



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, MARCH 04, 2026 AT 5:00 PM

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

Virtual Meeting Info: <https://us06web.zoom.us/join> Meeting ID: 543 850 6085 Passcode: license One tap mobile +16469313860

<https://us06web.zoom.us/j/5438506085?pwd=2BzI5YIFWz8CJhn4zgXM1kDcE0mHoL.1>

All public participants' phones will be muted during the meeting except during the public comment period.

1. CALL TO ORDER

2. RECIEVE COMMENTS FROM THE PUBLIC

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

3. APPROVAL OF MINUTES

A. Public Safety & Welfare minutes from February 4, 2026

4. BUSINESS

A. Review and take possible action: Milford Street Speed Limit Transition and Pedestrian Safety

B. Review and take action: Amendments to massage establishment ordinance

C. Review and take action: Creation of a lift assist ordinance and amendments to the City-sponsored parade and fireworks permit ordinance

D. Review and take action: Special Event - Jig Jog

5. ADJOURN

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at cityclerk@watertownwi.gov phone 920-262-4000

A quorum of any City of Watertown Council, Committee, Board, Commission, or other body, may be present at this meeting for observing and gathering of information only

PUBLIC SAFETY & WELFARE COMMITTEE

February 4, 2026

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> • Dana Davis, Chair • Bob Wetzel • Jonathan Lampe • Myron Moldenhauer 	<ul style="list-style-type: none"> • Police Chief Brower • Andrew Beyer • Nathan Williams 	<ul style="list-style-type: none"> • Melanie • Stefanie Broere • John Katisch • Steve Board • Maureen McBroom • Sandra Budewitz

2. RECEIVE COMMENTS FROM THE PUBLIC

Each individual who would like to address the Committee will be permitted up to three minutes for their comments

- There were no comments from the public.

3. APPROVAL OF MINUTES

A. Minutes from January 7, 2026

- [01.07.2026 Public Safety Minutes.pdf](#) (0.21 MB)

MOTION: Approve the minutes from January 7, 2026 (Moldenhauer/Lampe/Unanimous Approval)

2. BUSINESS

A. Review and take possible action: Municipal parking lot signage

- [MEMO Parking Lot Signage along Main Street.pdf](#) (0.55 MB)

MOTION: Approve the installation of standardized signage at and around municipal parking lots to be completed Spring 2026. (Moldenhauer/Lampe/Unanimous approval)

B. Review and discuss: S. Ninth Street two-way traffic conversion

- [MEMO S Ninth St Conversion Update.pdf](#) (0.56 MB)
- [21-02 Ordinance to repeal a portion of Section 500-5, _One-Way Streets and Alleys_ of Chapter 500 Traffic Code of the City of Watertown.pdf](#) (1.50 MB)

NO ACTION TAKEN

C. Review and take possible action: Main Street Turn Lane Additions and Parking Removals

- [MEMO Main Street Turn Lanes.pdf](#) (0.57 MB)
- [260120_COW Presentation pg16-18.pdf](#) (0.74 MB)

MOTION: The Public Safety approves Option 1, maintaining the existing turn lane configuration of a single left turn lane for eastbound traffic between Third Street and Fourth Street from E. Main Street to N. Fourth Street. (Lampe/Moldenhauer/Unanimous Approval)

D. Review and take action: Special Event - Morning Mixer

- [MEMO MORNING MIXER.pdf](#) (0.05 MB)
- [2026-02 APPLICATION.pdf](#) (1.50 MB)
- [2026-02 MAP.pdf](#) (0.52 MB)

MOTION: Approve the Special Event – Morning Mixer. (Moldenhauer/Lampe/Unanimous Approval)

5.ADJOURN

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

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

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members

From: Nathan R. Williams, Civil Engineer I

Date: February 26, 2026

Subject: Public Safety & Welfare Committee Meeting of March 4, 2026

[Review and take possible action: Milford Street Speed Limit Transition and Pedestrian Safety](#)

Background

The Engineering Division received safety concerns from a resident in the area of Milford Street between Grey Fox Run and South Street. The resident voiced concerns regarding the lack of pedestrian facilities in the area and higher traffic speeds. Their request is for sidewalk to be added between Grey Fox Run and South Street. They would also like to have the speed limit transition from 35 MPH to 25 MPH moved further south, to approximately Grinwald Park.

After evaluation, the area may be suitable for infill sidewalk. Sidewalk requests are typically reviewed at Public Works Commission and will be brought for consideration at an upcoming Commission meeting. No action is needed on this item at this time.

A change to speed limits will require the conduction of a speed study. A speed study involves data collection and analysis consistent with guidance set forth in the Wisconsin Department of Transportation Statewide Speed Management Guidelines. The purpose of a speed study is to align appropriate speed limits with roadway geometry and traffic characteristics. In areas where measured operating speeds differ from the posted limit, a speed study may recommend raising the speed limit to accurately reflect driver behavior and roadway conditions. While no conclusions can be drawn prior to data collection, it is important to note that speed study methodology does not always result in lower posted speed limits and, in some cases, may support maintaining or increasing the existing limit.

