

PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, JUNE 04, 2025 AT 5:00 PM

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

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

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

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

1. CALL TO ORDER

2. RECIEVE COMMENTS FROM THE PUBLIC

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

3. APPROVAL OF MINUTES

A. Public Safety and Welfare minutes from May 7, 2025

4. BUSINESS

- A. Public hearing for proposed structure within Boomer Street right-of-way
- B. Review and take possible action: Proposed structure within Boomer Street public right-of-way
- C. Review and take action: Special Event Craft Beer and Seltzer Walk
- D. Review and take action: Special Event Moose Lodge Car Show

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

May 7, 2025

Meeting Called to order at 5:15 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
 Dana Davis, Chair Myron Moldenhauer Bob Wetzel Not Present – Jonathan Lampe 	Chief David BrowerAndrew BeyerStacy Winkelman	Ian Pilak (virtual)Steven BlaserMarie Miller

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 minutes from April 2, 2025

a. Public Safety Meeting Notes 4-2-25.pdf (0.02 MB)

MOTION: Approve the Public Safety meeting notes from April 2, 2025. (Moldenhauer/Wetzel/Unanimous approval)

4. BUSINESS

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

2025.0507 Navigational Waterway Markers AMB.pdf (1.13 MB)

Site Map.pdf (0.78 MB)

Ord #25-XX - Ordinance to Repeal Regulate Boating Upon the Rock River

Reviewed Draft.pdf (0.02 MB)

MOTION: Repeal Ordinance Section 247-5(D), Prohibited Acts Boating Prohibition Area (Wetzel/Moldenhauer/Unanimous approval)

B. Review and take possible action: Request for Children at Play Signs on Sunset Avenue Agenda Item to Upload - May 7.pdf (3.92 MB)

MOTION: Erect stop signs at two of the uncontrolled T-Intersections in this area: Harvey Avenue at Sunset Avenue, and Charles Street at Thomas Avenue. (Moldenhauer/Wetzel/Unanimous approval)

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

2025 SE TNM Series Bulk Permit.pdf (0.41 MB)

<u>033125 MEMO - Review Oct Market date change.pdf</u> (1.13 MB)

Information only. No action taken.

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

2025 Eagles Concert SE Permit.pdf (0.69 MB) 033125 MEMO - Add July 20 Concert to Summer Concert Series.pdf (1.13 MB)

MOTION: Add July 20 Concert to Summer Concert Series. (Wetzel/Moldenhauer/Unanimous Approval)

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

MEMO FOR FARMERS MARKET AMENDMENT.pdf (0.05 MB) 2025-06 AMENDMENT TO INCLUDE CLOSING OF ANNE STREET Redacted.pdf (5.44 MB)

MOTION: Amend the Main Street Farmer's Market special event application to include the closing of Anne Street, east of Labaree St. and west of the Aquatic Center entrance, during the hours of the Watertown Farmer's Market. (Moldenhauer/Wetzel/Unanimous Approval)

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

MEMO MEMORIAL DAY CELEBRATION.pdf (0.05 MB)

2025-08 MEMORIAL DAY APPLICATION Redacted.pdf (2.58 MB)

2025-08 MEMORIAL DAY CELEBRATION MAP.pdf (0.41 MB)

MOTION: Approve the Memorial Day Celebration Special Event Application. (Wetzel/Moldenhauer/Unanimous Approval)

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

MEMO 4TH OF JULY PARADE.pdf (0.05 MB)

2025-07 4TH OF JULY PARADE APPLICATION AND MAP Redacted.pdf (3.72 MB)

MOTION: Approve the 4th of July Parade Special Event Application (Moldenhauer/Wetzel/Unanimous Approval)

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

MEMO KOINE CHRISTIAN CONCERT.pdf (0.05 MB) 2025-09 KOINE CONCERT APP Redacted.pdf (4.27 MB)

MOTION: Approve the Koine Christian Concert (Town Square) Special Event Application. (Davis/Wetzel/Unanimous Approval)

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

MEMO ENTERTAINMENT NIGHT.pdf (0.05 MB)

2025-10 APP Redacted.pdf (2.56 MB)

2025-10 MAP.pdf (0.32 MB)

MOTION: Approve the St. Mark's Entertainment Night Special Event Application (Moldenhauer/Wetzel/Unanimous Approval)

