



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, SEPTEMBER 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=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 August 6, 2025

4. BUSINESS

A. Review and take possible action: S. Concord Avenue & West Haven Drive Crosswalk Improvements

B. Review and take possible action: Request for additional speed limit signs - Grandview Heights Area

C. Review and take action: Special Event - Freedom Ride

D. Review and take action: Special Event - Calvary Concert on the Square

E. Review and take action: Special Event - WUSD Homecoming Parade

F. Review and take action: Special Event - Haunting of Elks Lodge

G. Review and take action: Special Event - D Leija Trunk or Treat

H. Review and take action: Special Event - VEG Cares 5K

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

August 6, 2025

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
- Dana Davis, Chair - Myron Moldenhauer - Bob Wetzel - Jonathan Lampe (virtual)	- Fire Chief Tanya Reynen - Health Director Carol Quest - Police Chief Brower	- Amy Hanson - Christopher Ross - Monica Burkert-Brist - Jeremy Schmidt - Marguerita Haase - Jens Hetzler - Mare Edstrom Fox - Sue and John Trepte

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

The following individuals voiced support for the Building a Welcoming Watertown proposal to open an overnight warming shelter in a City Building from November to April when one of the two trigger options occur:

- Option 1: The overnight shelter would open any time that the overnight temperature is forecast to fall below 32-degrees Fahrenheit.
- Option 2: The overnight shelter would open any time that the National Weather Service issued any kind of Winter Weather Event such as Winter Weather Advisory, a Winter Temperature Warning, etc. (Source: BWW Proposal for Public/Private Partnership to Create a Watertown Emergency Warming Shelter, June 2025)

The speakers asked that the committee amend the proposed 6.4 Warming and Cooling Shelter Plan to open a shelter in a City building (Senior Center) when the triggers listed above occur.

- Chris Ross
- Monica Brist
- Jeremy Schmidt
- Jens Hexler
- Susan Trepte
- Mare Fox
- Amy Hanson

Marguerita Haase spoke in favor of the proposed City of Watertown 6.4 Warming and Cooling Center/Shelter Plan as presented in the meeting packet with no amendments. She did ask for clarification:

- Page 14 – She asked about the designated gender-neutral room in the procedures.
- Page 26 – She asked about the reference to gender identify under the Welcome statement.

3. APPROVAL OF MINUTES

- Public Safety and Welfare minutes from July 2, 2025
[Public Safety Meeting Notes 7-2-25 R.1.pdf](#) (0.02 MB)
MOTION: Approve the Public Safety meeting notes from July 2, 2025. (Wetzel/
 Moldenhauer/Unanimous approval)

4. BUSINESS

- A. Review and Take Possible Action: Approve the addition of Chapter 6: Emergency Management and section 6.4 Warming and Cooling Center/Shelter Plan to the City of Watertown Policy Manual
- a. [Chapter Six - 6.4 Warming and Cooling Center-Shelter Policy.pdf](#) (0.02 MB)
 - b. [July 2025 City of Watertown Warming and Cooling Center-Shelter Procedure .pdf](#) (0.70 MB)
 - c. [MEMO PSW Warming Cooling Center Shelter Plan 08062025.pdf](#) (0.17 MB)

DISCUSSION:

Davis explained that the packet contained 3 documents for this agenda item.

1. First Document: A memo from Carol Quest explaining the history behind the development of this emergency plan.
2. Second Document: City of Watertown Policy Manual proposed additions for committee discussion and approval
 - a. Chapter 6: Emergency Management Policy – This is a proposed new chapter to be added to the City of Watertown Policy Manual.
 - i. Section 56-4 Emergency Management Directors in the Watertown code appoints the Fire Chief as the Emergency Management Director
 - ii. The code specifies the duties and responsibilities of the Emergency Management Director. The Director is responsible for developing and promulgating emergency management plans for the City.
 - iii. The Leadership Staff has determined that it would be wise to develop policy statements for the emergency management plans developed under the direction of the Emergency Management Director and index them within the City of Watertown Policy Manual.
 - b. Section 6.4 Warming and Cooling Center/Shelter Plan Policy – This policy explains the purpose for the emergency plan for extreme temperatures, gives the authority to the Watertown Department of Public Health and Emergency Management and designates the Senior Center and Public Library as locations. The policy also describes the maintenance of the plan and gives the server location where the plan will be located.

3. Third Document: Warming and Cooling Shelter/Center Procedures plan. The 40 page procedures plan was included in the committee meeting packet for informational purposes. This procedures plan will live on the server. It will be changed, updated and improved under the direction of the Emergency Management Director.

Carol Quest and Tanya Reynen both spoke to give further details about the development of the plan and explained the steps that have been taken to prepare for implementation.

Lampe questioned whether the policy should include more specifics such as the specific temperatures that would trigger the opening of the centers/shelters. Carol Quest and Tanya Reynen explained that the policy is intended to be a broad statement, and the procedures are intended to be specific and detailed. Changes from the National Weather Service, Red Cross, and other adjustments would be made in the procedure's manual. If those specific details were also included in the policy, approval from the Public Safety & Welfare Committee and Common Council would be needed for every change and update.

Lampe also questioned the team's readiness to implement the plan. Quest and Reynen both said they are ready and, in fact, have already had the opportunity to activate the emergency plan.

Lampe asked questions about the volunteer process. Quest pointed him to the website that will be used and has been used in the past by the Health Dept to secure volunteers.

Wetzel asked questions about proper staffing of the center/shelters for safety.

MOTION: Approve the addition of Chapter 6: Emergency Management and section 6.4 Warming and Cooling Center/Shelter Plan to the City of Watertown Policy Manual (Wetzel/Moldenhauer/Unanimous Approval)

- B. Review and take action: Ordinance to Create Section 428-1 Riverfest
 - a. [Ordinance to Create Section 428-1 Riverfest.pdf](#) (0.03 MB)

DISCUSSION: Lampe recused himself from the discussion because he is the Watertown Riverfest Inc Treasurer.

Davis explained that the former attorney, Mr. Chesebro, recommended the creation of this ordinance. It was drafted in lieu of trying to prepare a temporary agreement with Watertown Riverfest Inc. as it provides additional clarification and is a more permanent solution, instead of being subject to the determination of Watertown Riverfest, Inc. If Watertown Riverfest Inc fails to comply with the proposed ordinance in future years,

they would still be able to host the event, following the standard special event process, they just would no longer be eligible for the up to \$30,000 cost sharing.

As a result of input received prior to the meeting from Lampe in his capacity of Treasurer of Watertown Riverfest Inc, Davis proposed some edits to the ordinance to update the sections to better reflect the current safeguards that are in place to safely dispense alcohol at the festival. Davis also proposed some minor edits to wording.