Budget Goal

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



MEMO

Financial Impact

The cost of a speed study is approximately 16 hours of Engineering Staff time, utilizing existing Police Department LiDAR equipment.

Recommendation

The Engineering Division recommends maintaining the existing speed limits in this area at this time and continuing to evaluate pedestrian accommodation through the infill sidewalk program. If desired, staff has capacity over the summer months to conduct a speed study consistent with Wisconsin Department of Transportation guidelines. The outcome of a study would be based on observed operating speeds and roadway characteristics and could result in a recommendation to maintain or adjust the existing speed limit.



Andrew Beyer

From: Austin Walczak <walczakaustin@yahoo.com>
Sent: Wednesday, January 7, 2026 4:29 PM
To: Andrew Beyer
Subject: Need for Sidewalk

Good Afternoon,

My name is Austin Walczak and I live at 504 Grey Fox Run. I have a couple of recommendations I'd like to give to the City of Watertown along the topic of sidewalks and speed limits. If this is the incorrect place for this request, please forward this to the correct place.

My main concern is there not being any pedestrian access from Grey Fox Run to South Street. I walk my dogs every other day up to south street on Milford St and then use the sidewalks in the subdivisions to walk in. Without having a sidewalk on Milford St. to connect Grey Fox Run to South St., it forces me to walk on the road which can be very dangerous. There is a bike lane but it is still very dangerous to walk on the side of that road with heavy traffic. We actually had one of our dogs hit by a car on the road by a careless driver on their phone, which veered into the bike lane where we were walking. Luckily the dog is ok. I'd like to see an improvement for a sidewalk or walking path effort made by the city.

Another topic I'd like to discuss is also on that same stretch of road (Milford St CO A). That would be to change the spot at where the speed limit changes from 35 to 25. Right now that spot is at the entrance of Grey fox Run. If it could be pushed out further to say Grinwald Park, that would be a better option. Too many people drive fast in this area and there are people walking on the road or kids playing nearby in the Grey Fox Run Subdivision. I'd like to see an effort from the city to have that speed limit reduced or at least an officer watching peoples speed during evening rush hour.

Please let me know if you have any other questions. Thank you for your time.

Best Regards,

Austin Walczak

**ORDINANCE TO
AMEND CHAPTER 319 HEALTH AND SANITATION ARTICLE V.
PRACTICE OF CERTAIN TRADES AND PROFESSIONS REQUIRING
STATE LICENSING, REGISTRATION OR CREDENTIALS, SECTIONS
319-35, 319-36, AND 319-39 OF THE CITY OF WATERTOWN GENERAL
ORDINANCES**

**SPONSOR: ALD. DANA DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

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

SECTION 1. §319-35. Definitions of the Watertown Code of Ordinances is hereby amended to read as follows:

§ 319-35. Definitions.

The following terms, as used in this article, shall be defined as follows:

~~COMMUNICABLE DISEASE~~

~~Tuberculosis, scabies, lice or any other type of disease which might be reasonably spread by this type of employment.~~

~~MASSAGE~~

~~The manipulation of the soft tissue of the body for therapeutic purposes and may include, but is not limited to, effleurage, petrissage, tapotement, compression, vibration, friction, stroking or kneading, either by hand or with mechanical or electrical apparatus, for the purpose of body massage. This may include the use of oil, salt glows, hot and cold packs or other recognized forms of massage therapy. The term does not include diagnosis or any service or procedure for which a license to practice medicine is required by law.~~

~~MASSAGE ESTABLISHMENT~~

~~A location where the primary or secondary function is to offer massage by a massage therapist.~~

~~MASSAGE ROOM~~

~~The area where the therapeutic massage is practiced.~~

~~MASSAGE THERAPIST~~

~~A person who holds a current and valid license for that purpose from the State Department of Regulation and Licensing under Ch. 460, Wis. Stats., and engages in the practice of massage therapy within the scope of his or her license.~~

~~ON-SITE MASSAGE~~

~~Includes home visits and massage in public buildings. This privilege shall be available only to those massage therapists who hold a current and valid state license as noted above.~~

MASSAGE

Any method of treating external parts of the human body for remedial, relaxation, or therapeutic purposes by rubbing, stroking, kneading, tapping, pounding, vibrating, or other similar methods.

MASSAGE PARLOR/ESTABLISHMENT

Any business that advertises or offers massages for compensation, excluding licensed medical offices and physical therapy practices.

MASSAGE ESTABLISHMENT LICENSE

A license issued by the City of Watertown under the authority of this ordinance, permitting the operation of a business where massage therapy services are offered or provided for compensation.

MASSAGE THERAPIST

An individual licensed by the State of Wisconsin under Wis. Stat. §460.04 to engage in the practice of massage therapy or bodywork therapy.