J. Review and take action: Special Event - Riverfest

MEMO TO PUBLIC SAFETY WITH CHARGES.pdf (0.30 MB)

2025 RIVERFEST APPLICATION Redacted.pdf (7.27 MB)

2025 RIVERFEST MAP.pdf (0.28 MB)

Riverfest Special Event 2025 Smoking Boundaries.pdf (0.40 MB)

DISCUSSION: The Watertown Riverfest Inc. representatives met with the City department heads during April to discuss the staffing and facilities needs for Riverfest 2025. Based on the information gathered during these April meetings, the City Dept. Heads have generated a complete list of the Estimated Extraordinary Fees for Riverfest 2025 as required by the revised Special Event ordinance approved by Council in 2024. In addition, Watertown Riverfest Inc is requesting an amendment to the submitted application to specify designated smoking areas as allowed by code. The committee discussed the fact that Watertown Riverfest Inc. has an outstanding bill for Riverfest 2024. The committee considers it problematic to approve the Riverfest 2025 special event application when the bill for Riverfest 2024 has yet been paid. Davis shared that the Finance Committee has recommended that the Council amend the Watertown Riverfest Inc – City of Watertown agreement to reduce the Riverfest 2024 fees to \$25,000. That recommendation will still need to go before the Council for final approval.

MOTION: Approve the special event application for Riverfest 2025 and amendment for designated smoking areas with the stipulation that Watertown Riverfest Inc pay the agreed upon extraordinary costs for Riverfest 2024 prior to May 30, 2025. If the Riverfest 2024 extraordinary costs are not paid prior to May 30,2025, the Riverfest 2025 application must return to PS&W at the June meeting for reconsideration. (Davis/Moldenhauer/Unanimous Approval)

5. ADJOURN

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

Section 4. Item A.

NOTICE OF PUBLIC HEARING

Pursuant of Section § 457-7(D) of the City of Watertown Municipal Code, a notice is hereby given by the Public Safety &

Welfare Committee of the City of Watertown, Wisconsin, that a public hearing will be held on the 4th day of June, 2025 at

5:00 P.M., or shortly thereafter, to hear a variance request pertaining to Section § 457-7 of the City of Watertown Municipal

Code of Ordinances, Obstructions and encroachments. The variance applicant is requesting to place a wall structure adjacent

the northeastern lot line of Aero Park at 917 Boomer Street encroaching into Boomer Street public right-of-way. A copy of

the variance application is on file at the City Engineer's Office for review by appointment during normal business hours,

8:00 a.m. to 4:30 p.m., Monday through Friday.

Said public hearing is to be held in Room 0041 of City Hall, 106 Jones Street, Watertown, WI 53094.

All persons wishing to be heard are invited to be present. Written comments may be submitted to Director of Public

Works/City Engineer, Andrew Beyer, P.E., 106 Jones Street, Watertown, WI 53094.

CITY OF WATERTOWN

Andrew Beyer, P.E. Director of Public Works/City Engineer

PUBLISH:

May 29, 2025



Public Works Department – Engineering Division

To: Chairperson Davis and Committee Members

From: Nathan Williams, Civil Staff Engineer

Date: May 29, 2025

Subject: Public Safety & Welfare Committee Meeting of June 4, 2025

Review and take possible action: Proposed structure within Old Boomer Street public right-of-way

Background

The Engineering Division received a request for a variance to Chapter 457-7 to place a permanent memorial wall in the public right-of-way adjacent to 917 Boomer Street (Aero Park). The wall is a scale replica of the Vietnam Veterans Wall of Names Memorial in Washington DC. The request comes from the American Legion Post 189. Only a portion of the wall would be installed in the right-of-way, as seen on the attached plans. The right-of-way to be encroached upon was formerly occupied by Boomer Street but is now vacant, as Boomer Street was realigned in 2023. As City Code does not permit structures of this nature in the right-of-way without a variance, the request is being brought before the Public Safety & Welfare Committee for review. The applicant has submitted a description, project drawings, and related information, which are attached for consideration. This project has been considered and passed conditionally at the Airport Commission, Site Plan Review Committee, and Plan Commission.

