



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, MAY 06, 2026 AT 5:00 PM

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

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 April 1, 2026

4. BUSINESS

A. Review and take action: 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

B. Review and take possible action: Bus parking near the intersection of Richards Avenue and Thomas Avenue (Washington Park)

C. Review and take action: Amend Section 428-7(A) (Special Event Definitions)) and 428-7(C) (Special Event Exemptions)

D. Review and take action: Special Event - Entertainment Night St Marks

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

F. Review and take action: Special Event - Vietnam Wall Dedication

G. Review and take action: Special Event - Share the Love

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

April 1, 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 • Nathan Williams • Stacey Winkleman 	<ul style="list-style-type: none"> • Ian Pilak • John Katisch • Danielle Taylor • Stefanie Broere

2. RECEIVE COMMENTS FROM THE PUBLIC

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

- There were no comments from the public.

3. APPROVAL OF MINUTES

- Public Safety & Welfare minutes from March 4, 2026
- [03.04.2026 Public Safety Minutes.pdf](#) (0.24 MB)

MOTION: Approve the minutes from March 4, 2026 (Wetzel/Moldenhauer/Unanimous Approval)

2. BUSINESS

- A. Review and discuss: Carriage Hill Drive Bump Outs
 - a. [MEMO Carriage Hill Drive Traffic Calming.pdf](#) (0.56 MB)

DISCUSSION: Carriage Hill Drive has been discussed in the Public Safety Committee meetings since September 2023. A resident has concerns about the rate of speed that vehicles drive on the road. Davis reminded the Committee that a speed study was presented in July 2024. That speed study indicated that drivers’ speeds were largely “reasonable and proper” as per the average driver’s perception of roadway conditions.

In August 2024, the committee made two motions.

1. Request the Park, Rec and Forestry Dept. to plant trees strategically on Carriage Hill Drive as a traffic calming method. This has been accomplished.
2. Direct the Engineering Dept. to investigate the location and cost of bump outs to slow traffic on Carriage Hill Drive. The Engineering Dept. is presenting their results tonight.

Nathan Williams presented 6 options.

Mr. Lampe expressed his preference for Concept B because it involves paint and posts rather than concrete.

MOTION: Recommend Concept B design plan for Carriage Hill Dr. to the Public Works Commission for further consideration. (Lampe/Moldenhauer/Unanimous Approval)

- B. Review and discuss: S. Tenth Street Signage and Pavement Marking near Webster School

- a. [MEMO Crossing Request Tenth St and Station St.pdf](#) (0.56 MB)
- b. [S Tenth St and Station St.pdf](#) (1.13 MB)

For discussion only. No action needed.

- C. Review and take action: Request for flashing pedestrian sign at N Church and Cady Street
 - a. [Agenda Item April 1 to Upload.pdf](#) (1.07 MB)

MOTION: Install a “pedestrian crossing sign ahead” between Rock Street and Cady Street. Investigate the possibility of also installing a pedestrian crossing sign on the northeast corner of N. Church and Cady St. for southbound traffic. (Lampe/Moldenhauer/Unanimous approval)

- D. Review and take action: Amend Section 428-7(A) (Special Event Definitions)) and 428-7(C) (Special Event Exemptions)
 - a. [Amend Section 428-7\(A\) \(Special Event Definitions\) \) and 428-7\(C\) \(Special Event Exemptions\).pdf](#) (0.02 MB)

The Committee has several questions about these proposed revisions.

1. Why remove the wording in 1. Under Special Event? This wording seems to be important in describing a premise being used in ways that are beyond its normal use.
2. In 3., the committee questions why “public” has been added.
3. The committee prefers keeping #5. Why do the staff want to remove it?

MOTION: Request the staff to clarify their reasons for wanting to make these adjustments. Table for a future meeting. (Wetzel/Lampe/Unanimous Approval)

- E. Review and take action: 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
 - a. [Massage Parlor Ordinance 03.26.26 edits.pdf](#) (0.03 MB)

DISCUSSION: Davis expressed that she is thankful for the input that was received from a local massage therapy establishment owner and Council members. Davis said that she worked with the Attorney to incorporate all of the ideas that have been received.

Summary of Changes:

- Reference to “parlor” removed from the ordinance.
- Massage Therapy or Bodywork Therapy definition is identical to the language in the state statute.
- Purpose and Authority section added
- Application – The requirements on the application.
- Hours of operation adjusted from 8 a.m. – 8 p.m. to 7 a.m. – 9 p.m.
- Professional dress clarified
- Allowance for a therapist who is alone with a client to lock the outside door.
- Reference to showers removed.

The committee spoke in favor of the ordinance and changes.

Danielle Taylor, owner of a massage establishment, voiced some concerns.

MOTION: Approve the 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. (Moldenhauer/Wetzel/ Unanimous Approval)

- F. Review and take action: Special Event - Whiskey Wine Walk
 - a. [MEMO WHISKEY WINE WALK.pdf](#) (0.05 MB)
 - b. [2026-04 APPLICATION.pdf](#) (1.48 MB)
 - c. [2026-04 MAP.pdf](#) (0.19 MB)

MOTION: Approve Special Event – Whiskey Wine Walk (Lampe/Moldenhauer/Unanimous Approval)

- G. Review and take action: Special Event - 4th of July Parade
 - a. [MEMO 4TH OF JULY PARADE.pdf](#) (0.05 MB)
 - b. [2026-06 APPLICATION Redacted.pdf](#) (1.33 MB)
 - c. [2026-06 MAP.pdf](#) (0.32 MB)

MOTION: Approve Special Event – 4th of July Parade (Wetzel/Davis/Unanimous Approval)

- H. Review and take action: Special Event - Lights and Sirens
 - a. [MEMO LIGHTS AND SIRENS.pdf](#) (0.05 MB)
 - b. [2026-05 APPLICATION.pdf](#) (1.47 MB)
 - c. [2026-05 MAP.pdf](#) (0.25 MB)

MOTION: Approve Special Event – Lights and Sirens (Lampe/Moldenhauer/Unanimous Approval)

- I. Review and take possible action: 10/31 Special Event update for Market Series
 - a. [UPDATED 2026 BFTS SERIERS 10-31.pdf](#) (0.05 MB)

MOTION: Approve the 10/31 Special Event update for Market Series organizer to Main Street Programs (Lampe/Moldenhauer/Unanimous Approval)

5. ADJOURN

Being no further business to discuss, a motion was made by Lampe and seconded by Wetzel to adjourn. Motion was supported unanimously and the meeting adjourned at 6:05 p.m.

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



Legal Memorandum

To: Mayor Stocks; Public Safety and Welfare Committee

From: City Attorney

Date: April 28, 2026

Re: Massage Establishment Ordinance

The Public Safety and Welfare Committee considered the proposed Massage Establishment Ordinance at the April 1, 2026 meeting. Following that meeting, and after reviewing additional public input received afterward, City staff including the Mayor, Police Department, City Attorney’s Office, and City Clerk identified several items that warranted further refinement before advancing the ordinance.