MASSAGE THERAPIST LICENSE

A valid and active credential issued by the Wisconsin Department of Safety and Professional Services (DPS) pursuant to Wis. Stat. §460.04, authorizing an individual to practice massage therapy or bodywork therapy in the State of Wisconsin.

TABLE SHOWER

A procedure in which a client lies on a table or platform while being sprayed or washed by a massage therapist or employee, often associated with spa-type water massages.

VICHY SHOWER

A system that sprays water over a client while they are lying down and may involve physical contact.

SEXUALLY EXPLICIT ADVERTISING

Any written, visual, or oral communication that: depicts or describes sexual conduct or nudity; suggests, implies, or offers sexual activity, erotic services, or other acts not permitted by Wisconsin law; includes terminology commonly associated with prostitution or escort services, such as “happy ending,” “sensual massage,” “erotic rub,” “sexy staff,” “special services,” or similar terms.

PROSTITUTION

As set forth, and as subsequently amended, in Wis. Stat. §944.30.

SOLICITATION OF PROSTITUTION

As set forth, and as subsequently amended, in Wis. Stat. §944.32.

SECTION 2. §319-36. Massage establishments, massage therapists; regulation of the Watertown Code of Ordinances is hereby amended to read as follows:

§ 319-36. Massage establishments, massage therapists; regulation.

~~No person shall suffer, cause or permit the operation of a massage establishment or operate as a massage therapist or employee, except in strict compliance with this article.~~

- A. License Required.** No person shall operate a massage parlor within the City of Watertown without first obtaining a Massage Establishment License from the City Clerk. All persons providing massages must possess a valid Wisconsin Massage Therapist or Bodywork Therapist license.
- B. Application for Massage Establishment License.** Applicants must submit to the City Clerk a completed application form containing the following information:
1. Legal name and any aliases.
 2. Proof of ownership or leasehold interest in the business premises.
 3. List of all owners, partners, members, or corporate officers.
 4. Copy of a valid State of Wisconsin Massage Establishment license, if applicable.
 5. Background check authorization for each owner/operator.
 6. Non-refundable application fee set by the Common Council.
 7. Floor plan of the premises showing all rooms and uses, and signs.
- C. Conditions of Operation.** Massage establishments shall:
1. Operate only between the hours of 8:00 AM and 8:00 PM.
 2. Keep the premises clean, sanitary, and well-lit at all times.
 3. Maintain a log of all massage services provided, including client names (or initials) and times, for a period of one year, available for inspection by law enforcement upon lawful request.
 4. Ensure that massage therapists are properly clothed in professional attire and that no nudity or sexually explicit conduct occurs on premises.
 5. Display each massage therapist's state license prominently.
 6. No person shall reside, sleep overnight, or maintain living accommodations at the massage establishment, including but not limited to the use of beds, cots, mattresses, or sleeping bags.
 7. Licensees shall comply with all ordinances related to signs under Chapter 550 of the Code of the City of Watertown.
 8. All external doors to the massage establishment accessible to the public shall remain unlocked during regular business hours when services are being provided, unless the business is closed to the public.
 9. Nothing in this subsection shall prevent the locking of doors during an emergency lockdown situation when necessary for safety.
 10. No advertising, display, or promotion of sexually explicit conduct, acts, or services shall be permitted at the establishment.
 11. The use of table showers, Vichy showers, or similar equipment that involves bathing or washing of clients by employees is strictly prohibited within the massage establishment.
- D. Prohibited Acts.** No massage establishment or therapist shall:
1. Allow, offer, or engage in sexual activity or conduct of a sexual nature on the premises.
 2. Employ anyone as a massage therapist who does not possess a valid state license.
 3. Operate as a front for prostitution, human trafficking, or other illegal activities, including, but not limited to violations of Wis. Stat. §944.30 – §944.36.

E. Duty to Report Solicitation of Prostitution.

1. Any massage therapist, employee, or license holder of a massage establishment who is directly solicited for prostitution by a client or other individual on the premises shall immediately report the incident to the Watertown Police Department or other law enforcement agency.
2. Reports may be made verbally or in writing and must include, to the extent known:
 - i. The date and time of the incident;
 - ii. A description of the individual making the solicitation;
 - iii. Any identifying information (e.g., name, phone number, license plate, appointment record); and
 - iv. A description of the conduct that constituted the solicitation.
3. Nothing in this Section shall require a massage therapist or employee to notify an employer or supervisor before making the report.
4. Failure by a licensed massage therapist or employee to report a known act of solicitation may result in penalties under Sections 319-36(H) and 319-39 of the Code of the City of Watertown.

F. Inspections. Any law enforcement officer, health department inspectors, and/or duly authorized officials may conduct reasonable inspections of licensed massage establishments during operating hours to ensure compliance with this ordinance. It is unlawful for any licensee, employee, or agent to refuse, hinder, or interfere with any lawful inspection authorized by this section.