Per City Code §457-7(D) – Obstructions and Encroachments: Application for Variance, variances follow the process outlined below:

- 1. The applicant submits a variance application and a \$5 fee.
- 2. The chairperson or acting chairperson is notified upon receipt of the application and fee. The chairperson sets a public hearing date and informs City staff.
- 3. City staff notifies the applicant of the hearing details by regular mail at least 72 hours before the hearing.
- 4. The Engineering Division, in consultation with the City Attorney, prepares an overview of applicable City ordinances and State statutes related to right-of-way encroachments and submits this information to the Committee in advance of the hearing.
- 5. The applicant or their representative attends the hearing.



6. The Public Safety & Welfare Committee makes a determination within 30 days of the hearing.

The Engineering Division has received the application, which is attached for review. The fee is waived as the subject property is owned by the City of Watertown.

If the wall needs to be removed in the future, removal is covered under Wisconsin State Statute §86.04 (1) Highway Encroachments – Order For Removal, which states:

(1) Order for removal. If any highway right-of-way shall be encroached upon, under or over by any fence, stand, building or any other structure or object, and including encroachments caused by acquisition by the public of new or increased widths of highway right-of-way, the department, in case of a state trunk highway, the county highway committee, in case of a county trunk highway, or the city council, village or town board, in case of a street or highway maintained by or under the authority of any city, village or town, may order the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant, to remove the encroachment beyond the limits of the highway within 30 days. The order shall specify the extent and location of the encroachment with reasonable certainty, and shall be served upon the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant.

Encroachments are not allowed as found in City Ordinance Section §457-7 (A)(1) Obstructions and Encroachments Prohibited:

Obstructions and encroachments prohibited. No persons shall encroach upon or in any way obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachments or encumbrances to be placed or remain in any public way adjoining the premises of which he is the owner or occupant, except as provided in Subsection \underline{B} .

Subsection B speaks to exceptions to the ordinance; the proposed obstruction adjacent to doesn't meet Subsection B requirements, therefore the requirements of Chapter 457-7 apply to the property owner's proposal.

The Engineering Division has reviewed the proposed encroachment area and has confirmed that the wall will only encroach on the Old Boomer Street right-of-way, and will not impact traffic patterns, vehicle sight distances, pedestrian movements, public utilities, or emergency vehicle functions.



Enclosed:

- Variance request application & plans
- City Code Section 457-7
- State Statute 86.04
- Revocable occupancy permit form

Budget Goal

N/A

Financial Impact

N/A

Recommendation

The Engineering Division of the Public Works Department recommends the Public Safety & Welfare Committee approve the proposed encroachment within the Old Boomer Street public right-of-way, subject to the following conditions:

- 1. Consideration of a Revocable Occupancy Permit If a revocable occupancy permit is required for this property, the applicant shall work with the Engineering Division to draft said permit for the proposed encroachment. The applicant shall record the permit with the Jefferson County Register of Deeds prior to the issuance of a building permit.
- 2. Building Permit & Plan Review The applicant shall obtain a building permit from the Building, Safety & Zoning Division.

These conditions are consistent with previous approvals of encroachments and align with City requirements to ensure public safety and compliance with applicable regulations. If approved, the encroachment would remain subject to removal under Wisconsin State Statute §86.04.

Proposed Motion:

Motion to approve the encroachment within the Boomer Street public right-of-way adjacent to Aero Park at 917 Boomer Street, at the location depicted on the attached plans, subject to the conditions outlined in the Engineering Division's recommendation.



2025 Operational Goals

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

Present a budget that (in no particular order):

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



APPLICATION FOR VARIANCE FOR THE USE OR ENCROACHMENT OF THE PUBLIC WAY

A \$5 fee is due upon application in accordance with Section 457-7D of the Municipal Code.

Each application submitted to the City of Watertown Public Safety and Welfare Committee must be accompanied by a written explanation of the request, as well as a drawing.

PROJECT ADDRESS: 907-917 Boomer St. Acro Park
APPLICANT SECTION:
NAME: Aurerican Legian Post 189
PHONE NUMBER: 920-960-9111-Cell for Stephen Zillmer
EMAIL ADDRESS: S j Z i / / met @ g mail. com
MAILING ADDRESS: 106 S. 1st St, ROB. 22. Water town, 5309 4
OWNER SECTION:
NAME: City of Watertown
PHONE NUMBER: 920-262-4060
EMAIL ADDRESS: nwilliams@watertownwi.gov
MAILING ADDRESS: 106 Jones St Watertown, WI 53094
PROJECT DESCRIPTION; laceavietoran Veterans Mobile Wallatthe
park permanently.
Office Use Only
CHECK # CASH AMOUNT \$ 1/4 DATE RECEIVED: 5/29/2025
RECEIVED BY: NW DATE OF MEETING: 6/4/2025