As a result, two updated versions of the ordinance are included in the agenda materials for your review:

1. **Version A – Submitted by Mayor Stocks**

This draft incorporates the administrative and enforcement revisions recommended by City staff (Mayor, Police, City Attorney, City Clerk) after the Committee meeting.

2. **Version B – Submitted by Alderperson Davis**

This draft includes several of the City staff recommended revisions but also proposes alternative language in certain sections after discussions with the Police Department and City Attorney’s Office. It also leaves in language regarding specific insurance requirements, and requirements for licensed massage establishments related to appropriate attire, sexually explicit advertising, and a prohibition of sexual conduct/prostitution.

Both versions aim to address the concerns raised at the prior meeting while balancing public safety, regulatory clarity, and feedback received from massage establishment operators and community members.

Committee direction is requested regarding which version, or combination of provisions from each, should move forward to Common Council for consideration.

MEMO

TO: Public Safety & Welfare Committee

FROM: Dana Davis, Chair

DATE: May 6, 2026

RE: Proposed Massage Ordinance

Because there are two new members on the Public Safety & Welfare Committee, I want to provide some historical context on the journey the Massage Ordinance has taken through the committee approval process.

March 4, 2026 – Public Safety & Welfare Committee

A proposed Massage Ordinance draft was presented to the committee for review and action. The PS&W committee unanimously voted to approve the ordinance.

- [Memo from Police Chief Brower](#)
- [Massage Ordinance – Draft #1](#)

March 17, 2026 – Common Council

The Massage Ordinance, unanimously approved by the PS&W committee, was presented to Council.

- Danielle Taylor, owner of a massage establishment, voiced some concerns during public comments.
- The Council asked for more specifics about the application process.
- Council voted to send the ordinance back to the PS&W Committee for revisions.

April 1, 2026 - Public Safety & Welfare Committee

- [Massage Ordinance – Draft #2](#)
- [Meeting Notes](#)

Summary of Changes in Draft #2:

- Reference to “parlor” removed from the ordinance.
- Massage Therapy or Bodywork Therapy definition is identical to the language in the state statute.
- Purpose and Authority section added
- Application – The requirements on the application.

- Hours of operation adjusted from 8 a.m. – 8 p.m. to 7 a.m. – 9 p.m.
- Professional dress clarified
- Allowance for a therapist who is alone with a client to lock the outside door.
- Reference to showers removed.

The committee spoke in favor of the ordinance and changes.

Danielle Taylor, owner of a massage establishment, voiced some concerns.

MOTION: Approve the 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. (Moldenhauer/Wetzel/ Unanimous Approval)

April 17, 2026 – Mayor Stocks initiated a meeting with several in the police department to discuss the massage ordinance and concerns he had with the ordinance. The meeting ended with suggested revisions. This draft with suggestions from Mayor Stocks is included in your packet as **Massage Ordinance A – Sponsored by Mayor Stocks.**

April 27, 2026 - When I received the suggested revisions from Mayor Stocks, I met with the City Attorney to discuss and gain her input. The Attorney was not present at the meeting with Mayor Stocks and the Police Dept. Her insights were critical and valuable. The attorney's feedback is incorporated in **Massage Ordinance B – Sponsored by Dana Davis**, also included in your packet. Massage Ordinance B incorporates many of the suggestions from Mayor Stocks into the version previously approved by the PS&W Committee on April 1.

Our goal as a committee is to review and approve EITHER 1) **Massage Ordinance A – Sponsored by Mayor Stocks** OR 2) **Massage Ordinance B – Sponsored by Dana Davis.**

**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: MAYOR STOCKS
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 THERAPY OR BODYWORK THERAPY

The science and healing art that uses manual actions and adjunctive therapies to palpate and manipulate the soft tissue of the human body, in order to improve circulation, reduce tension, relieve soft tissue pain, or increase flexibility. Massage therapy or bodywork therapy includes determining whether manual actions and adjunctive therapies are appropriate. Massage therapy or bodywork therapy does not include making a medical, physical therapy, or chiropractic diagnosis.

MASSAGE ESTABLISHMENT

Any business that advertises or offers massage therapy 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 (DSPS) pursuant to Wis. Stat. §460.04, authorizing an individual to practice massage therapy or bodywork therapy in the State of Wisconsin.

~~**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. Purpose and Authority.

A. The purpose of this chapter is to protect public health and safety through the licensing and regulation of businesses and establishments providing massage therapy and bodywork therapy services, by preventing illicit and illegal operations and human trafficking, by establishing zero tolerance for sexual misconduct, and by providing an enforcement mechanism to ensure that only state-licensed providers provide massage therapy and bodywork services.

- B. Those portions of this chapter that prohibit violations of Wis. Stat. Sec.460.02 or prohibit employing or contracting for the services of an unlicensed person when a license is required by state law, are authorized by Wis. Stat. Sec. 460.17(2). Other portions of this chapter that regulate business operations are authorized by the City's police power.
- C. No regulation of the practice of massage therapy or bodywork therapy is intended. Except as authorized by Wis. Stat. Sec. 460.17(2), no portion of this chapter shall be interpreted as regulating the practice of massage therapy.

SECTION 3. §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 establishment within the City of Watertown without first obtaining a Massage Establishment License from the City Clerk upon approval of the Licensing Board. All persons providing massage therapy 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. The name and address of each owner, and if a corporation, the name and address of the agent. Any application submitted on behalf of a corporation shall be made by an agent registered as such who shall have been a resident of the State for at least ninety (90) days.
 2. If the applicant is a partnership, a list of all partners.
 3. If the applicant is a corporation, a list of all directors and officers of the corporate entity.
 4. If the applicant is a limited liability company or limited liability partnership, a list of all managers and/or members of the limited liability company or limited liability partnership.
 5. A designation of a person whose principal employment location is the premises to be licensed, who shall be designated as the agent for receipt of all formal notices from the City pertaining to the establishment, and who is authorized to accept service of process on behalf of the license holder. In lieu of or in addition to service of process on such agent, the City may serve notices on any director, officer, partner, manager, or member, or in any manner under an authorized state statute.
 6. The name, address, state license number, phone number and a copy of one form of government-issued ID of each person operating as a massage therapist or bodywork therapist by the applicant at the proposed establishment at the time of application.
 7. A floor plan of the establishment premises showing all rooms and uses.
 8. Proof of general liability insurance in an amount deemed sufficient by the City. ~~in an amount not less than \$1,000,000 per occurrence;~~
 9. Signed background check authorization forms.
 10. Payment of the non-refundable application fee set by the Common Council.
 11. Proof of approval from property owners of the establishment, if applicable.

Upon receipt of a complete application, the Chief of Police or designee shall conduct a background check of the applicant and inspect the physical premises. If necessary, the Chief of Police shall request the Building Inspector to perform an inspection of the physical premise.