MOTION: Approve the amendments to the proposed ordinance.
(Davis/Modenhauer/Wetzel – Lampe recused)

MOTION: Approve ordinance as amended to create Section 428-1 Riverfest.
(Wetzel/Moldenhauer/Davis – Lampe recused)

- C. Review and take action: Special Event - Family Fun Friday
 - a. [MEMO FAMILY FUN FRIDAY.pdf](#) (0.05 MB)
 - b. [2025-17 APP Redacted.pdf](#) (1.37 MB)
 - c. [2025-17 MAP.pdf](#) (0.30 MB)

MOTION: Approve Special Event – Family Fun Friday. (Moldenhauer/Wetzel/Unanimous Approval)

- D. Review and take action: Special Event - MCL Annual Fundraiser
 - a. [MEMO MCL ANNUAL FUNDRAISER.pdf](#) (0.05 MB)
 - b. [2025-18 APP Redacted.pdf](#) (1.35 MB)
 - c. [2025-18 MAP.pdf](#) (0.63 MB)

MOTION: Approve Special Event – MCL Annual Fundraiser
(Wetzel/Moldenhauer/Unanimous Approval)

- E. Review and take action: Special Event - Wine Walk
 - a. [MEMO WINE WALK.pdf](#) (0.05 MB)
 - b. [2025-20 APPLICATION Redacted.pdf](#) (1.37 MB)
 - c. [2025-20 MAP.pdf](#) (0.33 MB)

MOTION: Approve Special Event – Wine Walk. (Moldenhauer/Davis/Unanimous Approval)

- F. Review and take action: Special Event - Run Turkey Run
 - a. [MEMO RUN TURKEY RUN.pdf](#) (0.05 MB)
 - b. [SE Estimate of Charges RUN TURKEY RUN.pdf](#) (0.05 MB)
 - c. [2025-19 APP Redacted.pdf](#) (1.27 MB)
 - d. [2025-19 MAP.pdf](#) (0.61 MB)

MOTION: Approve Special Event – Run Turkey Run contingent on the organization submitting an updated certificate of insurance (COI) ten days prior to the event.
(Moldenhauer/Davis/Unanimous Approval)

B. ADJOURN

Being no further business to discuss, a motion was made by Moldenhauer and seconded by Wetzel to adjourn. Motion was supported unanimously. Meeting ended at approximately 6:30 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.

DPW – Street/Solid Waste Division

To: Alder Davis and Public Safety & Welfare Committee Members
From: Stacy Winkelman
Date: August 26, 2025
Subject: Agenda Item

Review and take possible action: S. Concord Avenue & West Haven Drive Crosswalk Improvements

Background

A concern was brought forward by Alderperson Moldenhauer regarding the crosswalk on S. Concord Avenue near West Haven Drive. Southbound traffic is coming into the city coming off highway speeds (Cty Rd E which turns into S. Concord Avenue) and residents are concerned for pedestrian safety.

Budget Goal

Changes or modifications to pedestrian crossing signs would come out of Signs & Markings – Supplies & Expense Account #01-54-41-18.

Financial Impact

Dependent on recommendation of Committee

Recommendation

It is DPW's recommendation to initially move the crosswalk signs closer to the actual crosswalk. We further recommend updating the posts and placing flags on top of the pedestrian signs for both north and southbound traffic. The pedestrian crossing sign for northbound traffic coming into town is a good candidate for a solar flashing pedestrian crossing light if that is what the Committee recommends. These are currently around \$1,200.00 each.

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:

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





MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members

From: Nathan R. Williams, Civil Staff Engineer

Date: August 28, 2025

Subject: Public Safety & Welfare Committee Meeting of September 3, 2025

Review and take possible action: Request for Additional Speed Limit Signs - Grandview Heights Area

Background

The Engineering Division of the Public Works Department received a complaint from a resident regarding excessive speed entering the Grandview Heights Subdivision Area. This complaint included a request for additional speed limit signage at two locations. Currently, there is one 25 MPH sign on Meadowbrook Dr in between N Fourth St and Wedgewood Dr/Windsor Cir for southbound traffic. This sign would remain in its current location. Additional signage is proposed to be placed on Meadowbrook Dr near Allwardt St for northbound traffic, and on Schuman Dr between N Fourth St and Wedgewood Dr for southbound traffic. Notably, N Fourth St is signed as 35 MPH near Schuman Dr. Under state statute 346.57 (4)(e) Speed Restrictions – Fixed Limits, unsigned roadways within city limits have a speed limit of 25 MPH. City of Watertown ordinance 500-2A defers to this statute language. Additional signage, as requested, would merely serve to clarify the speed limit and could help prevent future speed related incidents.

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 a single speed limit sign.

Recommendation

The Engineering Division of the Public Works Department recommends placing a 25 MPH sign at only the Schuman Dr location mentioned above. The additional sign on Meadowbrook Dr is seen as unnecessary given that all adjacent streets are 25 MPH per state statute.



MEMO

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

August 29, 2025

TO: Members of the Public Safety & Welfare Committee

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

Freedom Ride from B-Cause We Care, Inc. to be held on September 13, 2025.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 7/30/2025 Date of Event: 9/13/25 Fee Amount: \$50.00

APPLICANT INFORMATION:

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

b-Cause We Care, Inc. - Keith Jasinski

Address: Street, City, State, Zip

P.O. Box 773, Watertown, WI 53094Phone: (608) 225-8765Email: Keith.jasinski@yahoo.com

Website:

☒ Non-profit Group ☐ For Profit ☐ Other, please describe:Nonprofit Tax-Exempt Number
47-1044895

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) N/AIf 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: Freedom RideEvent Date(s): 9/13/25

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

Start → 201 S 2ND St., Watertown, WI 53094A 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 Registration 10:00am Start Event set up/take down times: 7:30 am Start 5:00 pm EndTotal Attendance: # 125 Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☐ No ☒

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

Honor ride for Police, Fire Fighters & EMT'sWill 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

Keith J Jasinski

Address: Street, City, State, Zip

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: Keith Jasinski Signature:  Date: 7/22/25

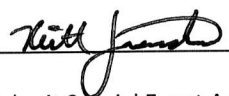
SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

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: 7/22/25

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

Silver Eagle Saloon, 207 S 2nd St, Watertown, WI 53094 to 351 E Racine St, Jefferson, WI 53549

Silver Eagle Saloon to Jefferson Fire Department

Drive 15.1 miles

Google Maps



Map data ©2025 , Map data ©2025 Google 2 mi

Silver Eagle Saloon
207 S 2nd St, Watertown, WI 53094

- ↑ 1. Head south on S 2nd St toward Jefferson St
1 min (0.2 mi)

Take S Church St to Jefferson Rd
4 min (1.7 mi)

- ➡ 2. Turn right onto E Milwaukee St
0.3 mi
- ⬅ 3. Turn left onto S Church St
1.4 mi

Follow Jefferson Rd to Co Rd Y in Watertown
3 min (1.7 mi)

- ➡ 4. Turn right onto Jefferson Rd
0.5 mi
- ➡ 5. Turn right to stay on Jefferson Rd
0.8 mi
- ⤿ 6. At the traffic circle, continue straight to stay on Jefferson Rd
0.4 mi

Follow Co Rd Y to Jefferson St in Johnson Creek

8 min (5.8 mi)

-  7. At the traffic circle, take the 2nd exit onto Co Rd Y

5.7 mi

-  8. Continue onto Aztalan St

446 ft

Continue on Jefferson St to Aztalan

6 min (3.3 mi)

