



## **PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA**

**WEDNESDAY, MAY 07, 2025 AT 5:00 PM**

**ROOM 0041, LOWER LEVEL, MUNICIPAL BUILDING, 106 JONES STREET, WATERTOWN, WI**

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**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 minutes from April 2, 2025

### **4. BUSINESS**

A. Review and take possible action: Repeal Ordinance Section 247-5(D), Prohibited Acts Boating Prohibition Area

B. Review and take possible action: Request for Children at Play Signs on Sunset Avenue

C. Review: Fall Market date change at Bentzin Family Town Square

D. Review and take action: Add concert date to Summer Concert Series at Bentzin Family Town Square

E. Review and take action: Special Event - Amendment to Main Street Farmers Market to include the closing of Anne Street

F. Review and take action: Special Event - Memorial Day Celebration

G. Review and take action: Special Event - 4th of July Parade

H. Review and take action: Special Event - Koine Christian Concert (Town Square)

I. Review and take action: Special Event - Entertainment Night (St. Mark's)

J. Review and take action: Special Event - Riverfest

### **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](mailto: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

April 2, 2025

5:00 p.m.

### 1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> <li>Dana Davis, Chair</li> <li>Brad Blanke</li> <li>Steve Board</li> <li>Eric Schmid</li> </ul>	<ul style="list-style-type: none"> <li>Chief David Brower</li> <li>Andrew Beyer</li> <li>Stacy Winkelman</li> </ul>	<ul style="list-style-type: none"> <li>Ian Pilak (virtual)</li> <li>Keri Klein</li> <li>Zack Goodrow</li> </ul>

### 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 and Welfare committee minutes from March 5, 2025

- a. [Public Safety Meeting Notes 3-5-25.pdf](#) (0.03 MB)

**MOTION:** Approve the Public Safety meeting notes from March 3, 2025.  
(Board/Schmid/Unanimous approval)

### 4. BUSINESS

- A. Review and take action: recommend approval of Wildlife Management Agreement for Common Council

- a. [Wildlife Management Agreement Amended-3.12.25.pdf](#) (0.09 MB)

**MOTION:** Recommend approval of Wildlife Management Agreement for Common Council. (Schmid/Board/Unanimous approval)

- B. Review and take possible action: Install a solar powered pedestrian sign at N. Church and O'Connell Street

- a. [Agenda Item to Upload - April 2.pdf](#) (1.40 MB)

Keri Klein is concerned that vehicles are not yielding for pedestrians in the cross-walk. She has observed many "near misses".

**MOTION:** Motion to remove the "Ahead" sign on the Pedestrian Crossing sign at N. Church and O'Connell and replace with an "Arrow" sign indicating the existing crossing walk at that location and install a Pedestrian Crossing sign southbound at N. Church and O'Connell. (Schmid/Board/Unanimous Approval)



- C. Review and discuss: Police Services - retail thefts at Walmart
- a. [2025 04 02 Public Safety & Welfare - Memo - Walmart - PD Calls - Response Measures.pdf](#) (0.16 MB)
  - b. [2025 04 02 Public Safety & Welfare - 2023 Walmart Redacted.pdf](#) (10.21 MB)
  - c. [2025 04 02 Public Safety & Welfare - 2024 Walmart Redacted.pdf](#) (8.11 MB)
  - d. [2025 04 02 Public Safety & Welfare - 2022 Walmart Redacted.pdf](#) (8.24 MB)

The Committee recognizes that there has actually been a reduction in theft-related calls to Walmart in the last year. The Police are satisfied with the cooperation of the Walmart staff and are not overly concerned about the volume of calls at that location.

**DISCUSSION ONLY. NO ACTION TAKEN**

- D. Review and take action: Special Event - Whiskey Wine Walk
- a. [Memo re PSW SPECIAL EVENTS.pdf](#) (0.05 MB)
  - b. [2025-03 Application.pdf](#) (1.49 MB)
  - c. [2025-03 Map.pdf](#) (0.18 MB)

**MOTION:** Motion to approve the Whiskey Wine Walk. (Board/Blanke/Unanimous Approval)

- E. Review and take action: Special Event - Lights and Sirens
- a. [Memo re PSW SPECIAL EVENTS.pdf](#) (0.05 MB)
  - b. [2025-05 LIGHTS AND SIRENS APPLICATION.pdf](#) (1.51 MB)
  - c. [2025-05 LIGHTS AND SIRENS MAP.pdf](#) (0.26 MB)

**MOTION:** Motion to approve the Lights and Sirens event. (Schmid/Blanke/Unanimous Approval).

- F. Review and take action: Special Event - Watertown Farmers Market
- a. [Memo re PSW SPECIAL EVENTS.pdf](#) (0.05 MB)
  - b. [2025-06 FARMERS MARKET APPLICATION.pdf](#) (1.56 MB)
  - c. [2025-06 FARMER MARKET MAP.pdf](#) (0.20 MB)

**MOTION:** Motion to approve the Watertown Farmers Market event. (Schmid/Blanke/Unanimous Approval)

**5. ADJOURN**

Being no further business to discuss, a motion was made by Schmid and seconded by Board to adjourn. Motion was supported unanimously.

# MEMO

## Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members

From: Andrew Beyer, P.E.

Date: May 7, 2025

Subject: Review and take possible action: Approve Ordinance to Repeal Regulation Boating Upon the Rock River

### Background

Review and take possible action: Approve Ordinance to Repeal Regulation Boating Upon the Rock River

Background: The State has deemed the Main Street Cole Bridge “substantially complete” as of April 29, 2025. Considering that designation, the Engineering Division of the Public Works Department recommends the repeal of the above-mentioned ordinance. This ordinance was put in place as a Wisconsin Department of Natural Resources (WDNR) requirement for the demolition and construction of the Main Street Cole Bridge. A draft ordinance is attached for your review and consideration.

Attachments:

- Draft Ordinance
- Site Map

### Budget Goal

1. Proactively maintains and improves our parks and infrastructure in an effort to ensure quality, safety and compliance

### Financial Impact

This item does not affect the budget.

### Recommendation

As mentioned above, the Engineering Division recommends repealing ordinance Regulation Boating Upon the Rock River.

- Motion to repeal Ordinance to Regulate Boating Upon the Rock River and Prescribing Penalties for Violation Thereof of the City of Watertown General Ordinance.

# MEMO

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**DRAFT ORDINANCE TO  
REPEAL A PORTION OF SECTION 247-5(D) OF THE CITY OF  
WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALDERPERSON DANA DAVIS  
FROM: PUBLIC SAFETY AND WELFARE COMMITTEE**

**WHEREAS**, the State of Wisconsin has removed and replaced the Main Street (Cole) Bridge in Watertown, WI in 2024/2025; and,

**WHEREAS**, an ordinance placing navigational waterway markers/aids in the Rock River was required by the Wisconsin Department of Natural Resources (WDNR); and,

THE COMMON COUNCIL OF THE CITY OF WATERTOWN DOES ORDAIN AS FOLLOWS:

**SECTION 1. Intent:** The intent of this ordinance is to provide safe and healthful conditions for the enjoyment of aquatic recreation consistent with public rights and interests and the capability of the water resources.

**SECTION 2. Repeal a portion of Section 247-5(D):** Section 247-5 (D) is hereby repealed as follows:

**247-5 (D) Prohibited Acts Boating Prohibition Area:** ~~No person shall operate a boat—motorboat and/or nonmotorized boat—as defined in s. 30.50(6), Wis. Stats., and/or s. 30.50(7), Wis. Stats., on the Rock River between the upstream and downstream navigational waterway markers of the Main Street (Cole) bridge. Said navigational waterway markers located at GPS coordinates 43.195657, -88.724676 upstream and GPS coordinates 43.193239, -88.725351 downstream of the Main Street (Cole) bridge.~~

**SECTION 3. Effective Date:** This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	May 20, 2025		June 3, 2025	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
BARTZ				
BLANKE				
SMITH				
ARNETT				

ADOPTED May 20, 2025

\_\_\_\_\_  
CITY CLERK

APPROVED May 20, 2025

\_\_\_\_\_  
MAYOR

WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
<i>TOTAL</i>				

# MEMO

## DPW – Street/Solid Waste Division

**To: Alderperson Davis and Public Safety & Welfare Committee Members**

**From: Stacy Winkelman**

**Date: April 30, 2025**

**Subject: Agenda Item**

### Background

A request was received from Steven Blaser of 1325 Sunset Avenue requesting Children at Play signs be installed on Sunset Avenue toward the east end by the Octagon House. Mr. Blaser is concerned with the speed of drivers where there are many children on skateboards, bikes, wagons and roller skates in the area.

### Budget Goal

Any new or replacement signs are expensed out of the Street Division Signs and Markings – Supplies & Expense Account #01-54-41-18.

### Financial Impact

Per DPW recommendation: stop signs are \$39.60/ea and posts are \$41.90/ea (\$163.00 in materials for two stop signs at now uncontrolled intersections)

### Recommendation

It is DPW's recommendation not to install any children at play signs, based on current MUTCD and City Standards as well as City Ordinance Chapter 550-135. Crash reports show that the only incident is a property damage incident. If the Committee advises, our division could erect stop signs at two of the uncontrolled T-Intersections in this area: on Harvey Avenue at Sunset Avenue, and on Charles Street at Thomas Avenue.



# 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



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**From:** Steven Blaser <[trailblaser77@gmail.com](mailto:trailblaser77@gmail.com)>  
**Sent:** Friday, March 28, 2025 12:01 PM  
**To:** Dana Davis <[DDavis@watertownwi.gov](mailto:DDavis@watertownwi.gov)>  
**Subject:** Safety signage for Richard's Hill, Octagon House area

Good morning,

My Name is Steven Blaser and I live at [1325 Sunset Ave, Watertown, WI 53094](#), I have been a home owner at this property since 2008, I have noticed a big change in the population of Children in the 6 block area and see a need for signs posting Children at play warning Driver's to slow down, I have purchased signs to post the warnings, but can't seem to find anyone at work that can help me with this problem, Please help me with this issue before we have a accident, My cell phone number is 920 285 9634

Thank you for your time  
Steven Blaser

On Fri, Mar 28, 2025, 4:55 PM Dana Davis <[DDavis@watertownwi.gov](mailto:DDavis@watertownwi.gov)> wrote:  
Hi Mr. Blaser -

Thank you for reaching out and thank you for your obvious care and concern for the safety of the children in your neighborhood.