C. Conditions of Operation. Massage establishments shall:

1. Operate only between the hours of 7:00 AM and ~~9:00~~ 10:00 PM.
2. Keep the premises clean, sanitary, and well-lit at all times.
3. Maintain a log of all massage therapy services provided, including client names (or initials) and times, for a period of one (1) 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. Professional attire shall exclude clothing that exposes intimate body parts.~~
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 or Subsection C(9) applies.
9. Nothing in this subsection shall prevent the locking of doors during an emergency lockdown situation when necessary for safety or when only one massage therapist is present on premises and with a client in a massage therapy appointment.
10. ~~No advertising, display, or promotion of sexually explicit conduct, acts, or services shall be permitted at the 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 (3) 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.
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 June 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 Licensing Board 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:	May 5, 2026		May 19, 2026	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
NITECKI				
BLANKE				
SMITH				
ARNETT				
HAASE				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED May 19, 2026

CITY CLERK

APPROVED May 19, 2026

MAYOR

**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 THERAPY OR BODYWORK THERAPY

The science and healing art that uses manual actions and adjunctive therapies to palpate and manipulate the soft tissue of the human body, in order to improve circulation, reduce tension, relieve soft tissue pain, or increase flexibility. Massage therapy or bodywork therapy includes determining whether manual actions and adjunctive therapies are appropriate. Massage therapy or bodywork therapy does not include making a medical, physical therapy, or chiropractic diagnosis.

MASSAGE ESTABLISHMENT

Any business that advertises or offers massage therapy 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 (DSPS) pursuant to Wis. Stat. §460.04, authorizing an individual to practice massage therapy or bodywork therapy in the State of Wisconsin.

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. Purpose and Authority.

A. The purpose of this chapter is to protect public health and safety through the licensing and regulation of businesses and establishments providing massage therapy and bodywork therapy services, by preventing illicit and illegal operations and human trafficking, by establishing zero tolerance for sexual misconduct, and by providing an enforcement mechanism to ensure that only state-licensed providers provide massage therapy and bodywork services.

- B. Those portions of this chapter that prohibit violations of Wis. Stat. Sec. 460.02 or prohibit employing or contracting for the services of an unlicensed person when a license is required by state law, are authorized by Wis. Stat. Sec. 460.17(2). Other portions of this chapter that regulate business operations are authorized by the City's police power.
- C. No regulation of the practice of massage therapy or bodywork therapy is intended. Except as authorized by Wis. Stat. Sec. 460.17(2), no portion of this chapter shall be interpreted as regulating the practice of massage therapy.

SECTION 3. §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 establishment within the City of Watertown without first obtaining a Massage Establishment License from the City Clerk upon approval of the Licensing Board. All persons providing massage therapy 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. The name and address of each owner, and if a corporation, the name and address of the agent. Any application submitted on behalf of a corporation shall be made by an agent registered as such who shall have been a resident of the State for at least ninety (90) days.
 2. If the applicant is a partnership, a list of all partners.
 3. If the applicant is a corporation, a list of all directors and officers of the corporate entity.
 4. If the applicant is a limited liability company or limited liability partnership, a list of all managers and/or members of the limited liability company or limited liability partnership.
 5. A designation of a person whose principal employment location is the premises to be licensed, who shall be designated as the agent for receipt of all formal notices from the City pertaining to the establishment, and who is authorized to accept service of process on behalf of the license holder. In lieu of or in addition to service of process on such agent, the City may serve notices on any director, officer, partner, manager, or member, or in any manner under an authorized state statute.
 6. The name, address, state license number, phone number and a copy of one form of government-issued ID of each person operating as a massage therapist or bodywork therapist by the applicant at the proposed establishment at the time of application.
 7. A floor plan of the establishment premises showing all rooms and uses.
 8. Proof of general liability insurance in an amount not less than \$1,000,000 per occurrence.
 9. Signed background check authorization forms.
 10. Payment of the non-refundable application fee set by the Common Council.
 11. Proof of approval from property owners of the establishment, if applicable.

Upon receipt of a complete application, the Chief of Police or designee shall conduct a background check of the applicant and inspect the physical premises. If necessary, the Chief of Police shall request the Building Inspector to perform an inspection of the physical premise.

C. Conditions of Operation. Massage establishments shall:

1. Operate only between the hours of 7:00 AM and ~~9:00~~ 10:00 PM.
2. Keep the premises clean, sanitary, and well-lit at all times.
3. Maintain a log of all massage therapy services provided, including client names (or initials) and times, for a period of one (1) 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. Professional attire shall exclude clothing that exposes intimate body parts.~~
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 or Subsection C(9) applies.
9. Nothing in this subsection shall prevent the locking of doors during an emergency lockdown situation when necessary for safety or when only one massage therapist is present on premises and with a client in a massage therapy appointment.
10. ~~No advertising, display, or promotion of sexually explicit conduct, acts, or services shall be permitted at the establishment.~~

D. Prohibited Acts. ~~No massage establishment or therapist shall:~~ Prohibited activities by establishment license holder. No establishment license holder shall engage in any of the following prohibited activities on or within the establishment premises, nor shall the establishment license holder cause, allow, permit, or fail to prevent another person from engaging in any of the following activities on or within the establishment premises:

1. Allow, offer, or engage in sexual activity or conduct of a sexual nature on the premises.
2. Wear clothing that exposes intimate body parts.
3. Advertise, display, or promote sexually explicit conduct, acts, or services.
4. Employ anyone as a massage therapist who does not possess a valid state license.
5. 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 (3) 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.
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~~ June 30 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~~ May 13 for the July 1 – June 30 licensing period 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 Licensing Board 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:	May 5, 2026		May 19, 2026	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
NITECKI				
BLANKE				
SMITH				
ARNETT				
HAASE				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED May 19, 2026

CITY CLERK

APPROVED May 19, 2026

MAYOR

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis and Committee Members
From: Andrew Beyer P.E., Public Works Director
Date: April 30, 2026
Subject: Public Safety & Welfare Committee Meeting of May 6, 2026

Review and take possible action: Bus Parking near Richards Avenue and Thomas Avenue (Washington Park)

Background

Concerns have been raised by a nearby resident regarding buses parking along Richards Avenue near Washington Park, particularly in the vicinity of the Thomas Avenue intersection. The concerns include limited sight distance for pedestrians crossing Richards Avenue, buses parking near or within restricted distances of the crosswalk, prolonged idling resulting in noise and diesel exhaust, and driver behavior.

Staff reviewed the concern in coordination with the Police Department and evaluated several potential approaches:

1. Amend Chapter 500 – High Profile Vehicle Parking Restrictions

This option would add this segment of Richards Avenue to the list of locations where parking of high-profile vehicles (vehicles over 6' in height, including buses) is prohibited.

- *Pros:* Creates a clear, enforceable restriction; consistent with existing ordinance structure; provides Police Department with a defined enforcement tool.
- *Cons:* The intent of the ordinance is to address sightline and safety issues tied to specific geometric constraints; application here may be less clearly justified; could lead to requests for similar restrictions in other locations where large vehicles are present.