Google Maps

Ixisting Grade Black Desired Bottom of wall Grade Desired Top of wall



Imagery ©2025 Airbus, Maxar Technologies, Map data ©2025 Google 50 ft

Measure distance

Total distance: 320.95 ft (97.83 m)



City Boundary

Parcel Boundary

Address Points

Approx. Scale-Imm= 3.45 ft

WATERTOWN

City of Watertown Geographic Information System

Scale: SCALE BAR = 1*

Printed on: April 28, 2025 Author:

DISCLAMEER This map is not a subsidide for an actual field survey or omitio invissigation. The accuracy of this map is intelled to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Materiation makes no warranty whatlooses concerning this information.



Ixisting Grade Black
Desired Bottom of wall Grade
Degired Top of wall



§ 457-7. Obstructions and encroachments. [Amended by Ord. No. 90-58]

A. Obstructions and encroachments.

- (1) Obstructions and encroachments prohibited. No persons shall encroach upon or in any way obstruct or encumber any street, alley, sidewalk, public grounds or land dedicated to public use, or any part thereof, or permit such encroachments or encumbrances to be placed or remain in any public way adjoining the premises of which he is the owner or occupant, except as provided in Subsection B.
- (2) Vending machine placement is prohibited on all streets, alleys and sidewalks, except as set forth in Subsection B, Exceptions.

B. Exceptions. Subsection A shall not apply to the following:

- (1) Any items permanently attached to a building structure in accordance with Chapter 550, Article XII, Signs and Projections.
- (2) Vending machine placement shall specifically be allowed in public parks and on City-owned property upon the approval of the City of Watertown Park, Recreation and Forestry Commission and said vending machine accruing to the benefit of the City of Watertown.
- (3) Public utility encroachments duly authorized by state law or the Watertown Common Council.
- (4) Loading or unload of goods, wares or merchandise, which does not extend more than three feet onto the sidewalk, and provided such goods, wares, etc., do not remain thereon for a period of more than two hours.
- (5) Street furniture and landscape elements with a maximum area of nine square feet per building, which must be placed against an exterior wall and may be installed pursuant to this exception only if a minimum of 12 feet of sidewalk width exists, measured from the building front to the back of the curb, or specifically if the furniture and/or landscape element is part of an approved City streetscape plan.
- (6) Newspaper vending machines, street furniture, and all other encroachments located within the Main Street Commercial Historic District may be permitted if said encroachment

§ 457-7

meets the requirements of Subsection B(5) of this section; the proponent/owner of any such encroachment shall make a written application, pursuant to the procedures set forth below in Subsection D, prior to installation or placement of the proposed encroachment in the right-of-way; and the Watertown Historic Preservation Commission shall make a recommendation approving or rejecting placement of the proposed encroachment to the Watertown Common Council Public Safety and Welfare Committee. [Amended by Ord. No. 91-1]

- (7) Excavation and openings permitted under § 457-6 of this chapter. [Amended 9-3-2019 by Ord. No. 19-17]
- (8) Building materials permitted under Subsection C of this section.
- (9) Temporary encroachments or obstructions authorized by permit granted pursuant to § 66.0425, Wis. Stats. The cost of such permit obtained pursuant to this subsection shall be as set by the Common Council and provided under separate fee schedule and the permit shall be valid for 14 consecutive days following its issuance. [Amended by Ord. No. 13-06; 10-4-2016 by Ord. No. 16-18]
- (10) Other exceptions located outside of the Main Street Commercial Historic District shall be allowed, provided they are subject to the requirements of Subsection B(5) of this section and the proponent/owner of such an encroachment shall make written application, pursuant to the procedures set forth below in Subsection D, prior to installation or placement of the proposed encroachment in the right-of-way. [Amended by Ord. No. 91-2]
- (11) Booths, benches, tables or other structures erected or maintained for the display of goods, wares, merchandise or foodstuffs, and approved under § 457-12 shall not be considered obstructions or encroachments. [Added by Ord. No. 93-23]
- (12) Mailboxes and newspaper receptacles constructed as required by the standards set forth in § 457-8 of this chapter. **[Added by Ord. No. 95-43]**
- (13) Utilities permitted under Chapter 457, Article II, Utility Accommodations. [Added 9-3-2019 by Ord. No. 19-17]

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C. Building materials.