Before a new city street sign can be erected, the Public Safety & Welfare Committee must pass a motion to install the new sign. If the motion is approved by the PS&W Committee, the Streets Dept. erects the sign.

"Children at Play" signs have come before the committee in the past for discussion. Watertown puts up a Playground sign (yellow sign with children on see-saw) near playgrounds and also uses School Zone signs. But, Watertown no longer installs "Children at Play" types of signs. If memory serves me, WI municipalities are only permitted to install signs that conform with federal standards in the Manual of Uniform Traffic Devices (MUTD). Beginning in the early 2000s, the MUTD changed and no longer includes these types of Children at Play signs in the MUTD manual.

The first time I learned this information, I was curious and did some additional research. From what I read, the federal standards changed because the research showed that the signs do not actually impact vehicle speeds. There was concern that the sign gave parents a false sense of security and the DOT has found that signs are most effective when they are used to warn about consistent conditions, not occasional conditions.

I'm copying Stacy Winkelman on this email. She is the Streets Division Operations Manager. She may be able to provide some additional information, clarification and correct any misstatements that I may have made.

**Stacy** - When you have an opportunity, would you please verify that Playground signs are erected on streets near Washington Park?

**Mr. Blaser** - Although installing Children at Play signs may not be a possibility, would you still like this matter to come before a Public Safety & Welfare Committee meeting in the future?

Dana Davis  
District 1 Alderperson  
Chair, Public Safety & Welfare Committee

**From:** Steven Blaser <[trailblaser77@gmail.com](mailto:trailblaser77@gmail.com)>  
**Sent:** Friday, March 28, 2025 8:07 PM  
**To:** Dana Davis <[DDavis@watertownwi.gov](mailto:DDavis@watertownwi.gov)>  
**Cc:** Stacy Winkelman <[SWinkelman@watertownwi.gov](mailto:SWinkelman@watertownwi.gov)>  
**Subject:** Re: Safety signage for Richard's Hill, Octagon House area

Yes I would like this matter to come before a public Safety & Welfare Committee meeting, and please advise me as to what I can do privately to temporally make people aware of the occasional traffic of electronic skateboards and Children on bikes , wagons , roller skates.

On Mon, Mar 31, 2025, 6:27 PM Dana Davis <[DDavis@watertownwi.gov](mailto:DDavis@watertownwi.gov)> wrote:  
Hi Steven -

I'm attaching pictures of the Playground signs that currently exist at the following locations:

- Sunset and Richards
- S. Twelfth St. Southbound
- Richards Ave - Southbound
- Richards Ave - Northbound

If it is your desire to bring this matter before the Public Safety & Welfare committee, we can certainly do that. We can put it on the May agenda, if you wish. The committee typically meets the first Wednesday of every month at 5 p.m. in the basement of City Hall.

Would you please reply to this email to confirm that you would like this matter to be added to the May agenda? In addition, would you please write in your email some details/specifics as to the issues you are concerned about on Sunset Ave. The more details the committee has, the better.

Please send any questions my way. I'm here to help.

Dana Davis

**From:** Steven Blaser <[trailblaser77@gmail.com](mailto:trailblaser77@gmail.com)>  
**Sent:** Monday, March 31, 2025 7:29 PM  
**To:** Dana Davis <[DDavis@watertownwi.gov](mailto:DDavis@watertownwi.gov)>  
**Cc:** Stacy Winkelman <[SWinkelman@watertownwi.gov](mailto:SWinkelman@watertownwi.gov)>  
**Subject:** Re: Safety signage for Richard's Hill, Octagon House area

On Mon, Mar 31, 2025, 7:24 PM Steven Blaser <[trailblaser77@gmail.com](mailto:trailblaser77@gmail.com)> wrote:

On Mon, Mar 31, 2025, 7:20 PM Steven Blaser <[trailblaser77@gmail.com](mailto:trailblaser77@gmail.com)> wrote:

Yes I would like to have the meeting address the issue, the area in your pictures is by the park ,The area I'm referring to is on Sunset towards the Octagon House, Harvey Street is an uncontrolled intersection and so are all the Alley entrances and exits ,Children in the neighborhood ride scooters down the hill from Charles Street (in front of the Octagon house) on Sunset Avenue towards Harvey Street or down the Alley towards Thomas Street, This is the area where signs would be beneficial.

On Tue, Apr 1, 2025, 1:32 PM Dana Davis <[DDavis@watertownwi.gov](mailto:DDavis@watertownwi.gov)> wrote:  
Steven -

We will work to get this on the May agenda.

Thanks.

Dana Davis

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On Wed, Apr 2, 2025, 8:13 AM Steven Blaser <[trailblaser77@gmail.com](mailto:trailblaser77@gmail.com)> wrote:

Thank you for your response.

Please let me know when the safety meeting is in May so I can be there

Thank you  
Steven G Blaser



**§ 550-135 Sign prohibitions and limitations.**

The regulations contained in this subsection apply to signs in all zoning districts.

**A.**

**Sign prohibitions.**

**(1)**

No sign shall be erected at any location where it may, by reasons of its position, shape, color or design, interfere with, obstruct the view of, or be confused with any authorized traffic sign, signal or device, nor shall such sign make use of words such as "stop," "look," "danger," or any other word, phrase, symbol or character in such a manner as to interfere with, mislead, or confuse users of streets or highways.

**(2)**

No fluttering, undulating, swinging, rotating, or otherwise moving signs such as windsocks, motorized signs, pennants, and streamers shall be permitted. This shall not apply to temporary board and banner signs as defined in § **550-131B(1)** or street banners as defined in § **550-131.4**.

**(3)**

No signs shall project above the building parapet or eave.

**(4)**

No flashing, scrolling, or animated signs shall be permitted.

**(5)**

No signs shall be mounted to an unlicensed trailer or other unlicensed vehicle.

**(6)**

No beacons or search beacons shall be permitted.

**(7)**

No billboards or off-premise advertising shall be permitted.

**(8)**

No abandoned signs shall be permitted. See § **550-131E(1)**.

**(9)**

No sign, temporary or permanent, shall be displayed on private property without the owner's permission.

**B.**

**Sign limitations.**

**(1)**

No sign shall be erected, relocated, or maintained so as to prevent free ingress to or egress from any door, window, or fire escape, and no sign shall be attached to a standpipe or fire escape.

**(2)**

No sign shall be placed in a manner that would impede vehicular or pedestrian safety or impede access or visibility. Signs shall meet the visibility requirements of § **550-106**.

**(3)**

No signs shall be erected, installed, or placed on a parcel that is owned by the City of Watertown.

**(4)**

No private sign shall be attached to or painted on any natural feature (e.g. tree or rock), fence, fire hydrant, public utility pole, public light pole, or traffic regulatory structure.

**(5)**

Except for permitted awning, canopy, marquee, blade, and suspended signs, or unless otherwise allowed by this chapter, no sign shall be permitted within or extend into a public right-of-way.

**(a)**

Sandwich board signs under § **550-131B(2)(a)** shall also be exempt.

**(6)**

No person shall: paste, tape, staple, or otherwise fasten any paper or other material to, nor paint, stencil, or otherwise write or color any object, vegetation, or pavement located within any street right-of-way; nor shall any of such object, vegetation, or pavement be defaced in any manner. The only exception to these restrictions is that painting may be allowed on public infrastructure (e.g. curbs, fire hydrants, sidewalk, electrical panels/boxes) when approved by the Common Council upon receiving a favorable recommendation from the Public Works Commission, after review of a written request.

**(7)**

No sign shall violate Chapter **532** of the City of Watertown Municipal Code.













# SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: \_\_\_\_\_ Date of Event: 2025 Fee Amount: \_\_\_\_\_

## APPLICANT INFORMATION:

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

City of 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:

City of Watertown

Nonprofit Tax-Exempt Number

501(c)3, if applicable (include photocopy)

Is this the applicant's 1<sup>st</sup> 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: Thursday Night Market Series

Event Date(s): 2025

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

1 W. Main Street - Bentzin Family Town Square

A **DETAILED** map is required upon submittal of application, is it included? Yes ☐ No ☒ Bulk Permit

Is the event located in a City Park? Yes ☒ No ☐

If yes, do you have a park reservation? Yes ☒ No ☐ Park name: Bentzin Family Town Square

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: 5pm-8pm

Event set up/take down times: Noon-9pm

Total Attendance: # 250

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

Vendors? Yes ☒ No ☐

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

Thursday Night Market Series 2025 - Open to the public. Possible beer, wine, non-alcohol drinks and food served. Small entertainment - Music, possible craft and 30-40 vendors selling gifts and produce. **June 12, July 10, August 28, September 25, October 4 (Sat)**

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

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: Stephanie Juhl Signature: Stephanie Juhl Date: 10/7/24

### 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: Stephanie Juhl Date: 10-7-24

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](mailto:cityclerk@watertownwi.gov)

# Personal Data Sheet

Section 4, Item C.