2. Install “Drop-Off / Pick-Up Only” Signage

This option would designate the area for short-term bus activity while discouraging longer-term parking.

- *Pros:* Low cost; maintains operational flexibility for buses serving the park; may address concerns through voluntary compliance.



MEMO

- *Cons:* Unless supported by ordinance, signage would be advisory and not enforceable; effectiveness would depend on driver compliance; could create expectation for similar signage in other park or school-adjacent locations, establishing a precedent that is difficult to uniformly apply & enforce.

3. Take No Action / Continue with Existing Regulations

Under current code, buses may legally park in this location provided they are not in violation of general parking restrictions (e.g., distance from crosswalks).

- *Pros:* No additional cost; avoids expanding ordinance or signage beyond current standards; consistent with how similar situations are handled citywide.
- *Cons:* Does not directly address resident concerns; limited enforcement options unless a clear violation occurs; ongoing potential for conflict between residents and bus operators.

Each option carries trade-offs between enforceability, consistency with existing policy, and the potential to set precedent for similar requests elsewhere in the City.

Budget Goal

Involve those who are impacted before making decisions.

Financial Impact

Costs would vary depending on the option selected. Installation of signage would have a minimal impact and could be accommodated within existing sign budgets. If an ordinance change is pursued, there would be no direct financial impact beyond staff time for drafting and implementation.

Recommendation

Staff is seeking direction from the Public Safety & Welfare Committee on how to proceed.

Enclosed: Correspondence received
 Site map

Observed bus loading area

Section 4, Item B.



Andrew Beyer

From: Andrew Beyer
Sent: Thursday, April 30, 2026 11:08 AM
To: Andrew Beyer
Subject: FW: Washington Park

From: John Kaliebe <bajakal@att.net>
Sent: Sunday, April 12, 2026 3:04 PM
To: Ryan Thurow <RThurow@watertownwi.gov>
Cc: John Kaliebe <bajakal@att.net>
Subject: Washington Park

Hello Ryan,

I hope you are adjusting to your dual role as City Forrester and Park Supervisor and that you are not inundated.

What I saw after Maranatha played their double-header it looked like they were confused as what to do with putting the tarps back on the infield. When I saw Julie the following day, I went over to talk with her regarding this (mud around home plate/batter's box). During our conversation I mentioned to her about the bus(es) parking on Richards Ave. I didn't know who to bring it up to since there is no Park and Rec. Director. She suggested I bring it to your attention. I'm not asking you to fight our neighborhood battle, but maybe you can be of some help.

I have brought this up to every Director (John, Cindy, Randy and Kristine), spoke before the Public Safety and Welfare Committee once, to our alderperson and years ago with the Athletic Directors of the Watertown High School and Maranatha. With all of these positions there is a revolving door and when the next person takes over, things get lost in the shuffle or it is forgotten about. What has been done in the past was the city put up a pedestrian crossing sign and painted the curb yellow by the crosswalk. I also requested and was granted no parking in front of our house from the corner of Richards Ave. and Thomas Ave. north to our property line (80') At the time we were told the city would not put up a No Bus Parking sign. We have also politely asked the bus driver(s) to move their bus which has been greeted with, "I'm legally parked", with a hand gesture and vulgar comments. Two years ago a driver told my wife to "f off"! After she told me that I went over to talk to the driver which didn't go well. He ended up moving the bus after I told him I was going to report him. While driving away, he flipped me off.

The issues are the safety of the people walking across the street (especially children/families) to and from the park and after school (because of the height and length of the buses), buses parking within the yellow line/too close to the crosswalk, the high rate of speed vehicles travel on Richards Ave. and the noise of the diesel engine and the smell of diesel when the buses are running. When walking across the street, one has to stop in front of the bus and poke their head out to see if any vehicle is coming from the north. By that time, you are in the middle of the street (that's where the curve in the street starts).

In our neighborhood we have over 30 children (from infant to middle school) between Western Ave. and Sunset Ave. and Richards Ave. to Charles St. (4 square block area). There are also a lot of dog walkers in

the area/around the park. As for the engines running while the games are being played can a houses. Speaking for my wife and I (since we live right across the street from where they park) we can hear the engines run and smell the fumes with our windows closed. We cannot have our windows open on a nice day because the noise and smell are worse (especially if the wind is from the west). The bus drivers can leave their engines running anywhere from 1 hour to 5 hours (for one game or a double header) and also depending on the temperature (for the heater or the AC to be on). This is irritating to say the least.

After explaining all of this, we had a "handshake" agreement with all of the parties involved, that a coach bus (usually for Maranatha games) or a school bus (for High School games) would NOT park on Richards Ave. at any time and that they should park on Sunset Ave. or in the Webster School parking lot if there is no school. They could only drop off the players and equipment before the game and pick up after the game.

In your position, what can you do or what would you advise/recommend us to do to resolve these issues (again). Please send me a reply. Thank you.

John Kaliebe

(City Clerk)

To: Public Safety and Welfare Committee

From: Megan Dunneisen

Date: 3/23/2026

Subject: Special Event Ordinance – Definition and Exemption Updates

Background

The City’s Special Event ordinance was amended in 2024 with the understanding that it would be reviewed periodically based on staff experience and community feedback. Since implementation, staff and residents have identified challenges with the current definition of a “special event,” noting that it is overly broad and can create confusion regarding when a permit is required.

This lack of clarity has resulted in inconsistent interpretations and administrative inefficiencies for both applicants and staff.

Recommendation

Staff recommends amending Sections 428-7(A) and 428-7(C) to provide a clearer and more precise definition of a “special event” and to better outline exemptions.

The proposed updates aim to:

- Clarify when an event qualifies as a special event by focusing on measurable impacts, such as:
 - Interference with vehicular or pedestrian traffic
 - Disruption of the normal use of public property
 - Need for street closures or use of public right-of-way
 - Requirement for extraordinary City services
- Refine location-based criteria by specifying when events must obtain permits, particularly when they cannot be contained within existing buildings or designated park spaces.
- Remove the fixed attendance threshold (300 persons) in favor of a more practical, impact-based approach.

- Expand and clarify exemptions, including:
 - Events held entirely on private property with adequate parking and no street impacts
 - Events held at established venues within their normal capacity
 - Events on state or federal property
 - Funeral processions

- Establish clear limitations on exemptions, ensuring that otherwise exempt events still require review if they:
 - Obstruct access to buildings or driveways
 - Impede pedestrian traffic
 - Conflict with permitted events

Summary

These amendments are intended to improve clarity with efficient administration while maintaining public safety.