G. Reporting of Violations to State Authorities. The Police Chief or designee will report any of the following to the Wisconsin Department of Safety and Professional Services (DSPS):

1. Any violation by a licensed massage therapist involving illegal sexual activity, controlled substances, fraud, or violations of professional licensing standards;
2. Any conviction of a massage therapist for a felony or misdemeanor related to their practice;
3. Any finding that a therapist has engaged in unlicensed practice of massage therapy or bodywork therapy

H. License Suspension and Revocation.

1. The City of Watertown may suspend or revoke any Massage Establishment License for any of the following:
 - i. Violation of any provision of this ordinance or state law regulating massage establishments.
 - ii. Conviction of any owner, manager, or employee for a crime involving prostitution, human trafficking, sexual misconduct, or controlled substances.
 - iii. Refusal to allow a lawful inspection.
 - iv. Three or more ordinance violations occurring within a twelve (12) month period.
2. Before suspension or revocation, the licensee shall be entitled to a hearing before the Licensing Board or its designated hearing officer.
3. Written notice stating the grounds for suspension or revocation and the time and place of the hearing shall be served at least ten (10) days prior to the hearing.
4. The licensee may appear at the hearing with or without legal counsel, present evidence, and cross-examine witnesses.

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- 5. The Licensing Board may suspend the license for a period not to exceed ninety (90) days or revoke the license entirely.

I. License Renewal

- 1. All Massage Establishment Licenses issued under this ordinance shall expire on December 31 of each year, regardless of the date of issuance.
- 2. Licensees seeking renewal must submit a renewal application to the City Clerk no later than November 30 of each year, which shall include:
 - i. Updated ownership and operator information.
 - ii. Proof of continued compliance with applicable state licensing requirements.
 - iii. Certification that all massage therapists employed hold valid Wisconsin licenses.
 - iv. Authorization for updated background checks on owners and operators.
 - v. Payment of a renewal fee as set by the Common Council.
- 3. Grounds for Denial of Renewal. Renewal may be denied for:
 - i. Failure to comply with the requirements of this ordinance.
 - ii. Outstanding fines, forfeitures, or unpaid taxes owed to the City of Watertown.
 - iii. Pending or prior disciplinary action against the massage establishment or its employees.
 - iv. A material misstatement or omission on the renewal application.
- 4. If the City Clerk intends to deny renewal, the licensee shall be entitled to a hearing before the Common Council or designated hearing officer, following the same notice and hearing procedures described in Section 319-36(H) of the Code of the City of Watertown.

J. Appeal. Any applicant who has been denied a permit under this article or has been granted a permit which has been suspended or revoked by the Licensing Board may seek review of the decision by the Common Council by filing a request for review of the denial with the City Clerk within thirty (30) days of the Licensing Board’s decision. Any applicant can seek a judicial review of the denial in the form of certiorari review to the Jefferson or Dodge County Circuit Court within thirty (30) days of the Common Council's decision.

SECTION 3. §319-39 Advertising and the allowing of state-regulable activities requiring licensing, registration or credentials of the Watertown Code of Ordinances is hereby repealed.

~~§ 319-39 Advertising and the allowing of state-regulable activities requiring licensing, registration or credentials.~~

~~A.—No person who is required to hold a license, certificate of registration or other credential pursuant to Chs. 440 through 480, Wis. Stats., shall practice that profession within the corporate limits of the City of Watertown unless that person holds a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~

~~B.—No person who is required to hold a license, certificate of registration or other credential pursuant to Chs. 440 through 480, Wis. Stats., shall advertise the availability of services to be performed within the corporate limits of the City of Watertown unless they hold a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~

C. ~~No business whose employees, independent contractors or similarly interested associates or affiliates are required to hold a license, certificate of registration or other credential pursuant to Chs. 440 through 480, Wis. Stats., shall allow such employees, independent contractors or similarly interested associates or affiliates to practice that profession within the corporate limits of the City of Watertown unless the employee, independent contractor or similarly interested associate or affiliate holds a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~

D. ~~No business whose employees, independent contractors or similarly interested associates or affiliates are required to hold a license, certificate of registration or other credential pursuant to Chs. 440 through 480, Wis. Stats., shall advertise the availability of services to be performed within the corporate limits of the City of Watertown unless the employees, independent contractors or similarly interested associates or affiliates of the business hold a valid, unexpired license, certificate of registration or credential issued by the State of Wisconsin.~~

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	<i>First meeting date</i>		<i>Second meeting date</i>	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
BARTZ				
BLANKE				
SMITH				
ARNETT				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED Type second meeting date

CITY CLERK

APPROVED Type second meeting date

MAYOR



David Brower, Chief of Police

Date: 02/24/26

To: Public Safety and Welfare Committee Members

From: Chief Dave Brower

Subject: Massage Parlor Ordinance

Public Safety and Welfare Committee Members,

We are bringing to you for consideration the attached ordinance intended to better regulate Massage Businesses within Watertown, primarily because of the proliferation of sexual services offered at less-than-legitimate massage businesses, tantamount to prostitution and human trafficking.