*All Event Organizers must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none". This information is strictly confidential and is shared only with the Watertown Police Department for investigation checks. FALSIFICATION AND/OR MISREPRESENTATION IS GROUNDS FOR DENIAL OF APPLICATION.*

<b>MAIN EVENT ORGANIZER Please PRINT</b>		
<b>Name:</b> First, Full Middle, Last (List any previous names)		1 <sup>st</sup> submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Home Address:</b> Street, City, State, Zip		<b>Driver's License #:</b> (List State if not WI)
<b>Phone Number:</b>	<b>Email:</b>	<b>Date of Birth:</b> (mm/dd/yyyy)
<b>Violations:</b>		
<p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p>		
<b>ADDITIONAL EVENT ORGANIZER Please PRINT</b>		
<b>Name:</b> First, Full Middle, Last (List any previous names)		1 <sup>st</sup> submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Home Address:</b> Street, City, State, Zip		<b>Driver's License #:</b> (List State if not WI)
<b>Phone Number:</b>	<b>Email:</b>	<b>Date of Birth:</b> (mm/dd/yyyy)
<b>Violations:</b>		
<p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p>		
<b>ADDITIONAL EVENT ORGANIZER Please PRINT</b>		
<b>Name:</b> First, Full Middle, Last (List any previous names)		1 <sup>st</sup> submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Home Address:</b> Street, City, State, Zip		<b>Driver's License #:</b> (List State if not WI)
<b>Phone Number:</b>	<b>Email:</b>	<b>Date of Birth:</b> (mm/dd/yyyy)
<b>Violations:</b>		
<p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p>		

**ADDITIONAL EVENT ORGANIZER** Please PRINT**Name:** First, Full Middle, Last (List any previous names)1<sup>st</sup> submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_

Approved

Denied

**ADDITIONAL EVENT ORGANIZER** Please PRINT**Name:** First, Full Middle, Last (List any previous names)1<sup>st</sup> submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_

Approved

Denied

**ADDITIONAL EVENT ORGANIZER** Please PRINT**Name:** First, Full Middle, Last (List any previous names)1<sup>st</sup> submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_

Approved

Denied

# MEMO

## Parks, Recreation, and Forestry Department

To: Public Safety and Welfare Committee

From: Kristine Butteris, Parks, Recreation, and Forestry Director

Date: 3/31/25

Subject: Review Fall Market Date Change

### Background

In reviewing fall market dates with other local market managers, we are updating the date of the last Thursday Night Market of the season to Saturday, October 4, 11am-3pm. We have committed to keeping Public Safety and Welfare informed of any changes or additions to our programs and/or schedules. This memo gives the most recent changes to the approved Thursday Night Market Series.

### Budget Goal

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

### Financial Impact

We are hoping this will bring even more unique vendors and shoppers making this date change. This will in turn increase traffic to our community and businesses.

### Recommendation

We are informing you of date change to a previously approved event.

Motion: Informational



# SPECIAL EVENT PERMIT APPLICATION

New Event ☒ Repeat Event ☐ Date Received: \_\_\_\_\_ Date of Event: July 20, 2025 Fee Amount: \_\_\_\_\_

## APPLICANT INFORMATION:

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

City of 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:

City of Watertown

**Nonprofit Tax-Exempt Number**

501(c)3, if applicable (include photocopy)

**Is this the applicant's 1<sup>st</sup> 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:** Eagles Tribute Concert

**Event Date(s):** July 20, 2025

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

1 W. Main Street - Bentzin Family Town Square

**A DETAILED map is required upon submittal of application, is it included?** Yes ☐ No ☒ On file

**Is the event located in a City Park?** Yes ☒ No ☐

**If yes, do you have a park reservation?** Yes ☒ No ☐ **Park name:** Bentzin Family Town Square

**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 ☐ Aux PD

**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:** 11am-6pm (concert 1-3)

**Event set up/take down times:** 9am-5pm

**Total Attendance: #** 250 **Alcohol consumed, sold, or served?** Yes ☒ No ☐ **Vendors?** Yes ☒ No ☐

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

Open to the public. Beer, wine, non-alcohol drinks and food served

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

18 Acres Food Truck

## MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

**Contact Name:** First, Middle, Last

**Address:** Street, City, State, Zip

**Phone:**

**Email:**

## OFFICE USE ONLY:

**APPROVED ON:**

**PERMIT #**

## Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item D.

**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: 3/24/25

### 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: Stephanie Juhl Date: 3/24/25

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](mailto:cityclerk@watertownwi.gov)



# Personal Data Sheet

Section 4, Item D.

*All Event Organizers must complete all the information and must indicate if they have been convicted of any of the following within the last ten (10) years: a felony, a misdemeanor, a statutory violation punishable by forfeiture or a county or municipal ordinance violation. If none, write "none". This information is strictly confidential and is shared only with the Watertown Police Department for investigation checks. FALSIFICATION AND/OR MISREPRESENTATION IS GROUNDS FOR DENIAL OF APPLICATION.*

<b>MAIN EVENT ORGANIZER</b> Please <u>PRINT</u>		
<b>Name:</b> First, Full Middle, Last (List any previous names)		1 <sup>st</sup> submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Home Address:</b> Street, City, State, Zip		<b>Driver's License #:</b> (List State if not WI)
<b>Phone Number:</b>	<b>Email:</b>	<b>Date of Birth:</b> (mm/dd/yyyy)
<b>Violations:</b>		
<p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p>		
<b>ADDITIONAL EVENT ORGANIZER</b> Please <u>PRINT</u>		
<b>Name:</b> First, Full Middle, Last (List any previous names)		1 <sup>st</sup> submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Home Address:</b> Street, City, State, Zip		<b>Driver's License #:</b> (List State if not WI)
<b>Phone Number:</b>	<b>Email:</b>	<b>Date of Birth:</b> (mm/dd/yyyy)
<b>Violations:</b>		
<p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p>		
<b>ADDITIONAL EVENT ORGANIZER</b> Please <u>PRINT</u>		
<b>Name:</b> First, Full Middle, Last (List any previous names)		1 <sup>st</sup> submittal of year? Yes <input type="checkbox"/> No <input type="checkbox"/>
<b>Home Address:</b> Street, City, State, Zip		<b>Driver's License #:</b> (List State if not WI)
<b>Phone Number:</b>	<b>Email:</b>	<b>Date of Birth:</b> (mm/dd/yyyy)
<b>Violations:</b>		
<p>I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.</p> <p>Event Organizer Signature _____ Date _____</p> <p>Police Chief _____ Approved Denied</p>		



**ADDITIONAL EVENT ORGANIZER** Please PRINT**Name:** First, Full Middle, Last (List any previous names)1<sup>st</sup> submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_

Approved

Denied

**ADDITIONAL EVENT ORGANIZER** Please PRINT**Name:** First, Full Middle, Last (List any previous names)1<sup>st</sup> submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_

Approved

Denied

**ADDITIONAL EVENT ORGANIZER** Please PRINT**Name:** First, Full Middle, Last (List any previous names)1<sup>st</sup> submittal of year?Yes ☐ No ☐**Home Address:** Street, City, State, Zip**Driver's License #:** (List State if not WI)**Phone Number:****Email:****Date of Birth:** (mm/dd/yyyy)**Violations:**

I, the undersigned, affirm that I made complete and true answers to each question, and understand my record will become a part of this application. I understand that I am subject to an investigation check by the City of Watertown Police Department. I give permission to make my juvenile records available for this application.

Event Organizer Signature \_\_\_\_\_ Date \_\_\_\_\_

Police Chief \_\_\_\_\_

Approved

Denied

# MEMO

## Parks, Recreation, and Forestry Department

To: Public Safety and Welfare Committee

From: Kristine Butteris, Parks, Recreation, and Forestry Director

Date: 3/31/25

Subject: Review and Approve: Add concert date to Summer Concert Series.

### Background

In October 2024 our special event permit for the Summer Concert Series was approved with 4 concerts. We have the opportunity to add a great band to the line up for the Summer Concert Series. We would like to adjust the schedule to include Sunday, July 20<sup>th</sup>, 11am to 6pm. This addition will not effect sound ordinance or road closure schedule.

### Budget Goal

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

### Financial Impact

The addition of the July 20th Eagles Tribute concert is expected to attract more unique visitors to our city, increasing overall event engagement and potential revenue.

### Recommendation

We would like to ask for the approval of the additional concert date to our summer concert series.

Motion: Approve the addition of the Sunday, July 20<sup>th</sup> Eagles Tribute concert date to the Summer Concert Series.



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

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May 1, 2025

TO: Members of the Public Safety & Welfare Committee

**The following has made an amendment to their Special Event Permit:**

Watertown Farmers Market from the Watertown Main Street Program to be held on Tuesdays from May 6, 2025 – October 28, 2025.

Amendment includes the closing of Ann Street.

There are no estimated extraordinary charges from any city departments – Barricades being stored at the park and placed each week by event staff.

Respectfully Submitted,

Megan Dunneisen, City Clerk



# SPECIAL EVENT PERMIT APPLICATION

MAR 11 2025

New Event ☐ Repeat Event ☒ Date Received: 03-11-2025 Date of Event: May-Oct Fee Amount: 35<sup>00</sup>

## APPLICANT INFORMATION:

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

Main Street Program, Watertown Farmers' Market

Address: Street, City, State, Zip 519 E. Main Street, Watertown, WI 53094

Phone: 920-342-3623

Email: watertownmainstreet@gmail.com

Website: watertownmainstreet.org

☒ Non-profit Group ☐ For Profit ☐ Other, please describe: Nonprofit Tax-Exempt Number 640-0000439329-06 501(c)3, if applicable (include photocopy)

Is this the applicant's 1<sup>st</sup> 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: Watertown Farmers' Market Event Date(s): Tuesdays May 6- Oct 28 expt Augst 5

Event Location Address include parking locations and streets to be used if applicable: Riverside Park, both parking lots, Labaree St, Anne St.