SPECIAL EVENT

A temporary planned occurrence on public or private property and involves at least one of the circumstances listed below:

- (1) Produced or sponsored by a person or organization for which the event ~~is extraordinary in that it is not ordinarily conducted on a daily or regular normal average use basis as a lawful use of the premises upon which such event is to occur;~~ interferes with the normal flow of vehicular or pedestrian traffic or the normal, lawful use of public property.
- (2) Exclusive use of all or part of City-owned facilities, within the City boundaries, such as buildings, parks, open spaces, streets, parking lots, athletic fields, etc., but does not include normal park shelter rentals;
- (3) Cannot be held completely within the confines of an existing **public** building, **or public** park;
- (4) Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
- ~~(5) Will have over 300 people attending the event (or multiple events as part of a series) on private property, except those situations explained in Subsection C of this section;~~
- ~~(65)~~ Will require extraordinary services by any City department.

SECTION 3. §428-7(C) Special Events, Exemptions of the Watertown Code of Ordinances is hereby amended to read as follows:

C. Exemptions.

- ~~(1) The requirement under § 428-7 shall not apply to any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.~~
- (1) The requirement under § 428-7 shall not apply to:
 - [1] Any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.
 - [2] Events held entirely on private property that have no street closures and sufficient parking available for all anticipated attendee.

[3] Events on property otherwise exempt from the City of Watertown permitting requirements, such as events wholly contained on property owned by the State of Wisconsin or United States federal government.

[4] Funeral processions.

~~(2) Funeral processions.~~

(2) The exceptions set forth in §428-7(C)(1) would not apply if the proposed event:

[1] Would block access to the entrance to any adjacent building or driveway.

[2] Would occupy more than half of the width of any pedestrian walkway or would obstruct the free and orderly flow of pedestrian traffic within any pedestrian walkway.

[3] Is within an area reserved for another person by a permit for a special event, unless with the permission of the person to whom the permit has been issued.

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:	First meeting date		Second meeting date	
	1ST	2ND	1ST	2ND
READING:				
	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

(Type meeting date of the FIRST meeting the ordinance will be considered) Ord. 26-XX



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

May 1, 2026

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 8, 2026.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event Repeat Event Date Received: 3/27/26 Date of Event: 5/8/26 Fee Amount: \$50-

APPLICANT INFORMATION:		
Name of person, entity, or organization holding the special event: <u>St. Mark's Lutheran School</u>		
Address: Street, City, State, Zip <u>706 Jones St Watertown, WI 53094</u>		
Phone: <u>(920) 262-8501</u>	Email: <u>smlsoffice@smlswatertown.com</u>	Website: <u>stmarks.lutheran.org</u>
<input checked="" type="checkbox"/> Non-profit Group	<input type="checkbox"/> For Profit	<input type="checkbox"/> Other, please describe: <u>Nonprofit Tax-Exempt Number</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: <small>Sales Tax, if applicable (include photocopy)</small>		
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>Entertainment Night</u>	Event Date(s): <u>5/8/26</u>	
Event Location Address <small>include parking locations and streets to be used if applicable:</small> <u>706 Jones St. Adjoining Streets</u>		
A DETAILED map is required upon submittal of application, is it included? Yes <input 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 type="checkbox"/> No <input checked="" type="checkbox"/> for _____		
Is the event on private property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, do you have written permission? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> <i>It is our property</i>		
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>5:00 pm - 8:00 pm</u>	Event set up/take down times: <u>Same As Start/End</u>	
Total Attendance: # _____	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 <small>(purpose, activity, who can participate, etc. Attach additional sheet if necessary.)</small> <u>Our school's annual entertainment Night when all children participate in entertaining family and friends.</u>		
Will your event be selling food? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please explain: <small>(Type of food and sold by who)</small> _____		
MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:		
Contact Name: First, Middle, Last <u>Timothy J. Kassulke</u>		
Address: Street, City, State, Zip [REDACTED]	Phone: [REDACTED]	Email: <u>tim.kassulke@smlswatertown.com</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: Timothy J. Kassulke Signature: Timothy J. Kassulke Date: 03/23/26

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. Kassulke Date: 3/23/26

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

City Clerk 106 Jones Street
PO Box 477
Watertown, WI 53094
Questions: 920-262-4010 or email cityclerk@watertownwi.gov



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

May 1, 2026

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 25, 2026.

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

New Event Repeat Event Date Received: 3/27/2026 Date of Event: 5-25-2026 Fee Amount: N/A

APPLICANT INFORMATION:			
Name of person, entity, or organization holding the special event: <u>Kirk Grill Watertown Veterans Council</u>			
Address: Street, City, State, Zip <u>W5369 County Road T Watertown WI 53094</u>			
Phone: <u>920-285-9214</u>	Email: <u>Kirk-Grill@yahoo.com</u>	Website:	
<input checked="" type="checkbox"/> Non-profit Group <u>Watertown Veterans Council</u>	<input type="checkbox"/> For Profit	<input type="checkbox"/> Other, please describe:	Nonprofit Tax-Exempt Number <u>501(c)3, if applicable (include photocopy)</u>
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: 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 <input type="checkbox"/>			
EVENT INFORMATION:			
Event Name: <u>City Memorial Day Program</u>		Event Date(s): <u>5-25-2026</u>	
Event Location Address include parking locations and streets to be used if applicable: <u>Veterans Park</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 checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, do you have a park reservation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Park name: <u>Veterans Park</u>			
Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Will you need City Services for your event? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> for <u>Park + Rec, mock Graves, Benches</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 checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, please explain: <u>Memorial Day</u>			
Event start/end time: <u>8am - noon</u>		Event set up/take down times: <u>8am - noon</u>	
Total Attendance: # <u>800</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>City Memorial Day Program for all to come and honor our fallen veterans at Veterans Park</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>Kirk D Grill</u>			
Address: Street, City, State, Zip <u>W 5369 County Road T, Watertown, WI 53094</u>		Phone: <u>920-285-9214</u>	Email: <u>Kirk-Grill@yahoo.com</u>
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: Kirk D Grill Date: 3-27-2026

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: Kirk Grill Date: 3-27-2026