- (1) The Director of Public Works may grant permission to any person for a period not to exceed three months to use not to exceed 1/3 in width of any or all streets adjacent to any proposed building or other improvement to be built or made for the purpose of temporarily depositing thereon building material, excavated material and other articles necessary to be used in and about the construction of such building or other improvement.
- (2) Every person to whom a permit is granted hereunder shall provide a sufficient barricade and during the nighttime sufficient warning lights around or on such building materials, excavating material or other articles so as to effectually prevent the happening of accidents to persons or property, and every such person shall be liable for all accidents and damage caused by his failure to properly provide and maintain such barriers and warning lights.
- D. Application for variance. Application to request a variance granting the proposed use or encroachment of the public way may be taken by any person by filing a written application with the Watertown Common Council Public Safety and Welfare Committee, which shall fix a reasonable time for the hearing of the application, give a minimum of 72 hours' notice to the applicant by regular mail, and decide the same within a reasonable time by approving or rejecting the request. Each application shall be accompanied by a fee as set by the Common Council and provided under separate fee schedule. At the hearing, any party may appear in person or by agent or attorney. The Committee shall decide all applications within 30 days after the hearing thereon. Any person or persons jointly or severally aggrieved by any decision of the Public Safety and Welfare Committee may present to a court of record a petition for certiorari within 30 days after the decision of the Public Safety and Welfare Committee with respect to the application. [Added by Ord. No. 91-3¹l

^{1.} Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. II)

86.04 Highway encroachments.

(1) ORDER FOR REMOVAL. If any highway right-of-way shall be encroached upon, under or over by any fence, stand, building or any other structure or object, and including encroachments caused by acquisition by the public of new or increased widths of highway right-of-way, the department, in case of a state trunk highway, the county highway committee, in case of a county trunk highway, or the city council, village or town board, in case of a street or highway maintained by or under the authority of any city, village or town, may order the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant, to remove the encroachment beyond the limits of the highway within 30 days. The order shall specify the extent and location of the encroachment with reasonable certainty, and shall be served upon the occupant or owner of the land through or by which the highway runs, and to which the encroachment shall be appurtenant.

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REVOCABLE OCCUPANCY PERMIT Exempt from fee: s. 77.25(12) Wis. Stats. Ipa1551 08/2011 (Replaces LPA6035) Chapter 84 Wis. Stats.

This space is reserved for recording data
Return to
Parcel Identification Number/Tax Key Number
·

Occupant Name and Address

Agency Name and Address

Highway

County

Municipality

Encroachment location:

Encroachment description:

The use and occupancy of road right of way under this permit is conditioned upon the Occupant's compliance with these provisions:

- This permit only authorizes the described encroachment to remain temporarily within the
 right of way by
 feet, however, if the described encroachment is damaged from any cause whatsoever, to the extent that repair costs
 would be equal to or greater than 50% of the assessed or estimated value of the described encroachment at the time
 of said occurrence, then it cannot be repaired, re-erected and/or replaced anywhere within the existing road right of
 way.
- 2. In the event that the Agency deems it necessary to revoke this permit on the basis of a need to expand capacity or improve safety, the Agency reserves the right to give notice regarding the removal of the described encroachment. The Agency may terminate this permit upon (30) days written notice to the Occupant. The Occupant shall remove the described encroachment maintained under this permit within the time specified in the notice.
- 3. If the Agency determines that the installation or use of the described encroachment authorized under this permit increases the difficulty of road maintenance, creates conditions adverse to the best interest of the highway users, the general public, or presents a threat to road safety, then the occupant, upon notification by the Agency shall promptly remove the encroachment from the road right of way.

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Section	4.	Item	В.

- 4. Failure by the Occupant to comply with the provisions of this permit is cause for the Agency to terminate this permit and to require the Occupant to take immediate action to clear the right of way to a safe condition.
- 5. Issuance of this permit shall not be construed as a waiver of the occupant's obligation to comply with any more restrictive requirements imposed by local ordinance.