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: Riverside Park

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: 6:00 AM

Event set up/take down times: 12:15 PM

Total Attendance: # 200 Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☒ No ☐

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

The weekly Farmers' Market, will offer fresh produce, flowers, artisinal goods, bakery, food

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

Hot dogs, bakery, produce, the vendors are selling the food

## MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last Mary Gretchen Kuckkan watertownfarmersmarketmk@gmail.com

Address: Street, City, State, Zip

Phone: 262-339-9840

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: Larry Kuckta Signature: Larry Kuckta Date: 3-11-2025

### 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: Larry Kuckta Date: 3-11-2025

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

City Clerk 106 Jones Street

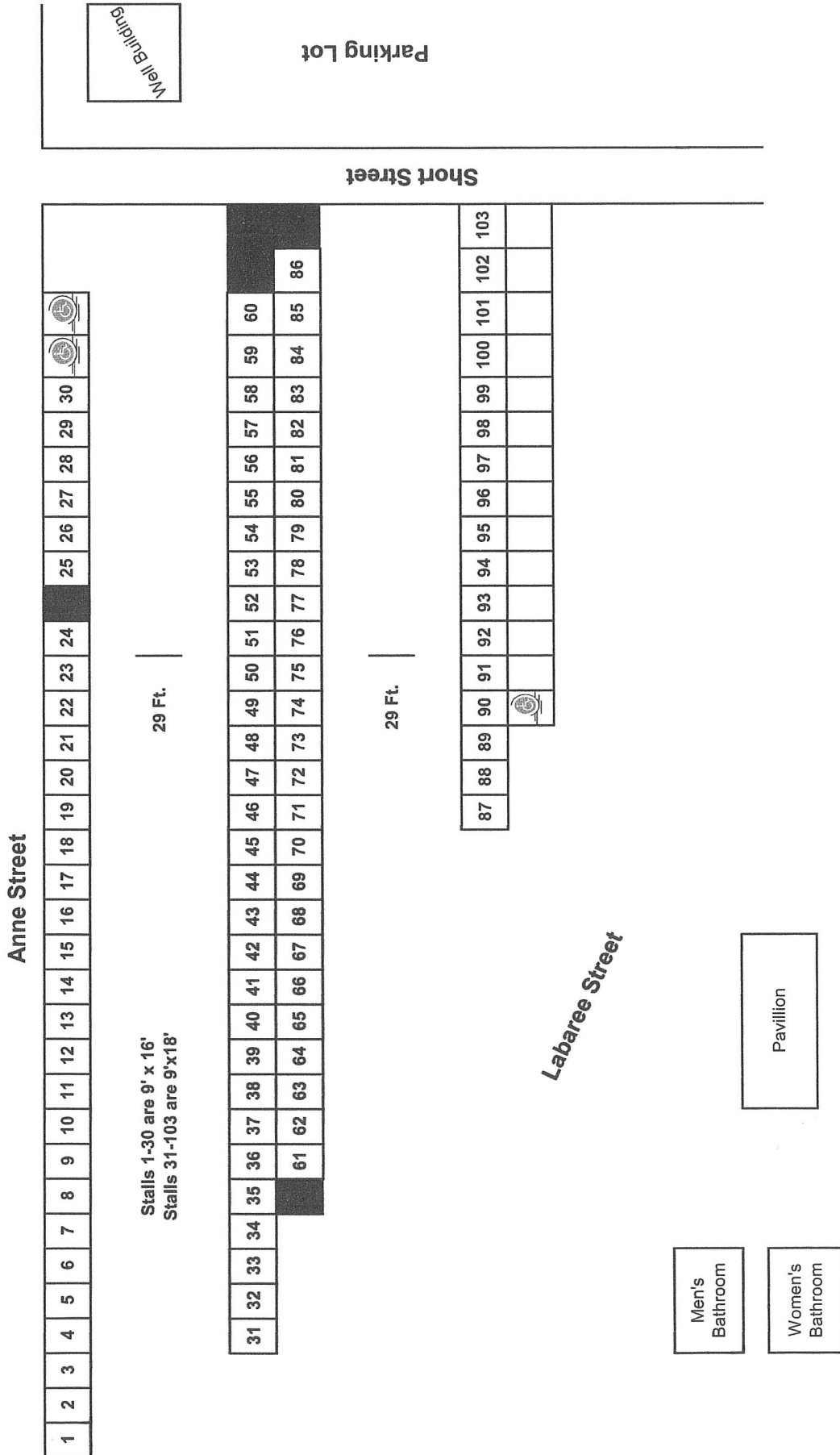
PO Box 477

Watertown, WI 53094

Questions: 920-262-4010 or email [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov)

# Watson Farmers' Market

Section 4, Item E.

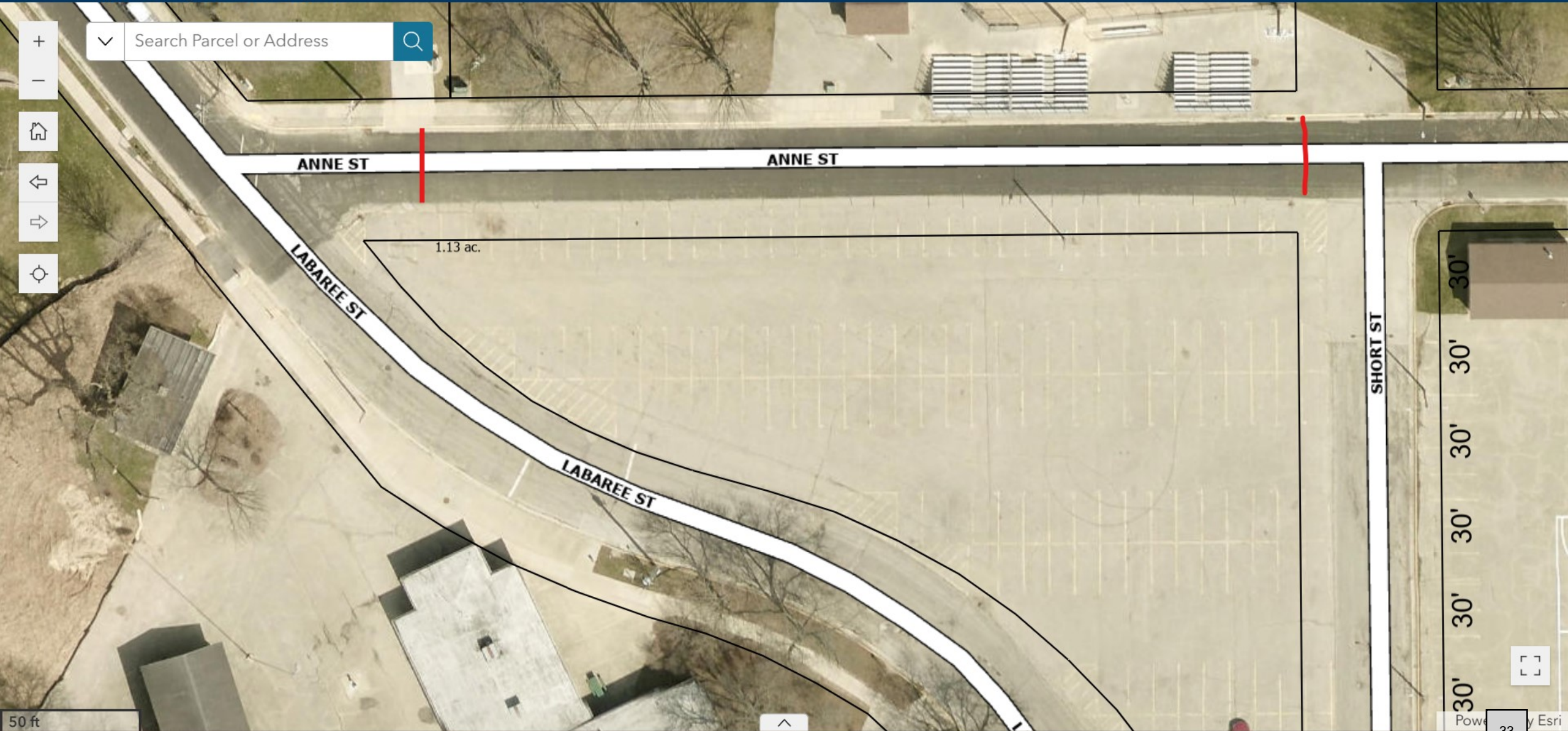




**THE CITY OF WATERTOWN**  
Opportunity runs through it.  
**Watertown Public GIS Viewer**



Search Parcel or Address





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

---

May 1, 2025

TO: Members of the Public Safety & Welfare Committee

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

Memorial Day Celebration from the Watertown Veterans Council to be held on May 26, 2025.

There are no estimated extraordinary charges from any city departments – this is in celebration of a federal holiday.

Respectfully Submitted,

Megan Dunneisen, City Clerk





# SPECIAL EVENT PERMIT APPLICATION

## RECEIVED

New Event ☒ Repeat Event ☐ Date Received: MAR 25 2025 Date of Event: 5-26-2025 Fee Amount: n/a

### APPLICANT INFORMATION:

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

Kirk Grill Watertown Veterans Council

Address: Street, City, State, Zip

Phone: 920-285-9214

Email: Kirk.Grill@yahoo.com

Website:

☒ Non-profit Group  
Watertown Veterans Council

☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

501(c)3, if applicable (include photocopy)

Is this the applicant's 1<sup>st</sup> 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: City Memorial Day Program Event Date(s): 5-26-2025

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

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: Veterans Park

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 Park + Rec setting up mock graves

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: Memorial Day

Event start/end time: 8am - noon

Event set up/take down times: 8am - noon

Total Attendance: # 800

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

Vendors? Yes ☐ No ☒

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

CITY Memorial Day Program for ALL to come and honor our fallen veterans at Veterans Park.

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 Kirk D Grill

Address: Street, City, State, Zip

Phone: 920-285-9214

Email: Kirk.Grill@yahoo.com

### OFFICE USE ONLY:

APPROVED ON:

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.