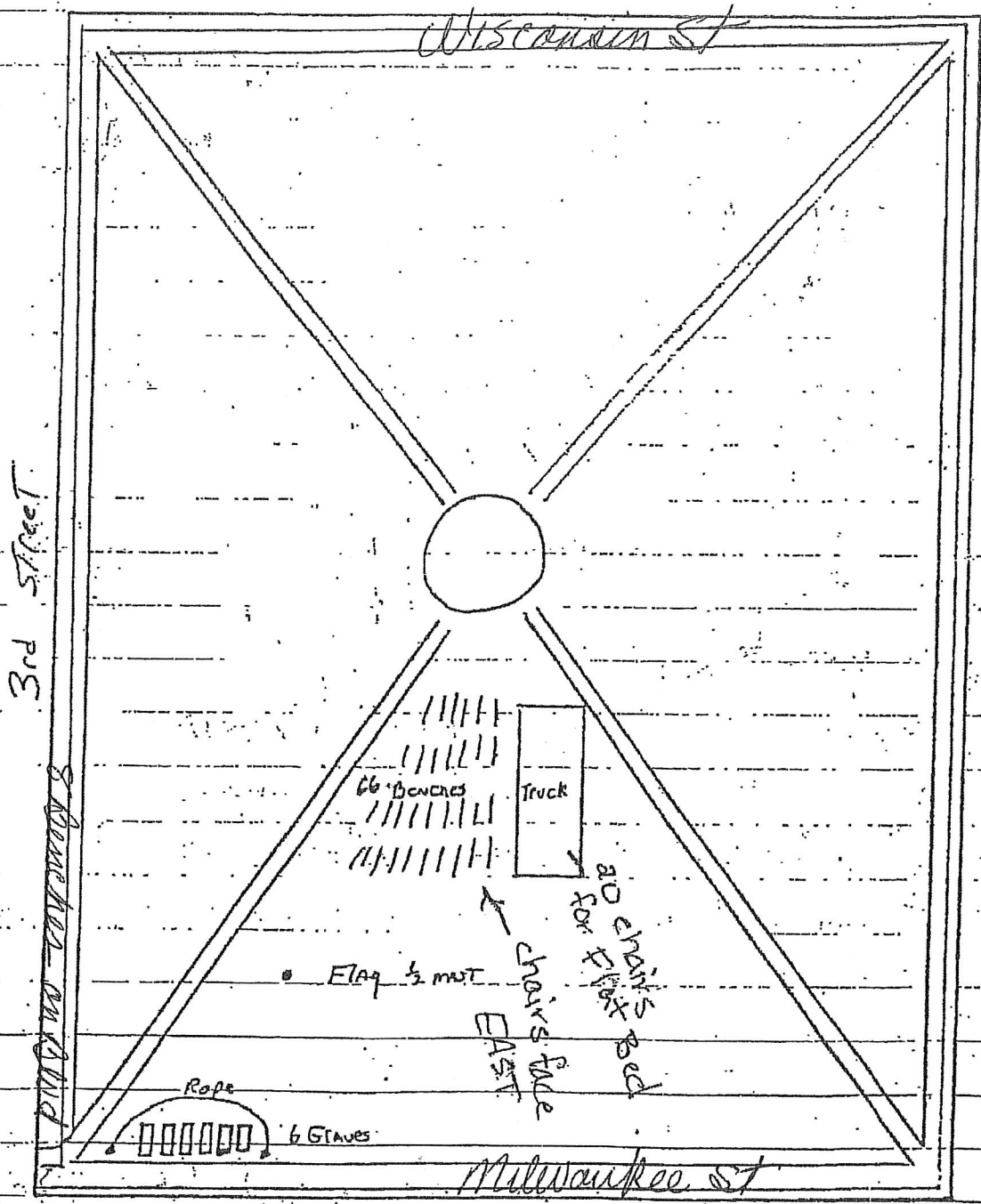
Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street
PO Box 477
Watertown, WI 53094

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

N

Memorial Park



3rd Street

Wisconsin St

4th Street

E

66 benches

Truck

FLAG 1/2 mvt

Chair's face EAST

30 chairs bed for first bed

Rope

6 Graves

Milwaukee St

18 benches west of light pole



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

May 1, 2026

TO: Members of the Public Safety & Welfare Committee

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

Vietnam Wall Dedication from Bartelme-Schwefel Detachment #349 to be held on May 25, 2026.

Estimated extraordinary charges from city departments include- Streets Total \$120.00 - For Class III Barricades.

Respectfully Submitted,

Megan Dunneisen, City Clerk

THE CITY OF WATERTOWN SPECIAL EVENT PERMIT APPLICATION
Opportunity runs through it.

New Event Repeat Event Date Received: 4/10/26 Date of Event: 5-25-26 Fee Amount: NO Fee

APPLICANT INFORMATION:			
Name of person, entity, or organization holding the special event: <u>BARTELME-SCHWEFEL MARINE CORPS LEAGUE PET # 349</u>			
Address: Street, City, State, Zip <u>907 BOOMER ST WATERTOWN, WI 53094 (P.O. BOX 251)</u>			
Phone: <u>920 285 6747</u>	Email: <u>MCL349@CHARTEL.NET</u>	Website: <u>MCL349.ORG</u>	
<input checked="" type="checkbox"/> Non-profit Group	<input type="checkbox"/> For Profit	<input type="checkbox"/> Other, please describe: <u>VETERAN ORGANIZATION</u>	Nonprofit Tax-Exempt Number <u>501(C)3</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: 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 <input type="checkbox"/>			
EVENT INFORMATION:			
Event Name: <u>WVN VETERAN WALL DEDICATION</u>		Event Date(s): <u>5-25-26 MEMORIAL DAY</u>	
Event Location Address include parking locations and streets to be used if applicable: <u>907 BOOMER (AERO PARK)</u>			
A DETAILED map is required upon submittal of application, is it included? Yes <input type="checkbox"/> No <input type="checkbox"/>			
Is the event located in a City Park? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, do you have a park reservation? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Park name: <u>Aero Park</u>			
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/SAFETY</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 checked="" type="checkbox"/> No <input type="checkbox"/>			
If yes, please explain:			
Event start/end time: <u>2pm - 6pm</u>		Event set up/take down times: <u>NOON - 6pm</u>	
Total Attendance: <u>#1000</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>DEDICATION OF WALL, DIGNITARY/VIP OPEN TO PUBLIC</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>GARY FREDRIC STUEBER</u>			
Address: Street City State Zip		Phone:	Email: <u>S2BCAR1VCT@AOL.COM</u>
OFFICE USE ONLY:			
APPROVED ON:		PERMIT #	

Indemnification and Hold Harmless
(Read carefully before signing!)

Section 4, Item F.

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: GARY STUEBER Signature: Gary F. Stueber Date: 4-6-26

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)