-  9. Turn left onto Jefferson St

1.7 mi

-  10. Turn right onto Indianhead Dr

1.6 mi

Continue on WI-26 BUS. Drive to E Racine St in Jefferson

5 min (2.4 mi)

-  11. Continue onto WI-26 BUS

2.1 mi

-  12. Turn left onto E Racine St

 Destination will be on the left

0.3 mi

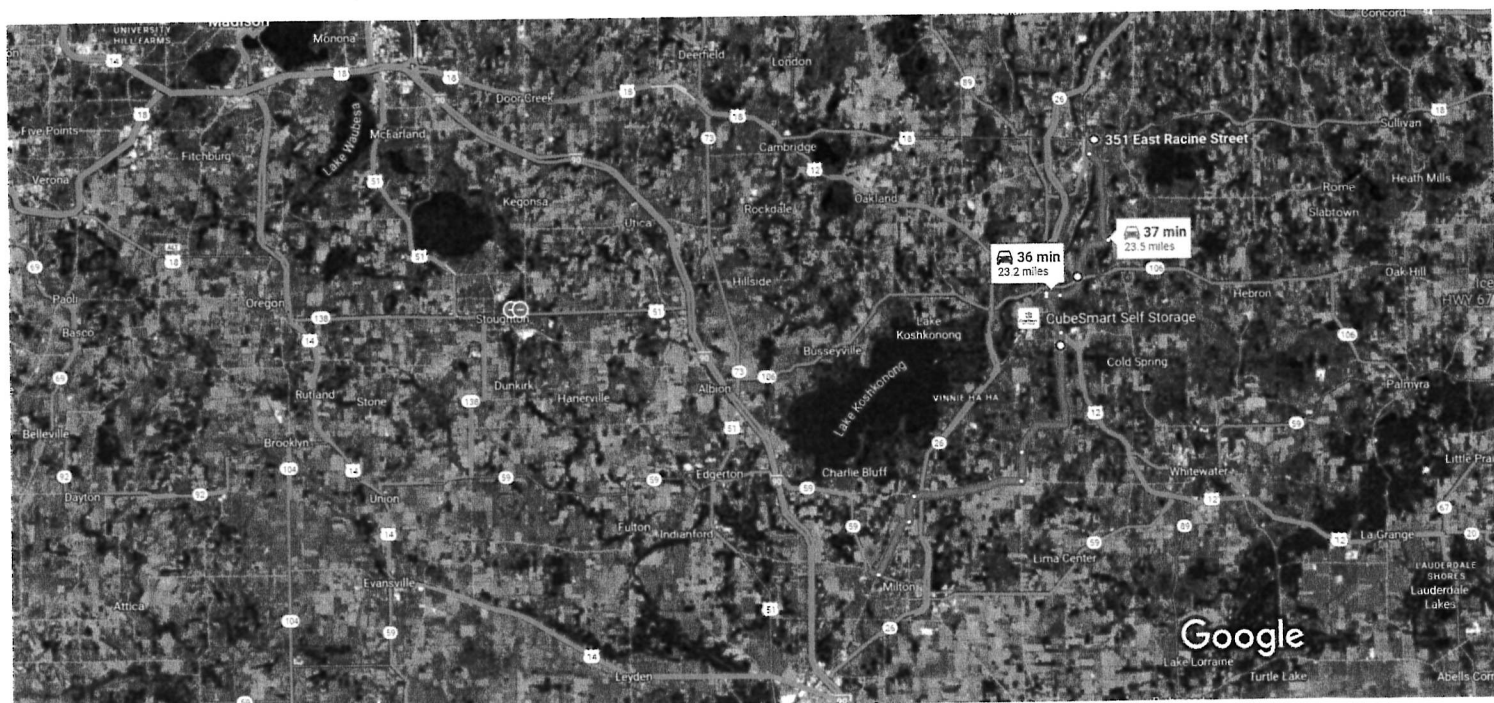
351 E Racine St

Jefferson, WI 53549

351 E Racine St, Jefferson, WI 53549 to 614 W Madison Ave, Milton, WI 53563 Drive 23.2 miles

Google Maps

Jefferson Fire Department to Lakeside Fire-Rescue (Milton)



Map data ©2025, Map data ©2025 Google 2 mi

351 E Racine St
Jefferson, WI 53549

Take County Rd N to Curtis Mill Rd in Jefferson

6 min (4.0 mi)

- ↑ 1. Head west on E Racine St toward N German Ave
0.2 mi
- ↩ 2. Turn left onto Whitewater Ave
0.5 mi
- ↩ 3. Turn left onto County Rd N/S Whitewater Ave
Continue to follow County Rd N
3.4 mi
- ↗ 4. Turn right onto Curtis Mill Rd
3 min (2.1 mi)

Take Co Rd K, County Hwy N and N John Paul Rd to E
County Trunk M/W Madison Ave in Milton

26 min (17.2 mi)