Name of Applicant: KIRK D GRILL Signature:  Date: 3-25-2025

### 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: 3-25-2025

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

City Clerk 106 Jones Street

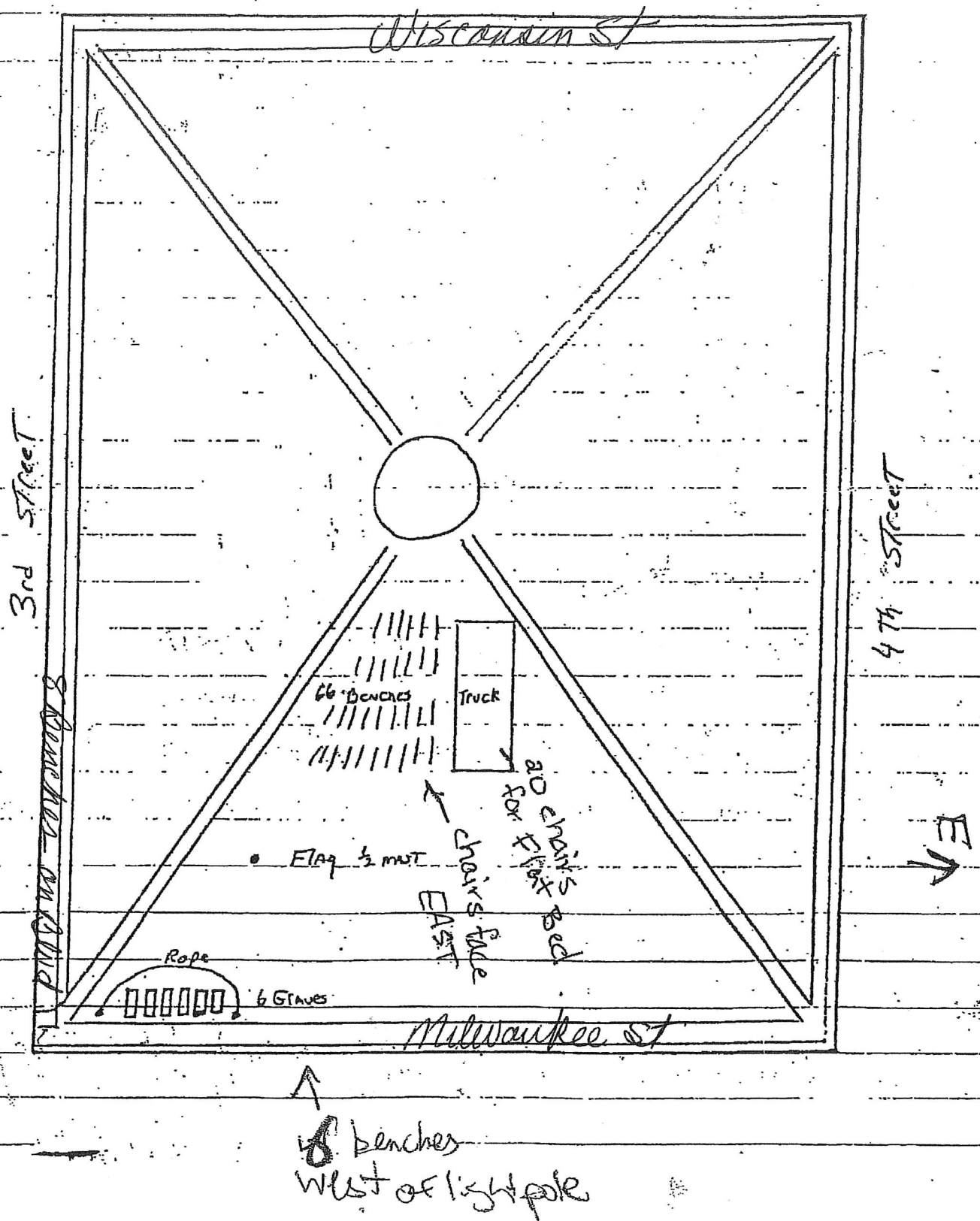
PO Box 477

Watertown, WI 53094

Questions: 920-262-4010 or email [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov)

N

Memorial Park





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

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May 1, 2025

TO: Members of the Public Safety & Welfare Committee

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

4<sup>th</sup> of July Parade from the Watertown Parade Committee to be held on July 4, 2025.

There are no estimated extraordinary charges from any city departments. This is a city sponsored parade in celebration of a federal holiday.

Respectfully Submitted,

Megan Dunneisen, City Clerk

MAR 17 2025

New Event ☐ Repeat Event ☒ Date Received: 03-17-2025 Date of Event: 07-04-25 Fee Amount: Wa

**APPLICANT INFORMATION:**

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

Parade Committee (4th. of July Parade)

Address: Street, City, State, Zip

Phone: 920-342-0770

Email: john.wanke@charter.net watertownparades.com

Website:

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

Nonprofit Tax-Exempt Number

501(c)3, if applicable (include photocopy)

Is this the applicant's 1<sup>st</sup> 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: 4th. of July Parade

Event Date(s): July 4, 2025 10:00A.M.

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

see attached map

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 Road Closures

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: 4th. of July Holiday

Event start/end time: 10:00A.M. - 12:30PM Event set up/take down times: 8:00 - 1:00

Total Attendance: # 5,000 Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☒ No ☐

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

Floats, Bands, Clowns, etc. To entertain people on July 4th.

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 John J. Wanke

Address: Street, City, State, Zip

Phone:

Email:

920-342-0770 john.wanke@charter.net

**OFFICE USE ONLY:**

APPROVED ON:

PERMIT #

**(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 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: John J. Wanke Signature: John J. Wanke Date: 3-17-25

## **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: John J. Wanke Date: 3-17-25

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

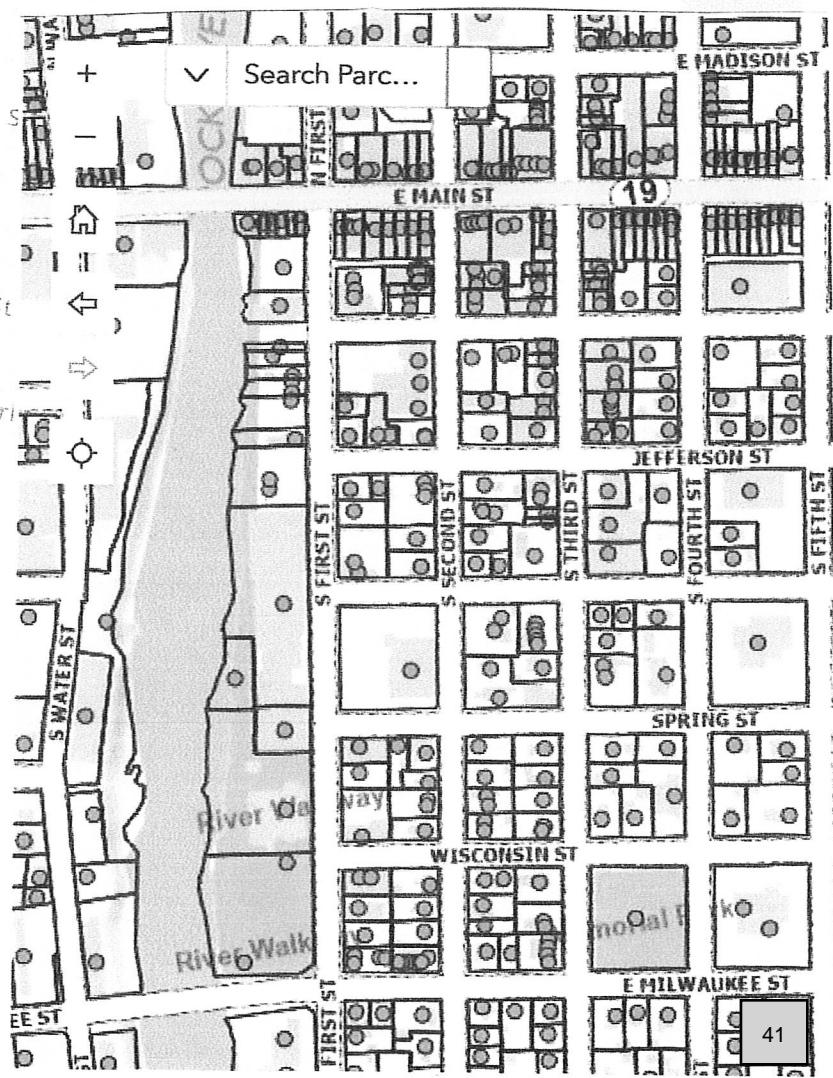
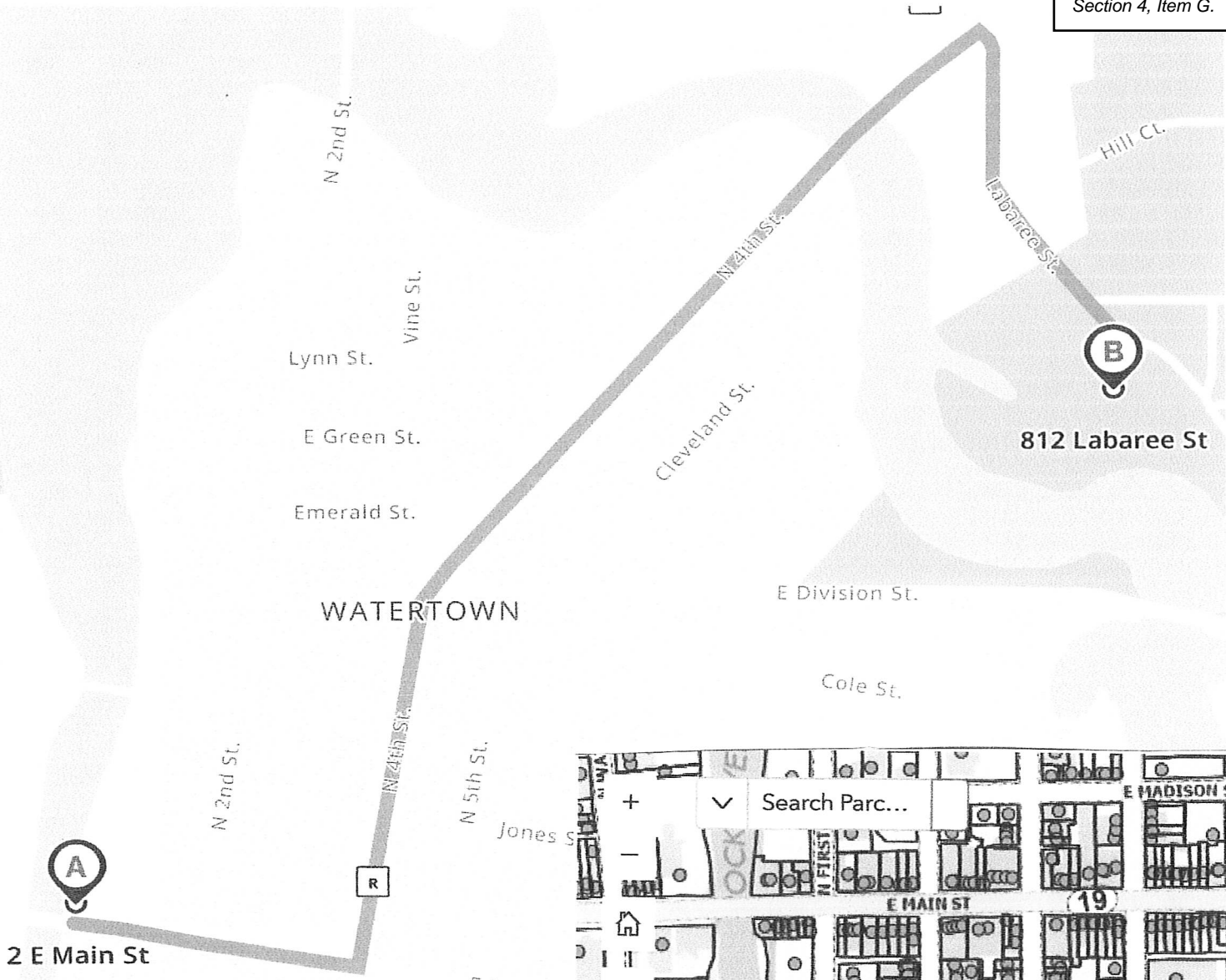
City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