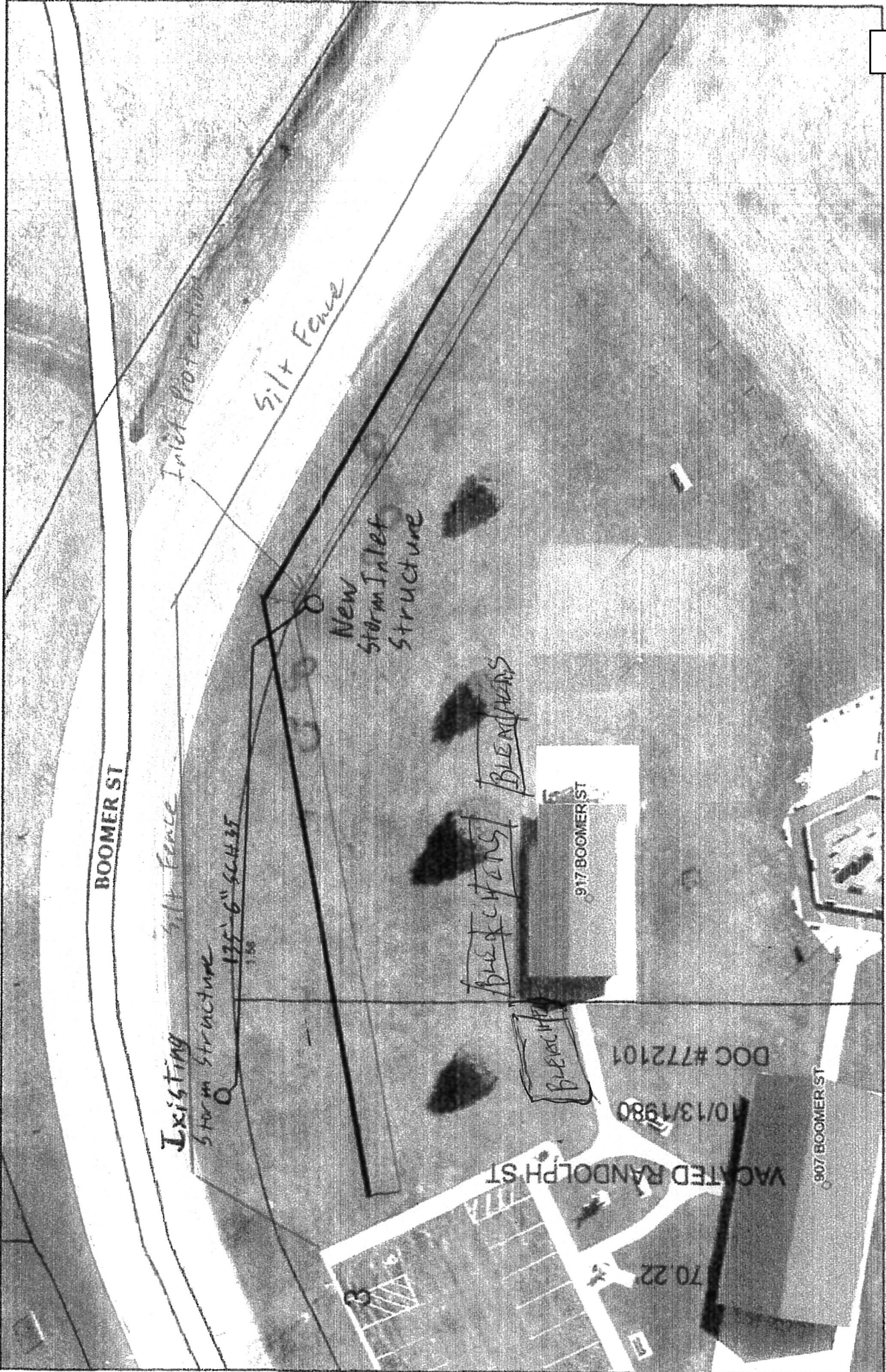
Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals 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: Gary F. Stueber Date: 4-6-26

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

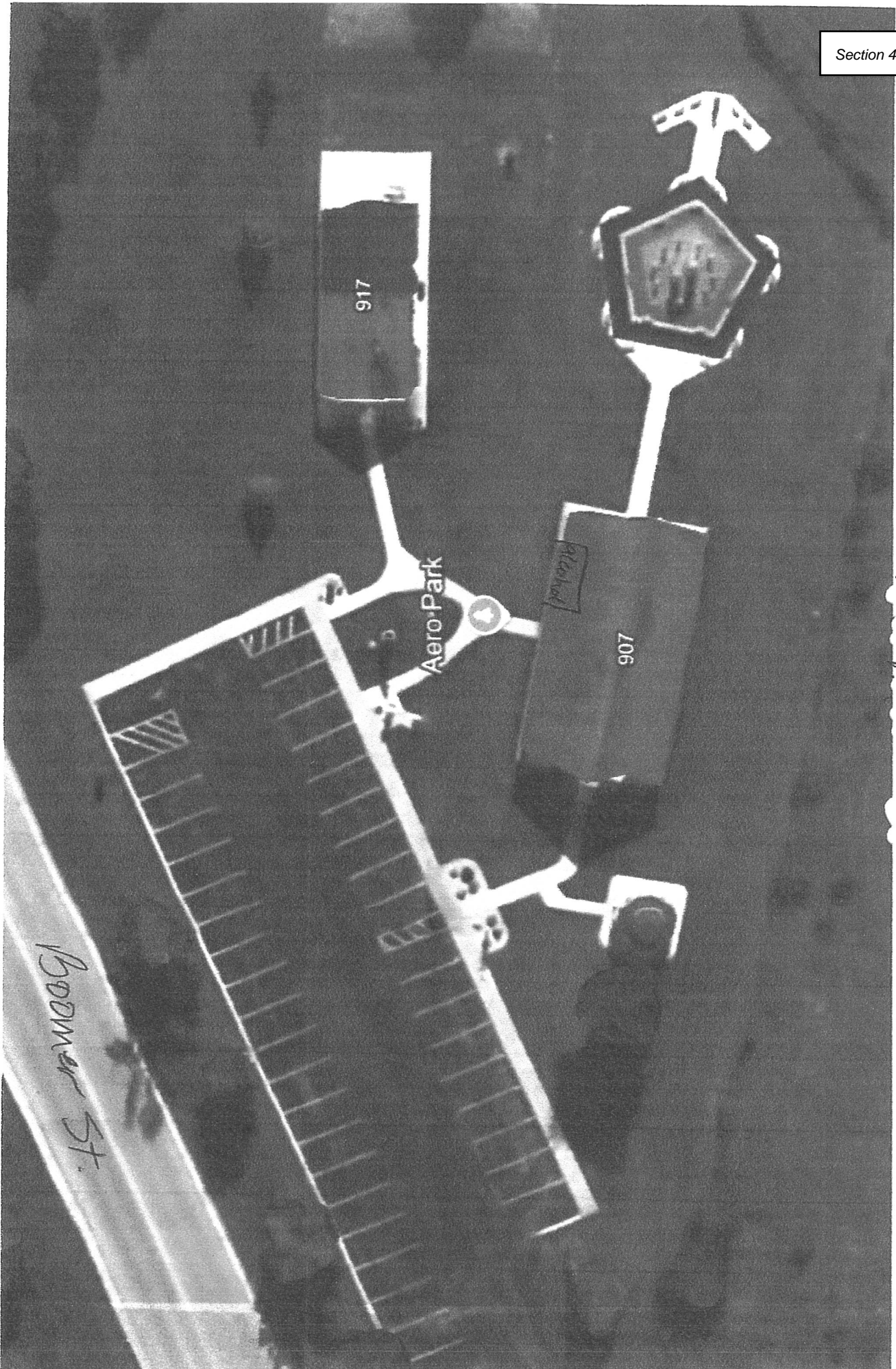
City Clerk 106 Jones Street
PO Box 477
Watertown, WI 53094
Questions: 920-262-4010 or email cityclerk@watertownwi.gov



CITY OF WATERTOWN
 City of Watertown Geographic Information System
 Scale: 1" = 20' Printed on: October 1, 2010
 Author: [Redacted]
 SCALE BAR = 1"
 DISCLAIMER: This map is not a substitute for an actual field survey or other professional engineering services. The accuracy of this map is not guaranteed. The City of Watertown is not responsible for any errors or omissions on this map.