We do not wish to be onerous to legitimate massage businesses that engage in legitimate healing and medical efforts. Rather, we intend to be a help to them by preventing and prohibiting and penalizing those not-legitimate businesses that engage in illegal sexual activity under the guise of legitimate business.

Current ordinances regarding massage businesses are outdated in addressing this issue because of changes to state law pertaining to license enforcement. While we continue to be able to address some of these issues with current laws that prohibit prostitution, we can only penalize certain law-breakers in those instances, and cannot readily affect the business itself or the owners. This ordinance will allow penalties to apply to both the individuals who commit the illegal sexual acts, and also the people who finance and run the business in an illegal way.

This ordinance was requested by our Investigations Unit, and much of the work was done by Det. Kathy Riedl, for which I am grateful.

Our City Attorney, Ali Panagopoulos, has spent much time on this ordinance, and we thank her for her expertise.

Dave Brower
Police Chief
Watertown, WI

**ORDINANCE TO
CREATE SECTION 80-8 AND AMEND SECTIONS 410-13(F)(2) AND
428-9(D) OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

**SPONSOR: ALD. DANA DAVIS
FROM: PUBLIC SAFETY & WELFARE COMMITTEE**

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

SECTION 1. §80-8 Lift assist services of the Watertown Code of Ordinances is hereby created to read as follows:

§ 80-8 Lift assist services.

A. Purpose. The purpose of this ordinance is to define the scope of "Lift Assist" services provided by the Watertown Fire Department or mutual aid agencies and to differentiate these services from requests for Emergency Medical Services (EMS).

B. Definitions.

"Lift Assist" – A service provided by the Watertown Fire Department personnel or personnel from a mutual aid agency or that involves physically assisting or repositioning individuals who have not sustained any injuries or acute medical conditions requiring immediate medical evaluation, treatment or transportation to a medical facility.

"Emergency Medical Services (EMS)" – Services provided by licensed emergency medical professionals in response to acute injuries, illnesses, or medical conditions requiring immediate evaluation, care, and/or transportation to a medical facility.

"Care Facility" – Any licensed nursing home, assisted living facility, community-based residential facility, group home, or similar establishment that provides residential care or assistance services.

C. Lift Assist Service Provisions.

(1) Lift assists shall be provided only to individuals who, upon Watertown Fire Department or mutual aid agency, personnel assessment, clearly demonstrate no injury or acute medical condition requiring emergency medical services.

(2) Watertown Fire Department personnel or mutual aid personnel shall conduct a brief assessment, consistent with standards established by the Wisconsin Department of Health Services, the Federal Centers for Medicare and Medicaid Services (CMS), and applicable federal, state, and local regulations, to determine whether the situation constitutes a lift assist or an emergency medical incident.

(3) If Watertown Fire Department personnel or mutual aid agency personnel determine during their assessment that medical evaluation, treatment, or transport is necessary, the incident shall be classified as an EMS response, and appropriate medical procedures and protocols shall be initiated.

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- (4) The City of Watertown may impose a fee for lift assist services provided by the Watertown Fire Department. The Common Council of the City of Watertown shall establish, review, and adjust fees annually.
- (5) If an individual receiving lift assist services resides in a defined care facility, as outlined in this ordinance, the care facility will be responsible for the fee charged for the lift assist service.
- (6) If an individual receiving lift assist services does not reside in a defined care facility, no fee shall be assessed until the third lift assist within a rolling 12-month period.

SECTION 2. §410-13(F)(2) Sale and discharge of fireworks of the Watertown Code of Ordinances is hereby amended to read as follows:

§ 410-13 Other dangerous practices.

F. Sale and discharge of fireworks.

(2) Permits for use of fireworks. Permits for the possession and use of fireworks may be granted by the ~~Mayor~~ Fire Chief or designee pursuant to § 167.10(3), Wis. Stats., for specified occasions at a fee as set by the Common Council and provided under separate fee schedule for each permit. ~~The Mayor may require an indemnity bond of not more than \$50,000 from each person to whom a permit is issued.~~ Each applicant for a fireworks permit under this Section shall provide to the City, prior to issuance of the fireworks permit, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate must provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance must be written in comprehensive form and must protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance must provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate.

SECTION 3. §428-9(D) City sponsored parades of the Watertown Code of Ordinances is hereby amended to read as follows:

- D. Insurance coverage. ~~The City will provide insurance coverage for all City sponsored parades, provided the parade organizers comply with all requirements from City departments.~~ Each applicant for a City sponsored parade will provide to the City, no later than 10 days prior to the parade, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate must provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance must be written in comprehensive form and must protect the applicant and City against claims arising from injuries to members of the public or damage

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to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance must provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate and must list the City as an additional insured.

SECTION 4. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

SECTION 5. This ordinance shall take effect and be in force the day after its passage and publication.