Questions: 920-262-4010 or email [cityclerk@watertownwi.gov](mailto:cityclerk@watertownwi.gov)

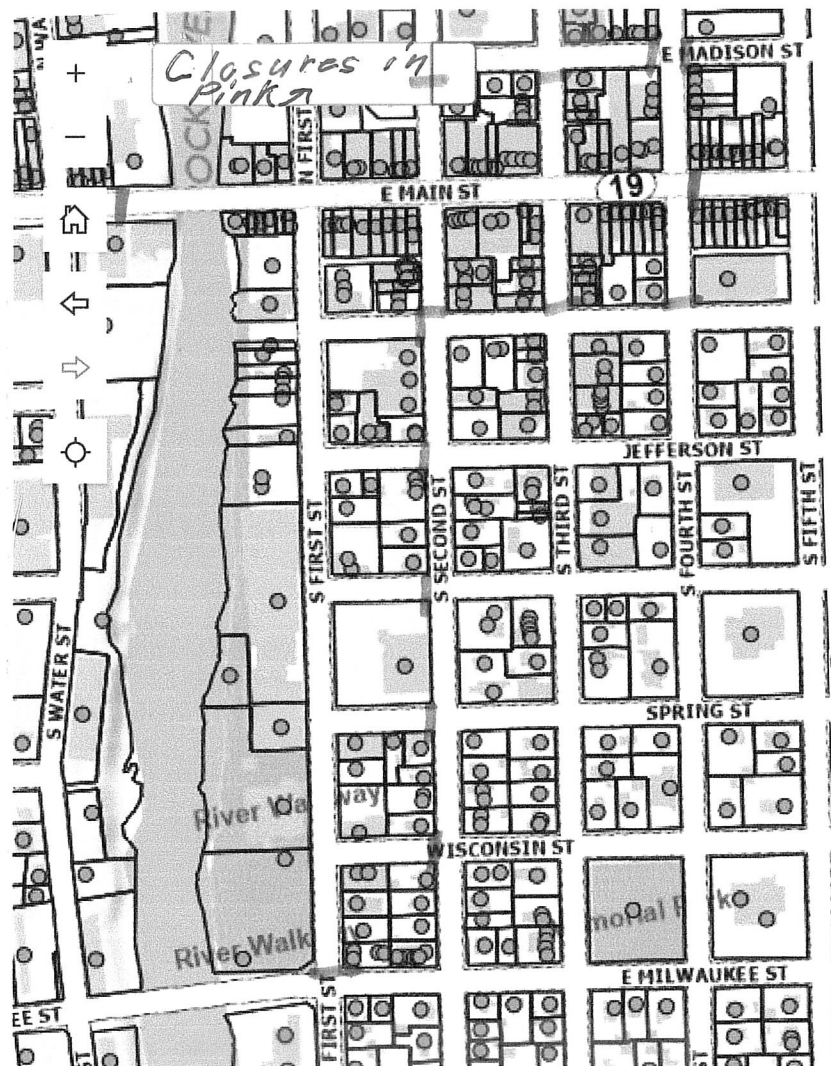




Parade

Line up on South  
1st Street and  
side Streets. From  
Main St. to Milwaukee  
Street. Parade starts  
at 1st. & Main, to  
4th. Street. Turn on  
Labaree St. End at  
Riverside Park. Also  
line up on 1st. block  
of North 1st. street  
Thank you,







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

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May 1, 2025

TO: Members of the Public Safety & Welfare Committee

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

Koine Christian Concert from St. Luke's Lutheran Church to be held on August 16, 2025, at Bentzin Family Town Square.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



## SPECIAL EVENT PERMIT APPLICATION

RECEIVED

 New Event ☐ Repeat Event ☒ Date Received: APR 04 2025 Date of Event: 8/16/25 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)

Timothy James Redfield St. Luke's Lutheran Church

Address: Street, City, State, Zip

201 Clark St Watertown, WI, 53098

Date of Birth:

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

Phone:

715-891-1735

Email:

pastorredfield@gmail.com

Website:

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

Nonprofit Tax-Exempt Number

008-0000260910-04

501(c)3, if applicable (include photocopy)

Name Lutheran Church

Is this the applicant's 1<sup>st</sup> 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: Kaine Christian ConcertEvent Location: MAP IS REQUIRED. DO YOU HAVE IT INCLUDED? Yes ☐ No ☐Address: Bentzen Family Town SquareIs 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: noEvent Date(s): August 16, 2025

(List each date of multi-day event)

Event Time:

Start Time 5:00End Time 7:30

Set Up/Take Down:

Set Up Begins 1:00Take Down Ends 8:30

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.)

A Christian Concert at Bentzen Family Town Square. Anyone can attend

## EVENT ORGANIZER – Information for person to contact before, during &amp; after event, if necessary.

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

Timothy James Redfield

Address: Street, City, State, Zip

1514 Lounville Ln, Watertown, WI, 53098

Date of Birth:

Phone:

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

Email:

pastorredfield@gmail.com

## OFFICE USE ONLY

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.

Signature of Applicant: Tim Redfield Date: 3/31/25

Printed Name of Applicant: Tim Redfield

### 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: Tim Redfield Date: 3/31/25

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

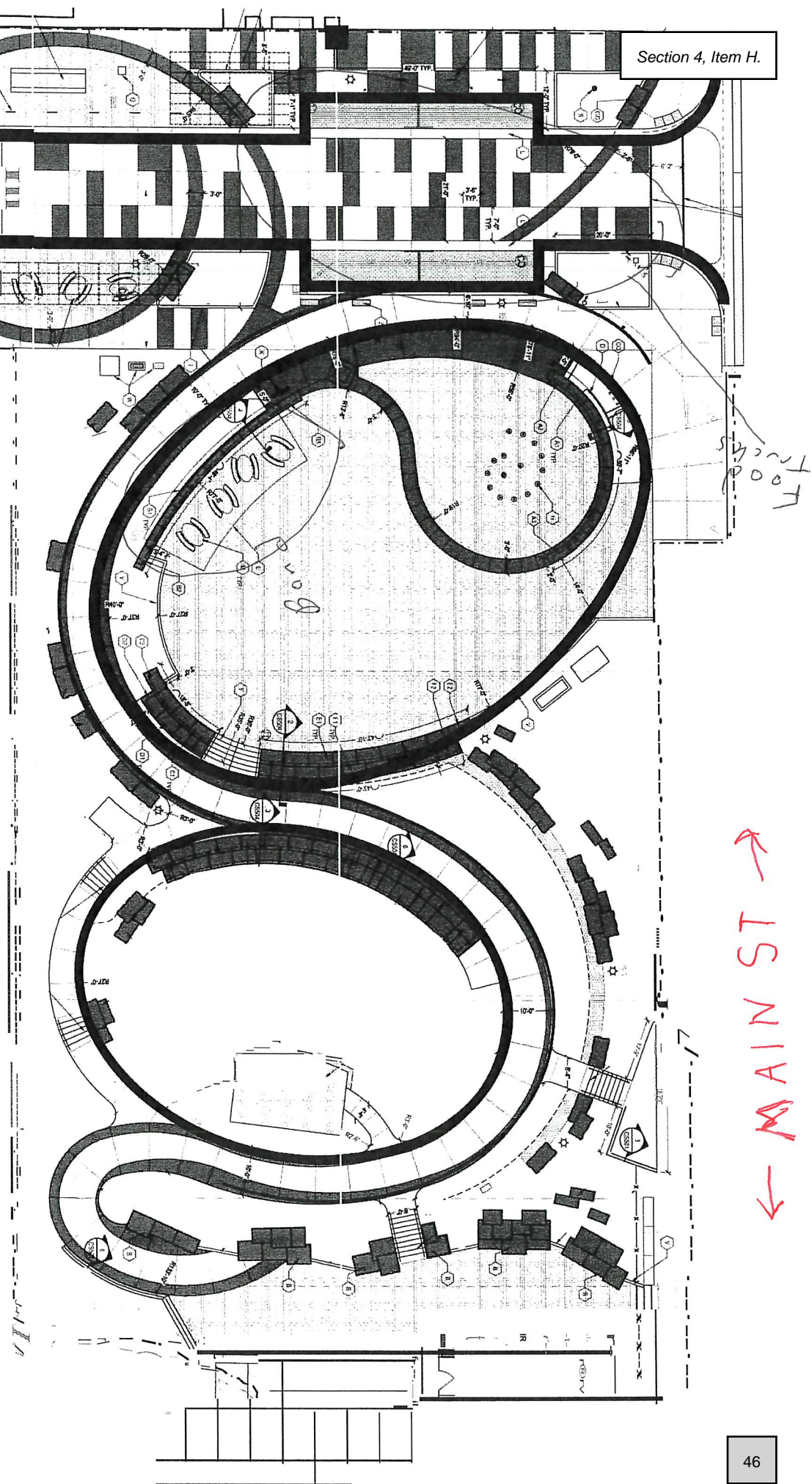
City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