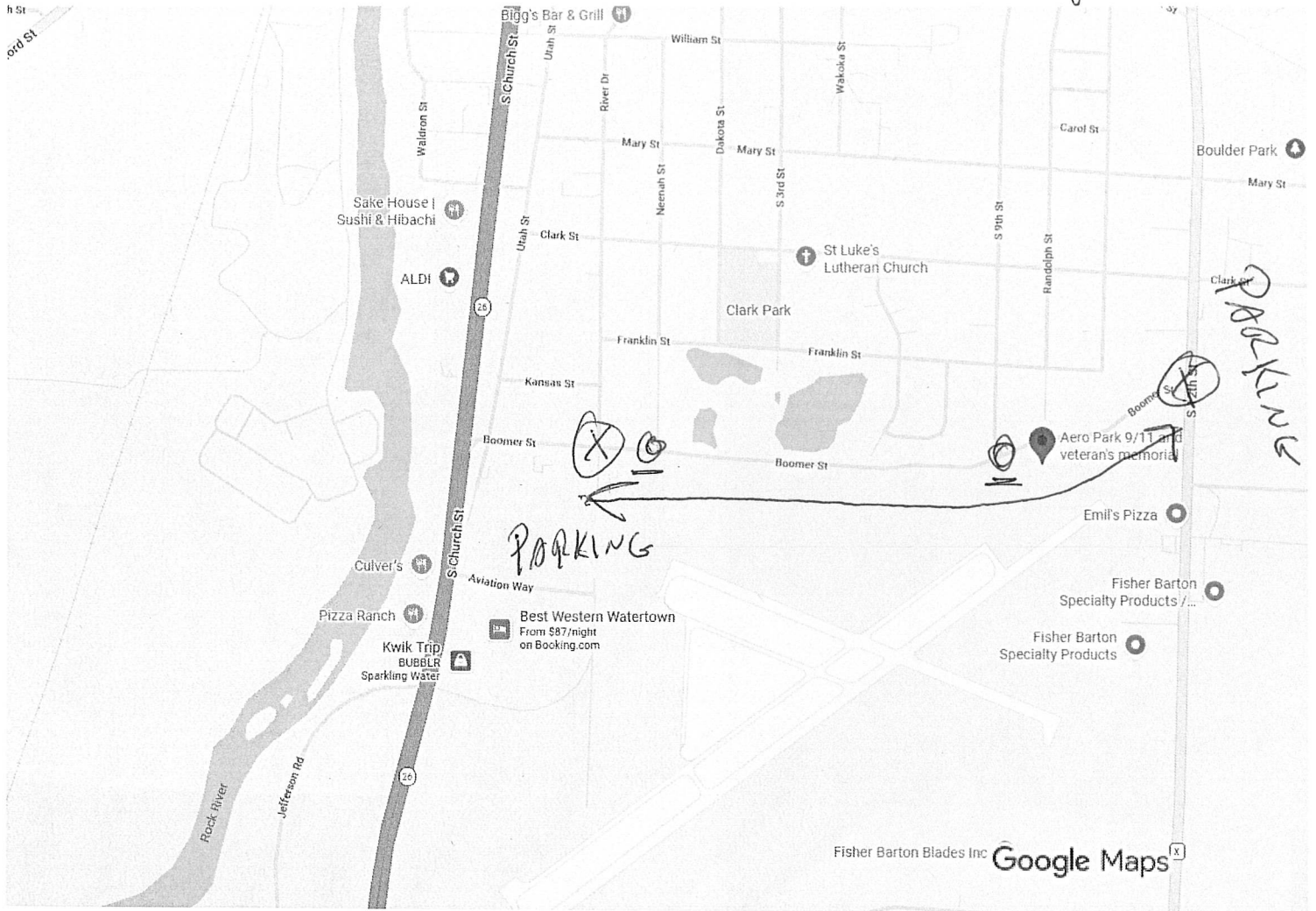
Tracking pad to be installed as needed.
 RH

Municipal Boundary	Common Areas	Address Labels	Parcel Acreage
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Parcels Boundaries	Addresses		
<input type="checkbox"/>	<input type="checkbox"/>		



Section 4, Item F.

Aero Park 9/11 and veteran's memorial *for signs*



Aero Park 9/11 and veteran's memorial

4.6 ★★★★★ (30)

Park • ♿



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

May 1, 2026

TO: Members of the Public Safety & Welfare Committee

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

Share the Love from River Valley Alliance Church to be held on July 31, 2026.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk

nf/MD



SPECIAL EVENT PERMIT APPLICATION

New Event Repeat Event Date Received: 3/17/26 Date of Event: 7/31/26 Fee Amount: \$50.00

APPLICANT INFORMATION:

Name of person, entity, or organization holding the special event: Share the Love Kids Outreaches / Under River Valley Church

Address: Street, City, State, Zip

Phone: _____ Email: _____ Website: _____

Non-profit Group For Profit Other, please describe: _____ Nonprofit Tax-Exempt Number 008-000032499-04
501(c)3, if applicable (include photocopy)

Is this the applicant's 1st special event application for the calendar year? Yes No

Wisconsin Seller Permit Number: Sales Tax, if applicable (include photocopy)

If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box

EVENT INFORMATION:

Event Name: Share the Love Kids Outreach Event Date(s): July 31, 2026

Event Location Address include parking locations and streets to be used if applicable: Bendzin Town Square main st Watertown WI 53098

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: Bendzin 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: 6pm - 8pm Event set up/take down times: 4:00pm - 9:00pm

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.) movie night, juggling, face painting, balloon creations event for children & families

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

popcorn & water only served at no cost

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last Linda A. Oberbrunner

Address: _____ Phone: _____ Email: _____

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: Linda Oberbrunner Signature: Linda Oberbrunner Date: March 17, 2016

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: Linda Oberbrunner Date: 3/17/16

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

RIVER

Section 4, Item G.

X
INFLATABLE

X
INFLATABLE

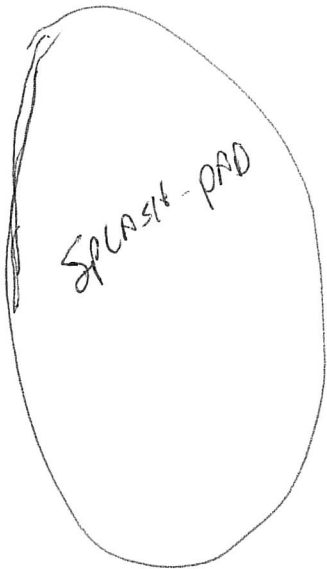
July 31, 2026

SHARE THE LOVE KID'S FRIDAY NIGHT MOVIE OUTREACH

BALLOONS

CRAFTS

FACE PAINTING



SEATING
AREA

SHUTTER
POP CORN / BEVERAGES

CLOSED

MEDIA

JAN

GAMES