DATE:	<i>First meeting date</i>		<i>Second meeting date</i>	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
BARTZ				
BLANKE				
SMITH				
ARNETT				
WETZEL				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED Type second meeting date

CITY CLERK

APPROVED Type second meeting date

MAYOR



MEMO

To: Public Safety & Welfare Committee
From: City Attorney's Office
Date: February 26, 2026
Subject: Revisions to Section 428-9(D) of the Watertown City Code
Insurance Coverage for City Sponsored Parades

Background

Section 428-9(D) of the Watertown Municipal Code currently states that the City will provide insurance coverage for all City sponsored parades, specifically the Fourth of July Parade, Watertown Parade of Lights, and the WUSD Homecoming Parade.

The City's insurance carrier has never and will not provide insurance coverage for these types of events. As a result, the existing language in Section 428-9(D) is not accurate. Because the City is unable to insure these events under its policy, the ordinance must be updated. Continuing to list City sponsored parade insurance as a municipal responsibility creates both legal and financial exposure for the City.

Summary of Proposed Changes

The proposed revision requires City-sponsored parades to obtain insurance mirroring the requirements of other Special Events under Section 428-7(H) of the Watertown City Code.

Parade organizers will need to:

- Provide the City Clerk with a certificate of insurance no later than 10 days before the event; and,
- The policy must provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate and must list the City as an additional insured.

Recommendation

Given that the City's insurance carrier will not insure the above-referenced parade events, revisions to Section 428-9(D) are necessary and appropriate. City staff recommends approval of these ordinance revisions.



MEMO

To: Public Safety & Welfare Committee
From: Fire Chief Tanya Reynen
Date: February 26, 2026
Subject: Addition of §80-8 and Revisions to Section §410-13(F)(2) of the Watertown City Code

Background

The Fire Department is requesting approval of the attached ordinance to formally establish a Lift Assist section within City Code and to amend provisions related to fireworks permitting and insurance requirements for City-sponsored parades.

In 2025, the Watertown Fire Department responded to 295 lift assist calls. These calls require the dispatch of an engine company and personnel, often removing a fully staffed suppression unit from service for non-injury, non-medical incidents. While we remain committed to assisting residents in times of need, the current structure allows repeat utilization of the Fire Department as a primary care resource, particularly by licensed care facilities. Health care facilities are regulated entities with staffing and liability responsibilities of their own. The Fire Department should not function as an extension of routine facility staffing models or absorb liability that appropriately belongs to those facilities.

The proposed ordinance defines lift assists, differentiates them from EMS responses, and establishes a reasonable fee structure. It maintains a compassionate approach for residents living independently by allowing two lift assists within a rolling 12-month period before a fee is assessed, while holding defined care facilities responsible for lift assist fees. Similar ordinances have been implemented in other Wisconsin communities to protect emergency response capacity and ensure appropriate allocation of public safety resources.

The ordinance amendments also clarify that fireworks permitting authority rests with the Fire Chief or designee, consistent with state statute. With the City's recent investment in a Deputy Chief Fire Marshal position, the Fire Department has the expertise to oversee fireworks permitting, insurance verification, NFPA compliance, and state regulatory standards. Fireworks events present life safety and property risks that require technical review, site evaluation, and operational planning. Centralizing this authority within the Fire Department ensures consistency, accountability, and regulatory compliance.

Summary of Proposed Changes

As reflected in the attached tracked ordinance document

- Creation of §80-8 establishing definitions, assessment standards, and a fee structure for lift assist services, including responsibility provisions for defined care facilities.
- Amendment to §410-13(F)(2) clarifying fireworks permit approval authority and insurance requirements.

Recommendation

The Fire Department recommends approval of the proposed ordinance as presented. The changes have been reviewed with City Legal and are supported by the Fire Department. Adoption will protect emergency response capacity, ensure equitable responsibility for non-emergent lift assist usage, and strengthen oversight of fireworks and event-related life safety compliance within the City of Watertown.



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

February 27, 2026

TO: Members of the Public Safety & Welfare Committee

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

Jig Jog from the Education Foundation to be held on March 14, 2026.

Estimated extraordinary charges from city departments include- Streets Total \$426.72 - For general labor, sign placement, traffic cones and barricades. Police total \$345.29 - For Police Sergeant, Police Officers and Auxiliary Officers. Park and Rec Total \$392.94 – For general labor and a full set meridian.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event Repeat Event Date Received: 1/12/2026 Date of Event: 3/14/2026 Fee Amount: \$50.00