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





← MAIN ST →



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

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May 1, 2025

TO: Members of the Public Safety & Welfare Committee

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

Entertainment Night from St. Mark's Lutheran Church to be held on May 9, 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: 4/4/25 Date of Event: 5/9/2025 Fee Amount: \$50.00
**APPLICANT INFORMATION:**

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

St. Marks Lutheran School

Address: Street, City, State, Zip

706 Jones StreetPhone: (920) 262-8501Email: sm/soffice@sm/swatertown.comWebsite: stmarks.lutheran.org☒ Non-profit Group☐ For Profit☐ Other, please describe:

Nonprofit Tax-Exempt Number

501(c)3, if applicable (include photocopy)

Is this the applicant's 1<sup>st</sup> 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: Entertainment NightEvent Date(s): 5/9/2025

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

706 Jones St.Adjoining StreetsA 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 ☐ It is our propertyIs the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 5:00 pm - 8:00 pmEvent set up/take down times: Same As Start/EndTotal Attendance: # 600Alcohol consumed, sold, or served? Yes ☐ No ☒Vendors? Yes ☐ No ☒Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.) Our school's entertainment night when all children participate in entertaining family and friends.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

Timothy J. Kessulke

Address: Street, City, State, Zip

Phone:

Email:

tim.kessulke@sm/swatertown.com**OFFICE USE ONLY:**

APPROVED ON:

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.

Name of Applicant: Timothy J Kasselke Signature: Timothy J. Kasselke Date: 3/25/25

### 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: Timothy J. Kasselke Date: 3/25/25

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](mailto:cityclerk@watertownwi.gov)

## st mark's watertown

All Local Images Videos More

## St Mark's near Watertown, WI

St Mark's Ev Lutheran Church & School  
Private School, Elementary School · 0.59mi  
706 Jones St · (920) 262-8501

St Mark's Ev Lutheran Church  
Lutheran Church · 0.53mi  
615 Jones St · (920) 262-8500

St Marks Lutheran School  
K-12 · 4.42mi  
N1210 Rich Rd

St John's Lutheran School Wels  
Elementary School, Private School · 0.56mi  
317 N 6th St · (920) 261-3756

Saint Mark's Lutheran Church  
Lutheran Church · 34.91mi  
605 Spruce St · (608) 256-8463

Saint Mark Lutheran Church  
Lutheran Church · 8.79mi  
W3328 CR-0 · (262) 567-8131

St. Mark's Lutheran Church  
Lutheran Church · 13.57mi  
Open  
324 S Sanborn Ave · (920) 674-2370

Saint Mark's Episcopal Church  
Episcopal Church · 18.8mi  
Closed  
700 E Mill St · (920) 885-3536

St. Marks Episcopal Church  
Episcopal Church · 43.78mi  
2 on Yelp  
2618 N Hackett Ave · (414) 962-0500

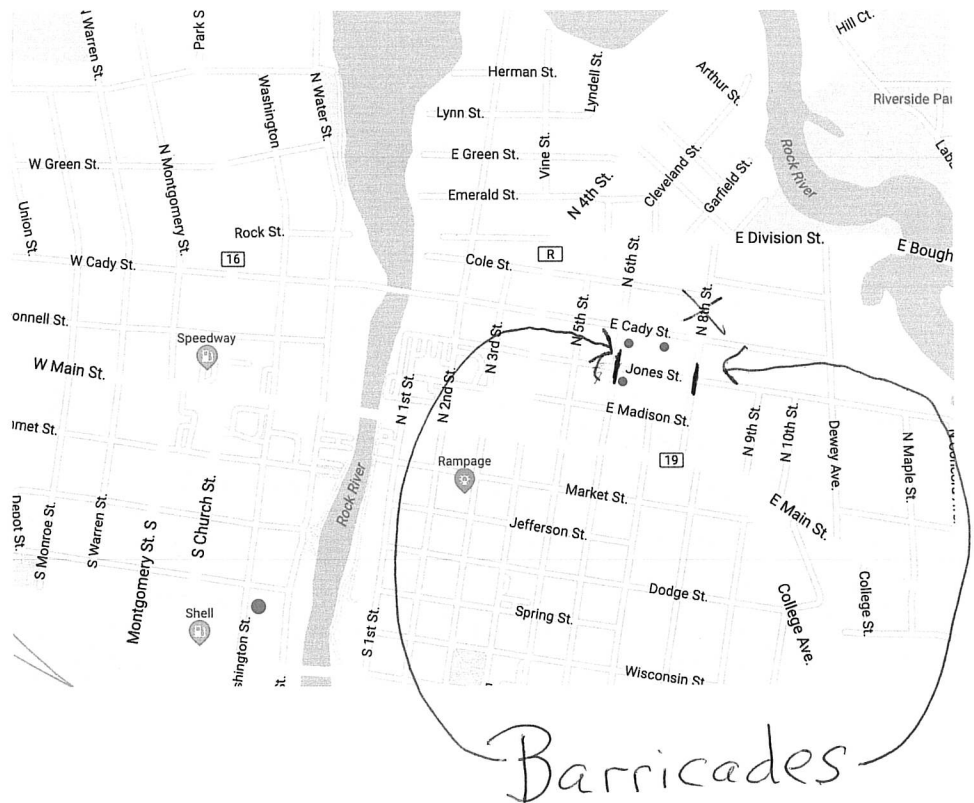
St. Mark Lutheran Church  
Lutheran Church · 36.32mi  
Closed  
2921 Mt Zion Ave · (608) 754-8115

St Mark's Episcopal Church-South  
Milwaukee  
Episcopal Church · 47.46mi  
1 on Yelp  
1314 Rawson Ave · (414) 762-1772

Saint Mark Lutheran Church  
Lutheran Church · 46.5mi  
3515 E Van Norman Ave · (414) 744-5624

Saint Marks Ev Lutheran Church  
Lutheran Church · 27.3mi  
Open  
424 Hyde Park Ave · (262) 547-8213

Saint Paul's Lutheran Church





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

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May 1, 2025

TO: Members of the Public Safety & Welfare Committee

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

Watertown Riverfest Inc for Riverfest to be held on August 7 – August 10, 2025, at Riverside Park.  
Including amendment for proposed designated smoking areas during the event.

Total estimated extraordinary charges for this event are \$53, 678.84.

*Please see estimated extraordinary charges document for details.*

Respectfully Submitted,

Megan Dunneisen, City Clerk





Event: RIVERFEST Permit # 2025-04 Event Date: 08/10/25 8/7/2025-8/10-2025

Extraordinary Service Fees for Special Events  
Estimate of Charges

Payment Due no later than: 07/31/25

SAVED AS OF  
MAY 1 2025

Department	Regular Cost Per Hour	Overtime Cost Per Hour	Flat Fee Cost	Anticipated Qty	Sub Total
POLICE					
Police Chief/ Deputy	\$73.72			16	1,179.52
Police Captain	\$62.15			46	2,858.90
Police Sergeant	\$60.01				-
Police Sergeant		\$90.02		87.25	7,854.25
Police Officer	\$54.76				-
Police Officer		\$82.14		334.25	27,455.30
Auxiliary Officer	\$16.56			256.25	4,243.50
Special Equipment					-
POLICE TOTAL					
					\$ 43,591.46
STREETS					
Street Manager/Supervisor	\$57.72				-
Street General Labor	\$40.18				-
Street General Labor		\$60.27		4	241.08
Solid Waste General Labor	\$37.42			2	74.84
Solid Waste General Labor		\$56.13			-
Placement of Temporary Signs			\$2 per sign	148	296.00
Traffic Cones			\$1 per Cone		-
Class I & II Barricades			\$5 each	65	325.00
Class III Barricades & Signs			\$12 each	21	252.00
Special Equipment-			At Cost	1 ton garb @ \$53.46, Garb truck for 2 hrs @ \$93.30/hr, 1-ton truck for signs 32 hrs @ \$16.48/hr	767.42
STREETS TOTAL					
					\$ 1,956.34
PARK & RECREATION					
Recreation Managers	\$44.60				-
Parks General Full Time	\$39.31			4	157.24
Parks General Full Time		\$58.97			-
Parks General Part Time	\$13.00			53	689.00
Picnic Tables			\$10.00	75	750.00
Banquet Tables			\$10.00	15	150.00
Benches			\$4.00	30	120.00
Trash Cans			\$4.00	100	400.00
Portable Bleachers			\$60.00 per set	2	120.00
Grey Folding Tables			\$15.00	10	150.00
Orange Boards			\$6.00	40	240.00
Screens (Upper Pavilion)			\$10.00	100	1,000.00
Snow Fence Standard			\$10.00	20	200.00
Snow Fence (50ft Roll)			\$20.00	10	200.00
Estimated Supplies				Trash Liner, Paper Towel, Toilet Paper, Hand soap, Grass Seed, Fertilizer, Dirt, Straw, De-greaser, Caution tape, Squeeeter Beater, Flying Insect, Poly Fence Wood Lathe Fence	2,000.00
Excessive Cleaning	\$100.00		2 hr min charge		
Special Equipment					
PARK AND REC TOTAL					
					\$ 6,176.24
FIRE DEPARTMENT					
Fire Chief/Deputy Chief	\$74.95				-
Fire Battalion Chief	\$45.39				-
Fire Battalion Chief		\$68.09			-
Firefighter	\$36.20				-
Firefighter		\$54.30		36	1,954.80
FIRE TOTAL					
					\$ 1,954.80
HEALTH DEPARTMENT					
Health General Labor	\$49.20	\$73.79			-
Health Environmental	\$46.45	\$69.68			-
Health Emergency Prep	\$51.23	\$76.85			-
OTHER PERSONNEL OR CHARGES					
SUBTOTAL OF ESTIMATE					
					53,678.84
15% Admin Fee				Non-Profit Organization? Enter O (yes) or 1 (no):	0
TOTAL OF ESTIMATE					\$ 53,678.84
50% DOWN PAYMENT DUE 07/31/25					\$ 26,839.42



