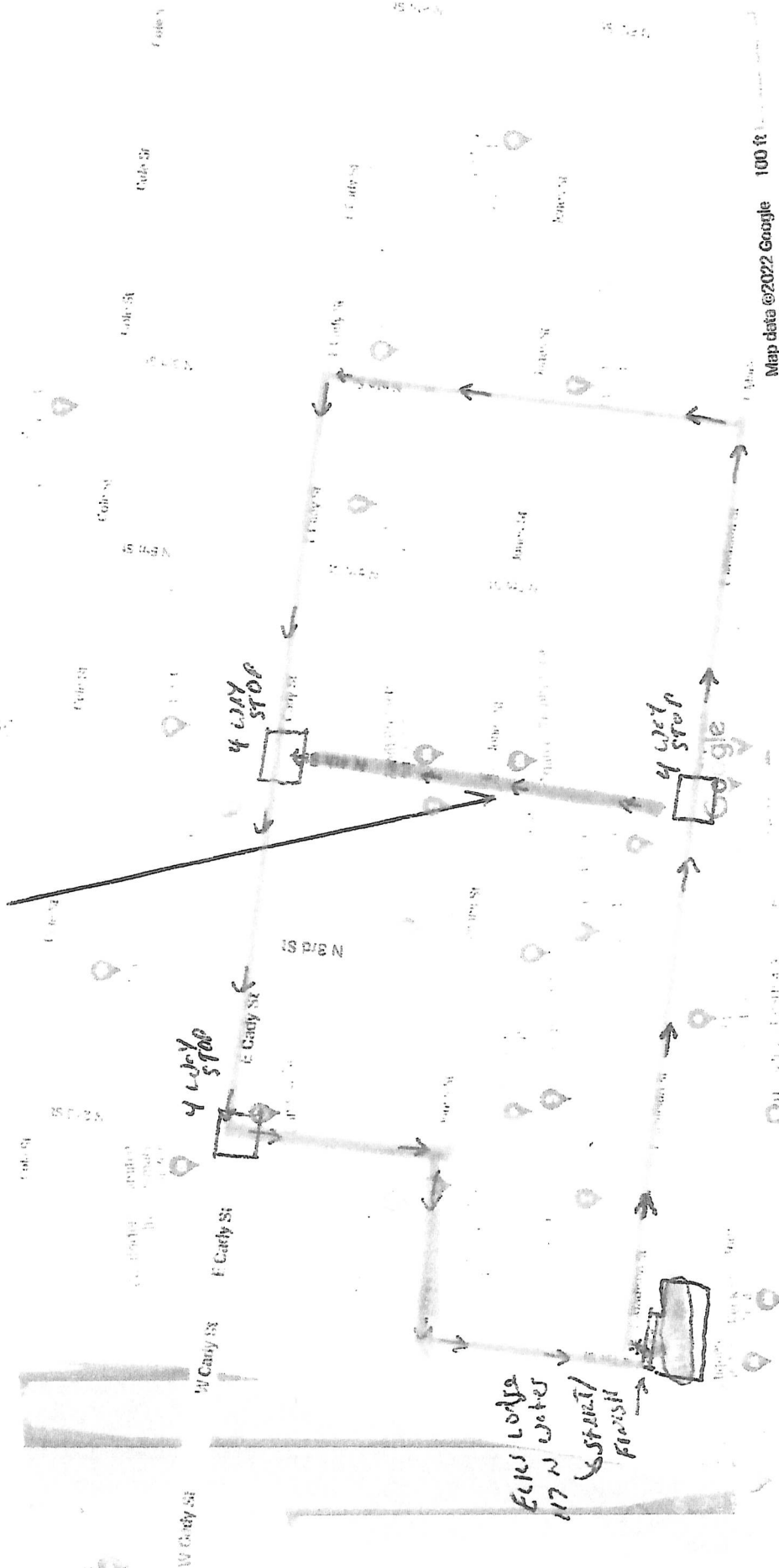
PO Box 477

Watertown, WI 53094

Questions: 920-262-4010 or email cityclerk@watertownwi.gov

11/10/22, 12:54 PM

Warning if Yellow Route is too long



{ 4 way stop sign intersection
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,



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

October 31, 2025

TO: Members of the Public Safety & Welfare Committee

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

CP Holiday Train from Watertown Park and Rec to be held on December 10, 2025.

There are no estimated extraordinary charges from any city departments – this is a city sponsored event.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF
WATERTOWN
Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 10/13/25 Date of Event: 12/10/25 Fee Amount: _____

APPLICANT INFORMATION:

Name of person, entity, or organization holding the special event: Watertown Parks, Recreation & Forestry

Address: Street, City, State, Zip 514 S. 1st Street, Watertown, WI 53094

Phone: 920-262-8080

Email: sjuhl@watertownwi.gov

Website:

☐ Non-profit Group ☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

City Sponsored

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: CPKC Holiday Train

Event Date(s): December 10th, 2025

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

Brandt Quirk Park Baseball Diamond Area

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: Brandt Quirk

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 traffic and security

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: 8pm-9pm

Event set up/take down times: 4pm-10pm

Total Attendance: # 1000

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

Vendors? Yes ☒ No ☐

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

Annual CPKC Holiday Train stop in Watertown. We will have 2 coffee/hot chocolate trucks. We will be selling light up toys and brownies and cookies. Event will also include bonfire & candlelit walk. DTC buses will be running shuttle from Watertown HS. Boy Scouts will be collecting canned goods at entrance and in park.

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

Cookies and brownies purchased from Kwik Trip

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last Stephanie Juhl

Address: Street, City, State, Zip same as above

Phone:

Email:

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless
(Read carefully before signing!)

Section 4, Item C.

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: Stephanie Juhl Signature: Stephanie Juhl Date: 10/13/25

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

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Signature of Applicant: Stephanie Juhl Date: 10/13/25

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

CANDLE LIGHT HIKE



Carriage

BRANDT
QUIRK
BASEBALL
LOT