APPLICANT INFORMATION:		
Name of person, entity, or organization holding the special event: <u>Educational Foundation of Watertown</u>		
Address: Street, City, State, Zip <u>PO Box 243 Watertown, WI 53094</u>		
Phone: <u>920-248-1897</u>	Email: <u>watertownjigjog@gmail.com</u>	Website: <u>www.watertownjigjog.com</u>
<input checked="" type="checkbox"/> Non-profit Group	<input type="checkbox"/> For Profit	<input type="checkbox"/> Other, please describe:
		Nonprofit Tax-Exempt Number <u>39-1942709</u> <small>501(c)3, if applicable (include photocopy)</small>
Is this the applicant's 1 st special event application for the calendar year? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Wisconsin Seller Permit Number: <i>Sales Tax, if applicable (include photocopy)</i> 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 <input type="checkbox"/>		
EVENT INFORMATION:		
Event Name: <u>Watertown Jig Jog</u>	Event Date(s): <u>3/14/26</u>	
Event Location Address include parking locations and streets to be used if applicable: <u>Watertown Public Library 100 S. Water St.</u>		
A DETAILED map is required upon submittal of application, is it included? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Is the event located in a City Park? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, do you have a park reservation? Yes <input type="checkbox"/> No <input type="checkbox"/> Park name: _____		
Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>		
Will you need City Services for your event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> for <u>Traffic Control Barricades</u>		
Is the event on private property? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, do you have written permission? Yes <input type="checkbox"/> No <input type="checkbox"/>		
Is the event a city sponsored parade or celebrating a Federal Holiday? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>		
If yes, please explain:		
Event start/end time: <u>9:30-11:30 am</u>	Event set up/take down times: <u>7am-Noon</u>	
Total Attendance: # <u>550</u>	Alcohol consumed, sold, or served? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Vendors? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.) <u>13th Annual 5K Run/walk to help public + private schools through the Ed. Foundation of Watertown. All ages welcome. Last year raised \$25,000.</u>		
Will your event be selling food? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> 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 <u>Jeffrey Allen</u>		
Address: Street, City, State, Zip <u>146 Pinnacle Dr. Lake Mills, WI 53551</u>	Phone: <u>920-248-1897</u>	Email: <u>jettallen@charter.net</u>
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: Jeffrey Allen Signature: Jeffrey Allen Date: 1/12/24

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: Jeffrey Allen Date: 1/12/24

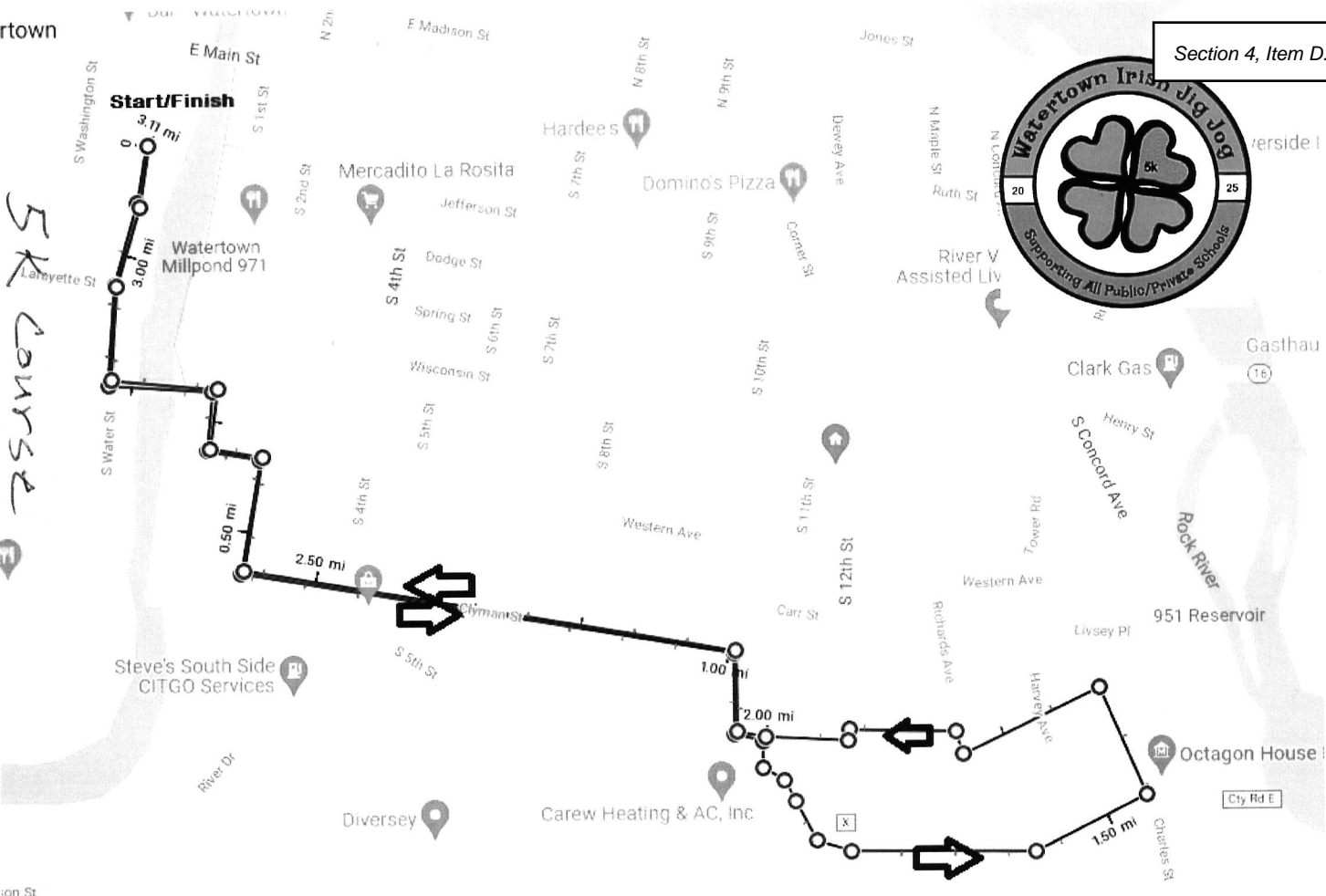
Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