- ↑ 5. Continue onto Rock River Rd
1.0 mi
- ↑ 6. Continue onto Milwaukee Ave E

- ↶

7. Turn left onto S Main St

0.5 mi

↷

8. Slight left onto US-12 E/Whitewater Ave

0.1 mi

↶

9. Turn right onto Co Rd K

1.4 mi

↑

10. Continue onto N County Rd KK/KK

5.5 mi

↶

11. Turn right onto County Hwy N

1.0 mi

↶

12. Turn left onto Business Hwy 26/N Milton Rd

3.9 mi

↶

13. Turn right onto N John Paul Rd

1.0 mi

↶

14. Turn right onto N John Paul Rd

2.3 mi

↶

14. Turn right onto E County Trunk M/W Madison Ave

2.3 mi

i

Destination will be on the right

0.3 mi

614 W Madison Ave
Milton, WI 53563

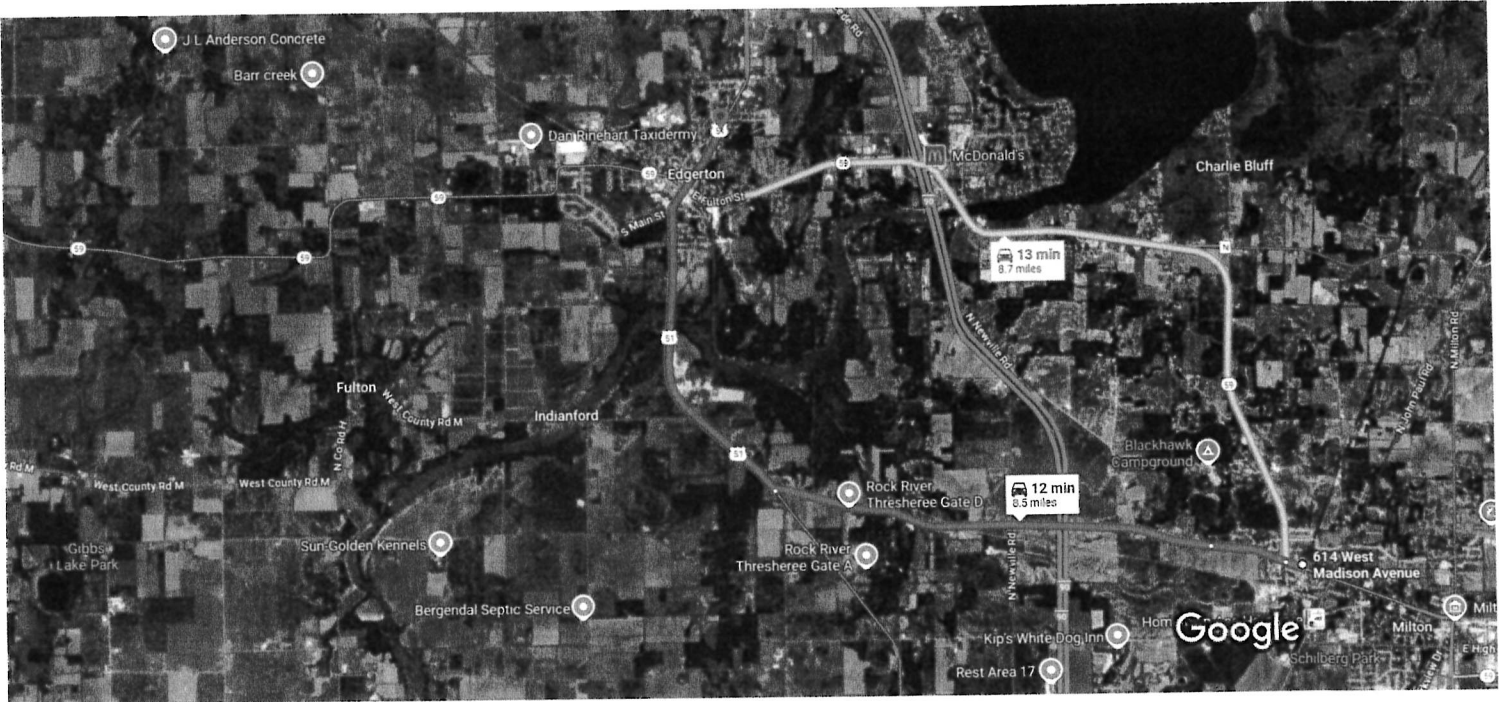
Live traffic

FastSlow

614 W Madison Ave, Milton, WI 53563 to 621 N Main St, Edgerton, WI 53534



Lakeside Fire-Rescue (Milton) to Lakeside Fire-Rescue (Edgerton)



Imagery ©2025 Airbus, Landsat / Copernicus, Maxar Technologies, Map data ©2025 Google 1 mi

614 W Madison Ave
Milton, WI 53563

- ↑ 1. Head west on E County Trunk M/W Madison Ave toward Front St
0.1 mi
 - ↑ 2. Continue straight onto W Madison Ave
0.7 mi
 - ↑ 3. Continue onto E County Rd M
3.9 mi
 - ➔ 4. Turn right onto US-51 N/I-39 ALT/I-90 ALT
3.7 mi
- 📍 Destination will be on the right

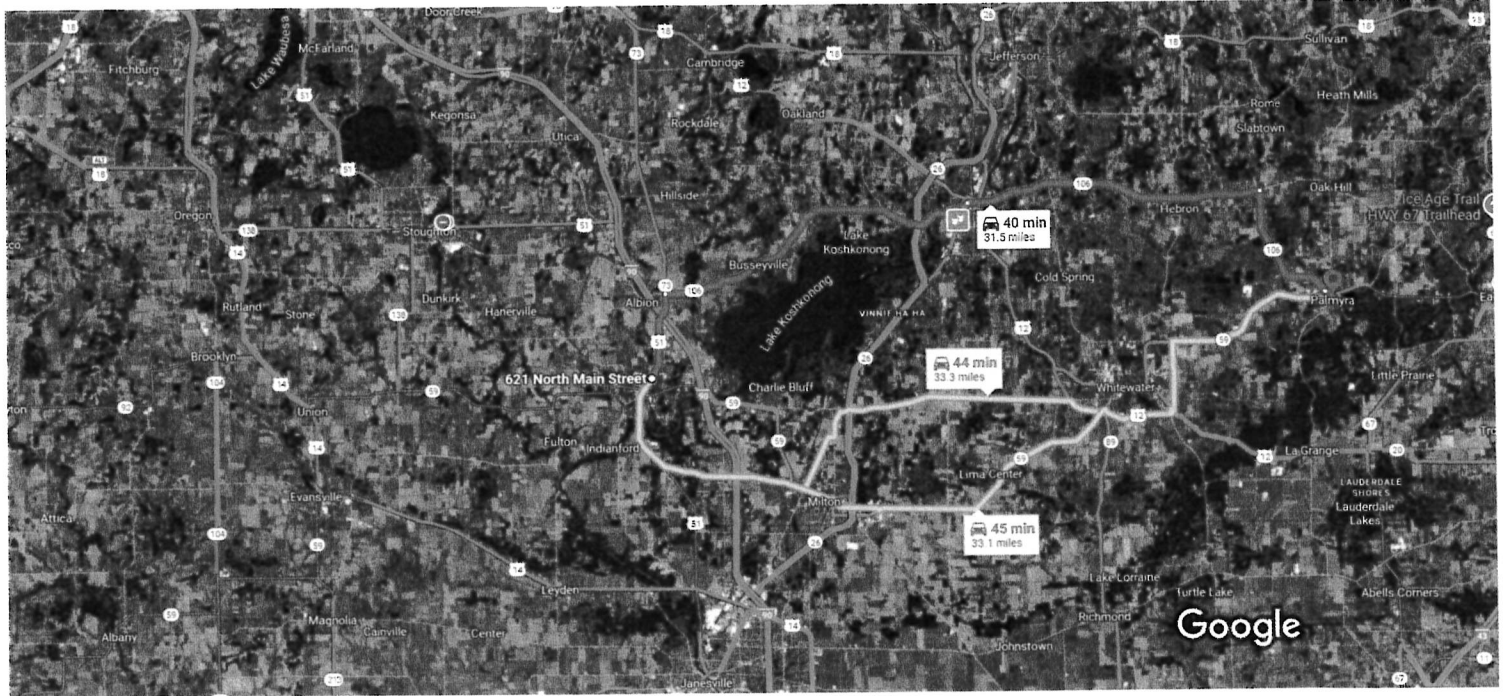
621 N Main St
Edgerton, WI 53534

Live traffic Fast Slow

621 N Main St, Edgerton, WI 53534 to 126 N 1st St, Palmyra, WI 53156

Lakeside Fire-Rescue (Edgerton) to Palmyra Fire and Rescue

Google Maps



Map data ©2025, Map data ©2025 Google 2 mi

621 N Main St
Edgerton, WI 53534

- ↑ 1. Head northeast on I-39 ALT/I-90 ALT/N Main St toward Blanchard St
 - i Continue to follow I-39 ALT/I-90 ALT
 - i Pass by Subway (on the left in 0.5 mi)
- ↘ 2. Turn right onto WI-106 E

3.2 mi
- ↘ 3. Turn right onto WI-106 E/Sherman Ave W
 - i Continue to follow WI-106 E