# SPECIAL EVENT PERMIT APPLICATION

08/07/2025-  
 New Event ☒ Repeat Event ☐ Date Received: 01/31/2025 Date of Event: 08/10/2025 Fee Amount: \$50

## APPLICANT INFORMATION:

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

Watertown Riverfest Inc.

Address: Street, City, State, Zip

PO Box 431, Watertown WI, 53098

Phone: 920-248-0656

Email: treasurer@watertownriverfest.com

Website: watertownriverfest.com

☒ Non-profit Group ☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

EIN #92-1799162

501(c)3, if applicable (include photocopy)

Is this the applicant's 1<sup>st</sup> special event application for the calendar year? Yes ☒ No ☐

Wisconsin Seller Permit Number: Sales Tax, if applicable (include photocopy) 456-1031206346-04

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: Watertown Riverfest 2025

Event Date(s): 8/7-8/10/2025 (Setup 8/4-8/6 and 8/11)

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

Riverside Park and Laberee St.

A DETAILED map is required upon submittal of application, is it included? Yes ☒ No ☐

Is the event located in a City Park? Yes ☒ No ☐

MAP: <https://rb.gy/ps8b1p>

If yes, do you have a park reservation? Yes ☒ No ☐ Park name: Riverside Park

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 multiple services

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: 7am-11pm daily (except 6pm Sun) Event set up/take down times: 6am-9pm setup days

Total Attendance: # 30,000

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

Vendors? Yes ☒ No ☐

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

Watertown's large annual community festival – brings about \$3M in economic activity to area annually. Bands, carnival, car show, craft fair, sport tournaments and other attractions are featured. Free to all.

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

14 vendors, mostly food trucks with about 5 "anchor" local food stands. Some carnival food sales.

## MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last Aaron Zimmermann

Address: Street, City, State, Zip

Phone: 920-342-0736

Email: president@watertownriverfest.com

## OFFICE USE ONLY:

APPROVED ON:

PERMIT #



## Indemnification and Hold Harmless

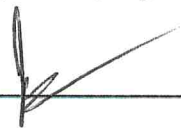
(Read carefully before signing!)

Section 4, Item J.

**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: Jonathan Lampe Signature:  Date: 01/31/2025

### 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: 01/31/2025

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](mailto:cityclerk@watertownwi.gov)



← controlled egress point

Sat - Sun

← daytime service table w/ signage and fencing

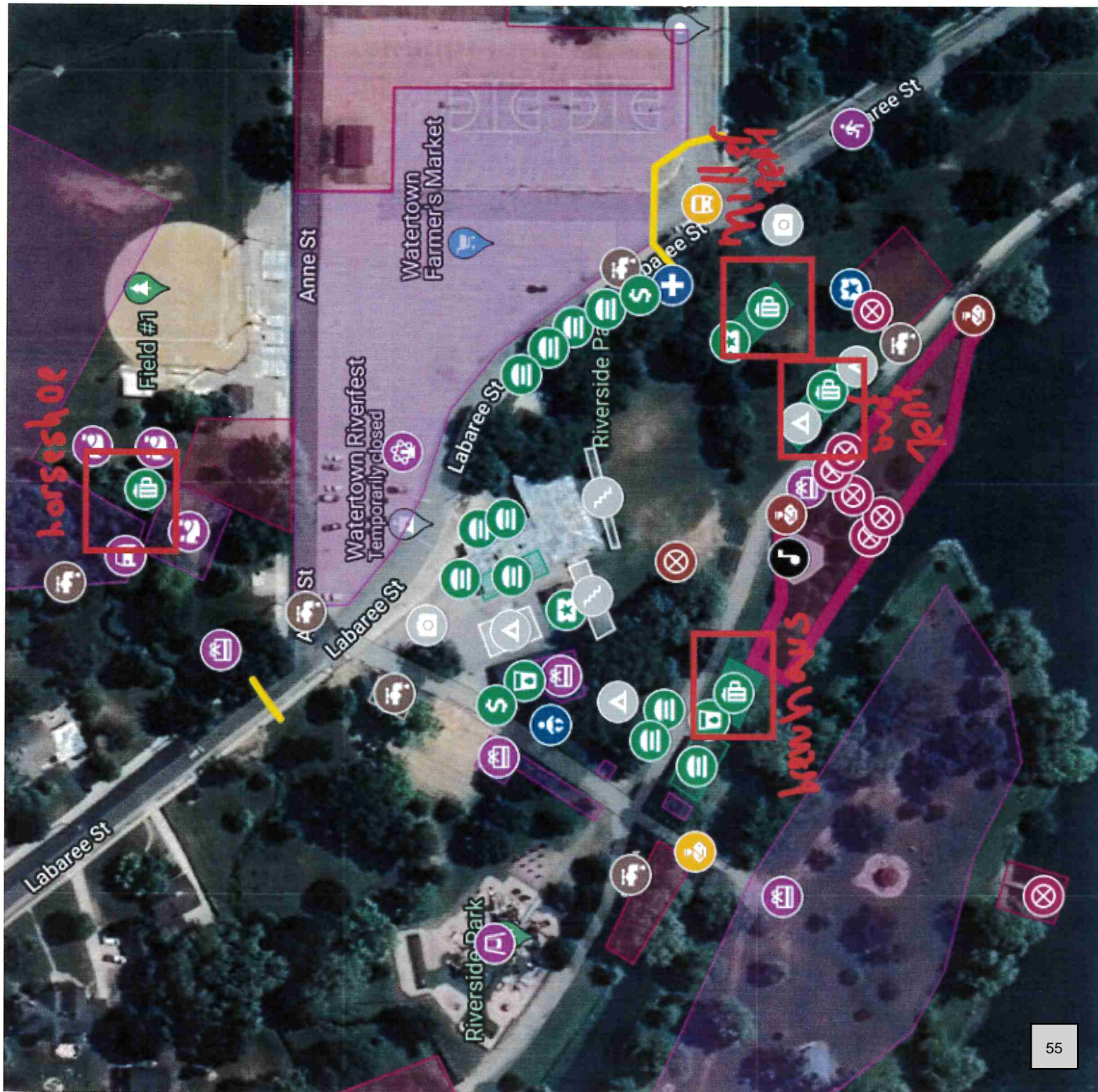
← controlled egress points (Anne and Labaree)

Thu - Sun

commercial tents w/ lights  
fencing, signage, and inlet  
traffic control

← brewhaus  
bud tent  
miller tent

← controlled egress point (Labaree)





**From:** [Riverfest Treasurer](#)  
**To:** [Megan Dunneisen](#)  
**Cc:** [alysetalaga](#); [aaron](#); [Jonathan Lampe](#)  
**Subject:** Riverfest Special Event 2025 Smoking Boundaries  
**Date:** Tuesday, April 29, 2025 6:42:43 PM  
**Attachments:** [1.jpg](#)  
[2.png](#)

Under revised City Ordinance 410-56(A) "Smoking in Prohibited Places" Section A.2.b, Riverfest is amending our special event application to override the "prohibited place" clause and designate our own smoking and non-smoking areas within the special event area. The area we reserve for Riverfest is "all of Riverside Park" so we propose the following smoking permitted and non-smoking areas for Riverfest during the full festival days of Thursday-Sunday (August 7-10, 2025).

PROHIBITED PLACES for Riverfest:

- 1) Within 25 Feet of Chamberland (the playground in Riverside Park)
- 2) Within the Tennis Courts (which is used for the Pickleball Tournament)
- 3) Within the Pool (which is closed during Riverfest)

ALLOWED area would be the rest of Riverside Park.



Google Map: [https://www.google.com/maps/d/viewer?hl=en&mid=1KkZ80zp32WznMxbwwM7YHO\\_IMRa4XHw&ll=43.19862157907362%2C-88.7058810637085&z=16](https://www.google.com/maps/d/viewer?hl=en&mid=1KkZ80zp32WznMxbwwM7YHO_IMRa4XHw&ll=43.19862157907362%2C-88.7058810637085&z=16)

Applicable Ordinance: <https://ecode360.com/WA3515/laws/LF2167557.pdf>

CC: Aaron Zimmermann, President; Alyse Talaga, Secretary

**Jonathan "Jon" Lampe, Treasurer**

**Watertown Riverfest, Inc. - Wisconsin Non-Profit / Federal 501c3 Non-Profit**

[treasurer@watertownriverfest.com](mailto:treasurer@watertownriverfest.com) - 920-248-0656 (cell/text)



[Website](#) - [Facebook](#)