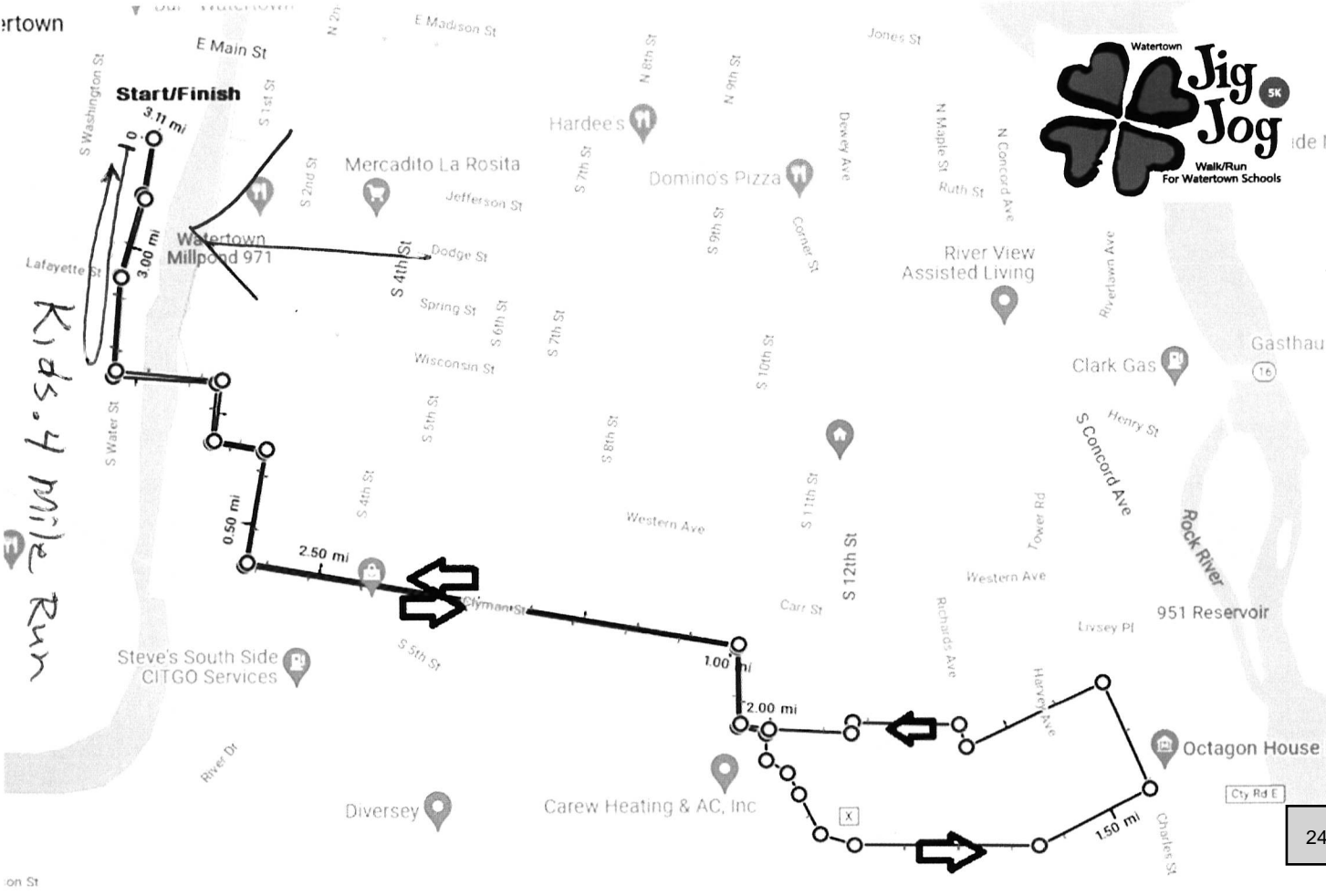
PO Box 477

Watertown, WI 53094

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



5K Course



Kids 4 Mile Run