12.4 mi
- ↘ 4. Turn right to stay on WI-106 E

10.7 mi
- ↘ 5. Turn left onto N 1st St
 - i Destination will be on the left

4.9 mi
- ↘ 6. Turn left onto N 1st St

0.4 mi

126 N 1st St
Palmyra, WI 53156

126 N 1st St, Palmyra, WI 53156 to N8775
High Rd, Watertown, WI 53094

Drive 27.3 mi

Google Maps

Palmyra Fire and Rescue to VFW



Map data ©2025, Map data ©2025 Google 2 mi

126 N 1st St
Palmyra, WI 53156

Follow County Rd E to Bakertown Rd in Sullivan

13 min (9.9 mi)

- ↑ 1. Head northwest on N 1st St toward Taft St
289 ft
- ➔ 2. Turn right onto County Rd E/Jefferson St
Continue to follow County Rd E
9.7 mi
- ↶ 3. Turn left onto Main St
469 ft
- ➔ 4. Turn right onto Madison Ave
0.1 mi

Continue on Bakertown Rd to Concord

8 min (4.9 mi)

- ➔ 5. Turn right at the 1st cross street onto Bakertown Rd
3.0 mi
- ➔ 6. Turn right onto Pioneer Dr
1.9 mi

Continue on County Rd B to Watertown

11 min (9.6 mi)

↶ 7. Turn left onto County Rd B

5.3 mi

↷ 8. Turn right onto Co Rd X

4.3 mi

Continue on Ebenezer Dr. Take Airport Rd to High Rd

5 min (2.8 mi)

↶ 9. Turn left onto Ebenezer Dr

0.8 mi

↷ 10. Turn right onto Airport Rd

1.2 mi

↶ 11. Turn left onto Gateway Dr

0.2 mi

↷ 12. Turn right onto High Rd

0.4 mi

⤷ 13. At the traffic circle, take the 2nd exit and stay on High Rd

ⓘ Destination will be on the left

0.2 mi

N8775 High Rd
Watertown, WI 53094

Live traffic Fast Slow



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

August 29, 2025

TO: Members of the Public Safety & Welfare Committee

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

Calvary Concert on the Square from Calvary Baptist Church to be held on September 28, 2025.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 8-11-2025 Date of Event: 9-28-2025 Fee Amount: \$ 50.00

APPLICANT – Information about the person, entity or organization holding the special event.

Legal/Real Name: First, Middle, Last (List any previous names)

Calvary Baptist ChurchDwayne Morris

Address: Street, City, State, Zip

792 Milford St., Watertown, WI 53094

Date of Birth:

Driver's License # (List State if not WI)

Phone:

920-261-7237

Email:

dmorris@cbs.org

Website:

cbs.org☒ Non-profit Group☐ For Profit☐ Other, please describe:

Nonprofit Tax-Exempt Number

008-0000254802-07

Name

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: Calvary Concert on the SquareEvent Location: MAP IS REQUIRED. DO YOU HAVE IT INCLUDED? Yes ☒ No ☐Address: 1 W Main Street Watertown WI 53094Is the location: Park/Public Property ☒ Do you have a park reservation? Yes ☒ No ☐Closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☒ No ☐ Private Property Do you have permission? Yes ☐ No ☐

Is the event a city sponsored parade or celebrating a Federal Holiday? (fees are waived but applicant must still apply)

If yes, please explain:

Event Date(s): 9-28-25

(List each date of multi-day event)

Event Time:

Start Time

5pm

End Time

6:30 pm

Set Up/Take Down:

Set Up Begins

3:30

Take Down Ends

7 pm

Total Anticipated Attendance:

0-300 ☐ 301-999 ☒ 1000+ ☐

Fencing needed:

Yes ☐ No ☒

Selling Food or Beverage:

Yes ☐ No ☒

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

Calvary Baptist Church Choir and Orchestra Concert**EVENT ORGANIZER – Information for person to contact before, during & after event, if necessary.**

Contact Name: First, Middle, Last (List any previous names)

Dwayne Morris

Address: Street, City, State, Zip

Date of Birth:

Phone:

Driver's License#: (List State if not WI)

Email:

DMorris@cbs.org**OFFICE USE ONLY**

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.

Signature of Applicant: Dwayne C. Morris Date: August 6, 2025
 Printed Name of Applicant: Dwayne C. Morris

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: Dwayne C. Morris Date: August 6, 2025

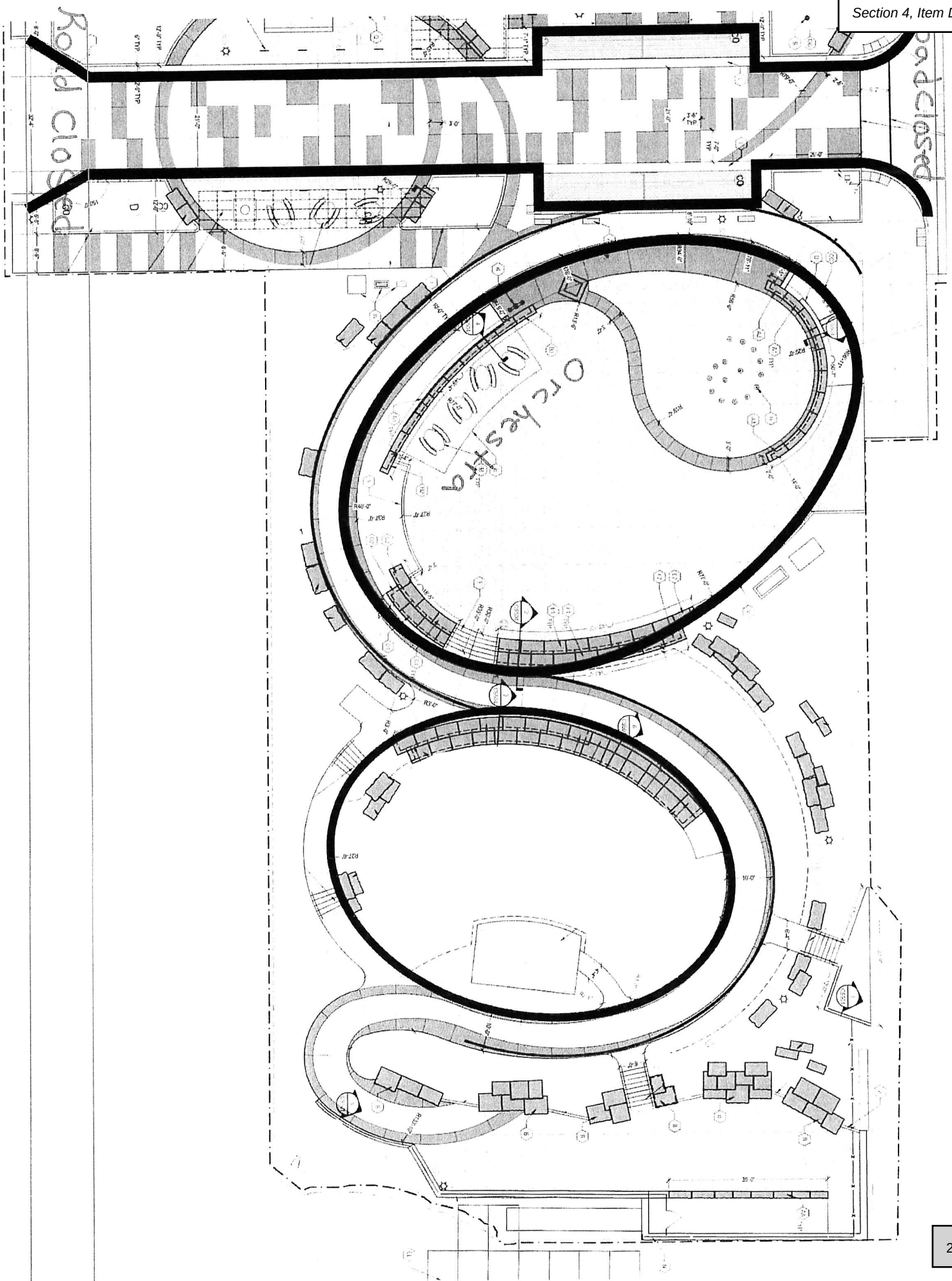
Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

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





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

August 29, 2025

TO: Members of the Public Safety & Welfare Committee

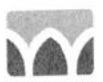
The following application has been made for a Special Event Permit:

Homecoming Parade from Watertown High School to be held on October 3, 2025.

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

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 7/9/2025 Date of Event: 10/3/25 Fee Amount: \$0 - WAIVED

APPLICANT INFORMATION:

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

Watertown High School Student Council

Address: Street, City, State, Zip

825 Endeavor Drive, Watertown, WI, 53098Phone: 920-262-7500Email: meissnerk@my.waukegan.org

Website:

☐ Non-profit Group ☐ For Profit☒ Other, please describe:School

Nonprofit Tax-Exempt Number

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: Homecoming ParadeEvent Date(s): October 3rd 2025

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

5th Street, Main Street, Market Street, Dodge Street, Wisconsin Street, Waukegan Ave.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: 4:15 PM / 5:15 PMEvent set up/take down times: 3:30 / 5:30

Total Attendance: # _____

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

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

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

Lyndee Lee Killman

Address: Street, City, State, Zip

Phone:

Email:

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item E.

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: Lyndee Killman Signature: [Signature] Date: 7/9/25

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.

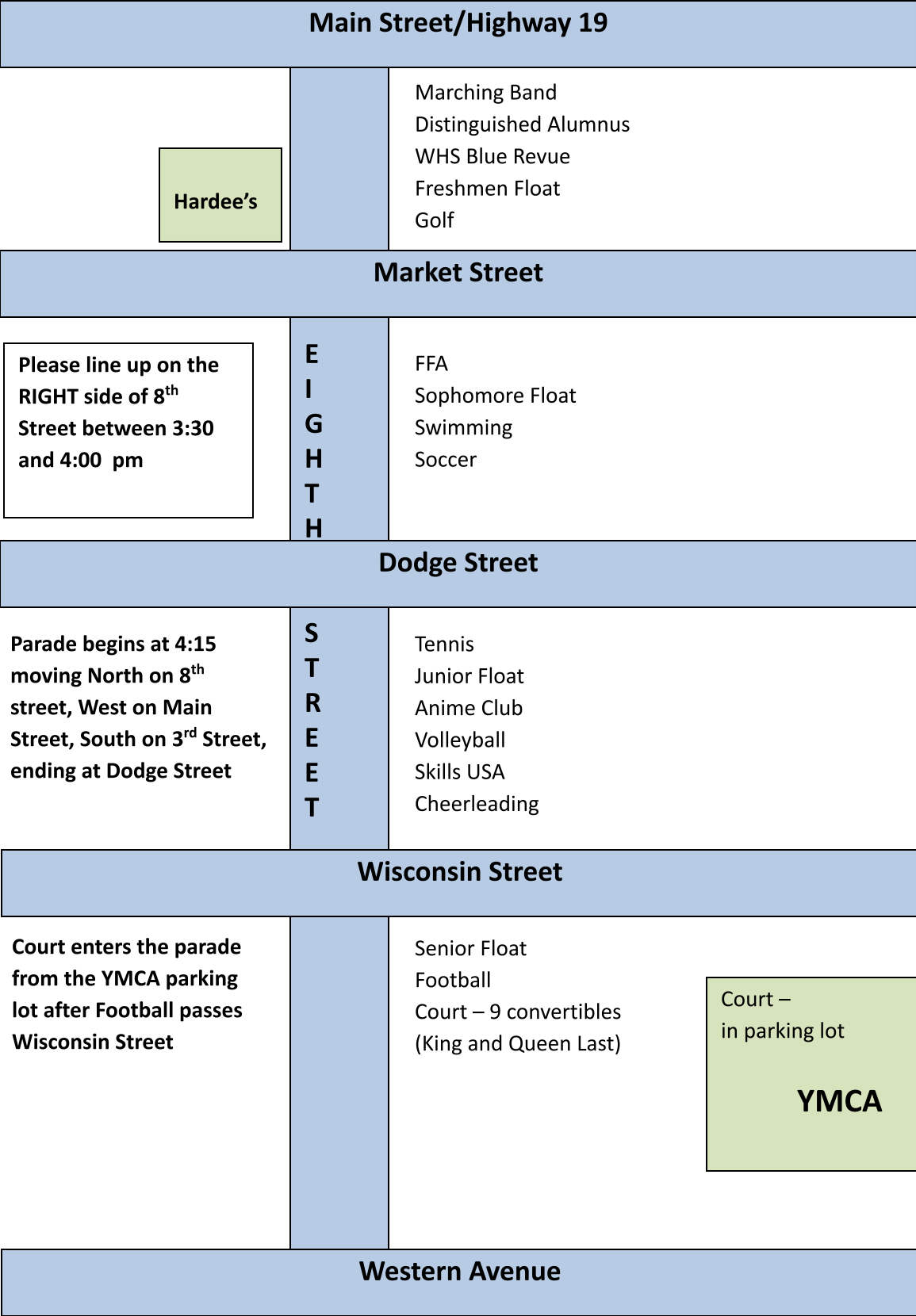
The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: [Signature] Date: 7/9/25

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





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

August 29, 2025

TO: Members of the Public Safety & Welfare Committee

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

Haunting of Elk's Lodge from Shadows Sanctum Productions to be held during the hours of 4:00 p.m. to 1:00 a.m. for the following dates:

10/03 – 10/05/2025

10/10 – 10/12/2025

10/17 – 10/09/2025

10/23 – 10/26/2025

10/31 – 11/02/2025

Total estimated extraordinary charges for this event are \$34.50 per event weekend, totaling a combined amount of \$172.50 for all weekends.

Please see estimated extraordinary charges document for details.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event ☒ Repeat Event ☐ Date Received: 8-15-25 Date of Event: Oct 3-5 Fee Amount: 50.00

APPLICANT INFORMATION:

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

Shadows Sanctum Productions

Address: Street, City, State, Zip

[Redacted Address]

Phone:

[Redacted Phone]

Email:

shadowssanctumproductions@gmail.com

Website: shadowssanctum.com

☐ Non-profit Group ☒ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

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) 456-1032113310-04

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: Haunting of Elk's Lodge #666 Event Date(s): October 3rd - 5th

Event Location Address include parking locations and streets to be used if applicable:
117 N 1st St Watertown, W.I. 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: N/A

Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☒ No ☐ 4pm Oct 3 - 1am Oct 6

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: 5PM-1AM Each Day Fri-Sat Event set up/take down times: Sept. / 1st week Nov.

Total Attendance: # See 300-400 Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☐ No ☐ (Food)

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

Haunted House

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

We are working in tandem with local businesses that have appropriate licences

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last

Anita Rachel Scott

Address: Street, City, State, Zip

[Redacted Address]

Phone:

[Redacted Phone]

Email:

scottshire wi@gmail.com

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of 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: Anita Rachel Scott Signature: Anita Rachel Scott Date: Aug. 15th, 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: Anita Rachel Scott Date: Aug. 15th, 2025

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

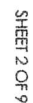
Google Maps



Imagery ©2025 Airbus, Map data ©2025 Google 20 ft

Parking Lot:
120 N 2nd Street
Watertown, W.I. 53094

Parcel ID: 291-0815-0412-165





Event: HAUNTING OF ELKS LODGE

Permit # 2025-26

Event Date: 10/05/25

Extraordinary Service Fees for Special Events Estimate of Charges

Payment Due
no later than: 09/25/25

Department	Regular Cost Per Hour	Overtime Cost Per Hour	Flat Fee Cost	Anticipated Qty	Sub Total
POLICE					
Police Chief/ Deputy	\$73.72				-
Police Captain	\$62.15				-
Police Sergeant	\$60.01				-
Police Sergeant		\$90.02			-
Police Officer	\$54.76				-
Police Officer		\$82.14			-
Auxiliary Officer	\$16.56				-
Special Equipment					-
TOTAL					-
STREETS					
Street Manager/Supervisor	\$57.72				-
Street General Labor	\$40.18				-
Street General Labor		\$60.27			-
Solid Waste General Labor	\$37.42				-
Solid Waste General Labor		\$56.13			-
Placement of Temporary Signs			\$2 per sign		-
Traffic Cones			\$1 per Cone		-
Class I & II Barricades			\$5 each	6	30.00
Class III Barricades & Signs			\$12 each		-
Special Equipment-			At Cost		-
TOTAL					30.00
PARK & RECREATION					
Recreation Managers	\$44.60				-
Parks General Full Time	\$39.31				-
Parks General Full Time		\$58.97			-
Parks General Part Time	\$13.00				-
Picnic Tables			\$10.00		-
Banquet Tables			\$10.00		-
Benches			\$4.00		-
Trash Cans			\$4.00		-
Orange Boards			\$6.00		-
Portable Bleachers			\$60.00 per set		-
Excessive Cleaning	\$100.00		2 hr min charge		-
Estimated Supplies					-
TOTAL					-
FIRE DEPARTMENT					
Fire Chief/Deputy Chief	\$74.95				-
Fire Battalion Chief	\$45.39				-
Fire Battalion Chief		\$68.09			-
Firefighter	\$36.20				-
Firefighter		\$54.30			-
TOTAL					-
HEALTH DEPARTMENT					
Health General Labor	\$49.20	\$73.79			-
Health Environmental	\$46.45	\$69.68			-
Health Emergency Prep	\$51.23	\$76.85			-
TOTAL					-
OTHER PERSONNEL OR CHARGES					
SUBTOTAL OF ESTIMATE					30.00
15% Admin Fee		Non-Profit Organization? Enter O (yes) or 1 (no):			1 4.50
TOTAL OF ESTIMATE					\$ 34.50
50% DOWN PAYMENT DUE		09/25/25		\$	17.25



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

August 29, 2025

TO: Members of the Public Safety & Welfare Committee

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

Trunk or treat from Daniel Leija to be held on October 11, 2025.

Total estimated extraordinary charges for this event are \$58.00.

Please see estimated extraordinary charges document for details.

Respectfully Submitted,

Megan Dunneisen, City Clerk

nf/MD

SPECIAL EVENT PERMIT APPLICATION

Section 4, Item G.

New Event ☐ Repeat Event ☒ Date Received: 8-15-2025 Date of Event: Oct. 11th, 2025 Fee Amount: \$50.00

APPLICANT INFORMATION:

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

Daniel Leija

Address: Street City State Zip

Phone: [REDACTED]

Email:

dan.leija@wtrt.com

Website:

www.WatertownTrunkorTreat.com

☐ Non-profit Group

☐ For Profit

☐ Other, please describe:

Free Will offering

Nonprofit Tax-Exempt Number

N/A

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) N/A

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: Watertown Trunk or Treat Event Date(s): Oct. 11th, 2025

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

110 South Votach Dr., 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: N/A

Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☒ No ☐ Need 2 - Class 1 Barricades

Will you need City Services for your event? Yes ☒ No ☐ for Street Closing

Is the event on private property? Yes ☒ No ☐ If yes, do you have written permission? Yes ☒ No ☐ Need 4 - Class 3 Barricades

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

If yes, please explain: N/A

Event start/end time: 5:30 PM - 8:30 PM Event set up/take down times: 3 PM - 8:30 PM

Total Attendance: #400-500 Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☐ No ☒

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

collect food items for Watertown AND Ironia Food Pantry. All welcomed, Free Will offering event.

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

Watertown Citizen Police Academy Alumni - Selling Hot Chocolate

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last

N/A

Address: Street City State, Zip

N/A

Phone:

N/A

Email:

N/A

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item G.

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:

Daniel Leija

Signature:

Daniel Leija

Date:

8-3-25

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)

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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:

Daniel Leija

Date:

8-3-25

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



CLASS 3 Barricades (2)

* *

* CLASS 1 Barricade (1)

* CLASS 1 Barricade (1)

Votech Drive







Event: TRUNK OR TREAT

Permit # 2025-25

Event Date: 10/11/25

Extraordinary Service Fees for Special Events Estimate of Charges

Payment Due
no later than: 10/01/25

Department	Regular Cost Per Hour	Overtime Cost Per Hour	Flat Fee Cost	Anticipated Qty	Sub Total
POLICE					
Police Chief/ Deputy	\$73.72				-
Police Captain	\$62.15				-
Police Sergeant	\$60.01				-
Police Sergeant		\$90.02			-
Police Officer	\$54.76				-
Police Officer		\$82.14			-
Auxiliary Officer	\$16.56				-
Special Equipment					-
TOTAL					-
STREETS					
Street Manager/Supervisor	\$57.72				-
Street General Labor	\$40.18				-
Street General Labor		\$60.27			-
Solid Waste General Labor	\$37.42				-
Solid Waste General Labor		\$56.13			-
Placement of Temporary Signs			\$2 per sign		-
Traffic Cones			\$1 per Cone		-
Class I & II Barricades			\$5 each	2	10.00
Class III Barricades & Signs			\$12 each	4	48.00
Special Equipment-			At Cost		-
TOTAL					58.00
PARK & RECREATION					
Recreation Managers	\$44.60				-
Parks General Full Time	\$39.31				-
Parks General Full Time		\$58.97			-
Parks General Part Time	\$13.00				-
Picnic Tables			\$10.00		-
Banquet Tables			\$10.00		-
Benches			\$4.00		-
Trash Cans			\$4.00		-
Orange Boards			\$6.00		-
Portable Bleachers			\$60.00 per set		-
Excessive Cleaning	\$100.00		2 hr min charge		-
Estimated Supplies					-
TOTAL					-
FIRE DEPARTMENT					
Fire Chief/Deputy Chief	\$74.95				-
Fire Battalion Chief	\$45.39				-
Fire Battalion Chief		\$68.09			-
Firefighter	\$36.20				-
Firefighter		\$54.30			-
TOTAL					-
HEALTH DEPARTMENT					
Health General Labor	\$49.20	\$73.79			-
Health Environmental	\$46.45	\$69.68			-
Health Emergency Prep	\$51.23	\$76.85			-
TOTAL					-
OTHER PERSONNEL OR CHARGES					
SUBTOTAL OF ESTIMATE					58.00
15% Admin Fee		Non-Profit Organization? Enter 0 (yes) or 1 (no):			0
TOTAL OF ESTIMATE					\$ 58.00
50% DOWN PAYMENT DUE 10/01/25					\$ 29.00



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

August 29, 2025

TO: Members of the Public Safety & Welfare Committee

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

VEG Cares 5K from Veterinary Emergency Group to be held on October 18, 2025.

There are no estimated extraordinary charges from any city departments.

Organization needs to submit a park reservation form prior to the event. Recommendation that special event approval be contingent on receiving the park reservation form.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION

New Event ☒ Repeat Event ☐ Date Received: 07-07-25 Date of Event: 10-18-25 Fee Amount: 500

APPLICANT INFORMATION:

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

Veterinary Emergency Group

Address: Street, City, State, Zip

15455 W Bluemound Rd. Brookfield WI 53005Phone: 262 267 8240Email: daniel.darrow@veg.comWebsite: veg.com☒ Non-profit Group ☒ For Profit☐ Other, please describe:

Nonprofit Tax-Exempt Number

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: VEG Cares 5K Event Date(s): 10/18/2025

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

Brandt Quirk Park 800 Carriage Hill DrA 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 parkIs 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 Police - general safetyIs 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: 7:00 am - 5:30 pm Event set up/take down times: 7am-9am + 4pm-5:30pmTotal 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.)

5K run/walk to raise money for VEG CaresWill your event be selling food? Yes ☒ No ☐ If yes, please explain: (Type of food and sold by who)potentially through vendors - pet related - no human consumption**MAIN EVENT ORGANIZER - PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:**Contact Name: First, Middle, Last Daniel Raymond DarrowAddress: Street, City, State, Zip [REDACTED] Phone: [REDACTED] Email: daniel.darrow@veg.com**OFFICE USE ONLY:**

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item H.

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: Daniel Darro Signature: [Signature] Date: 7/7/2025

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.

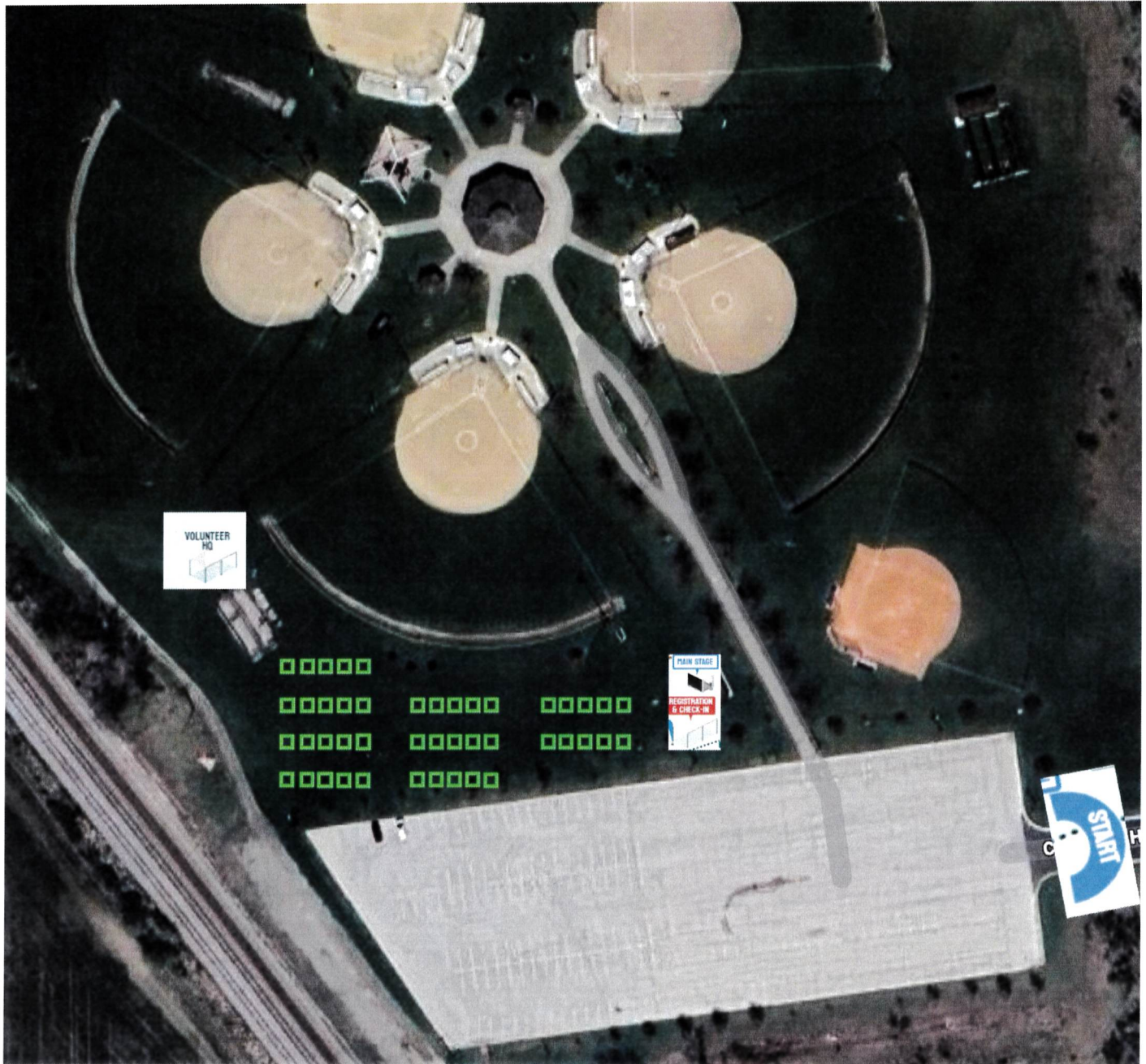
The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: [Signature] Date: 7/7/25

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



VEG Cares 5K proposed Map

Green Squares – Vendor village 10x10 spaces for pop up gazebos

5k route mapped on second sheet starting on carriage drive outside of parking lot and finishing at same point.