		Date	
		State of Wisconsin	,
) ss.
		Coun	
		On the above date, this instrument was acknown named person(s).	owledged before me by the
Signature	Date	Signature, Notary Public, State of Wisconsin	
Print Name		Print Name, Notary Public, State of Wisconsin	1
Title		Date Commission Expires	
Project ID:	This instrument was drafted b	by:	Parcel No.:





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

Office of the

May 30, 2025

TO: Members of the Public Safety & Welfare Committee

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

Craft Beer and Seltzer Walk from Watertown Main Street Program to be held on July 17, 2025.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



WATERTOWN SPECIAL EVENT PERMIT APPLICATION

ew Event Repeat Event Date Received:	Date of Event:Fee Amount:
APPLICANT INFORMATION:	
Name of person, entity, or organization hole	ing the special event:
Watertown Main S	
Address: Street, City, State, Zip	9
519 E. Main St.	
Phone: Q2 O	ail: watertown main Website: watertown naun
Non-profit Group For Profit	Other, please describe: Nonprofit Tax-Exempt Number
	501(c)3, if applicable (include photocopy)
Is this the applicant's 1st special eve	nt application for the calendar year? Yes
Letter Calley Dormit Number: Co	es Tay if annlicable (include photocopy)
If the named applicant is not required to hold a Wi	consin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box
EVENT INFORMATION:	1. 1014 Event Date(s): 1. 0. 17 2025
Event Name: Craft Beer & Seltzer	- Walk Event Date(s): July 17,2025
	g locations and streets to be used if applicable:
A DETAILED man is required upon sub	mittal of application, is it included? Yes No 🗆
Is the event located in a City Park? Yes	
If yes, do you have a park reservation? Yes	No □ Park name: NA
Is the event closing of a Street/Alley/Rig	nt-of-Way/Parking Lot? Yes □ No\
Will you need City Services for your ever	t? 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 of the specific spec	r celebrating a Federal Holiday? Yes No
Event start/end time: 5:00 Pm	Event set up/take down times: 8:50 PM
Total Attendance: #370 Alcohol	onsumed, sold, or served? Yes \(\sqrt{No} \) \(\sqrt{Vendors? Yes} \(\sqrt{No} \) \(\sqrt{Vendors? Yes} \)
Event Description (purpose, activity, who can portion of craft hold	articipate, etc. Attach additional sheet if necessary.) se downtown - scropping and sampling
Will your event be selling food? Yes ☐ No	If yes, please explain: (Type of food and sold by who)
	RY CONTACT IF DIFFERENT FROM APPLICANT:
Contact Name: First, Middle, Last	anie Ann Broere
Address: Street, City, State, Zip	Phone: Email:
7-17	
OFFICE USE ONLY:	
APPROVED ON: PERMIT #	

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item C.

Indemnification: By signing below, I acknowledge that for good and valuable consideration, I (applicant), on behalf of myself and the organization, if applicable, agree to indemnify, defend and hold harmless the City of Watertown and its officers, officials, employees and agents from and against any and all liability, loss, damage, expenses and costs, including attorney fees, arising out of the activities performed as described herein, caused in whole or in part by any negligent act of omission of the applicant/organization, anyone directly or indirectly employed by any of them or anyone whose acts may be liable, except where caused by the sole negligence or willful misconduct of the City.

Certification: By signing below, I certify that I am at least 18 years of age and that I have reviewed and understand the City's Insurance Requirements and Ordinance for Special Events. My signature further confirms: (i) I understand the filing of this application does not ensure the issuance of a Special Event Permit; (ii) The special event application fee is non- refundable (iii) I will be responsible for ensuring the event and event participants comply with all applicable City ordinances, traffic rules, park rules, state health laws, fire codes, alcohol licensing regulations, and any other applicable laws, rules and regulation;. (iv) Fees for park facilities, food vendor permits, fireworks permit, any other applicable City of Watertown permits or licenses, other municipal services and equipment, etc., are in addition to the Special Event Permit application fee; (v) I am authorized to apply for this Special Event Permit on behalf of the organization holding the event (if applicable). (vi) The information contained in this application is true and correct to the best of my knowledge. I understand that intentionally providing false or misleading information in this application will be the basis for denial/revocation of the permit and may lead to civil or criminal penalties.

If there are any changes to the Special Event after submittal of the application, I agree to notify the City of Watertown of these changes for review.

Name of Applicant: Stefanie Browne Signature: Stefanie Rouse Date: 4/30/15

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.

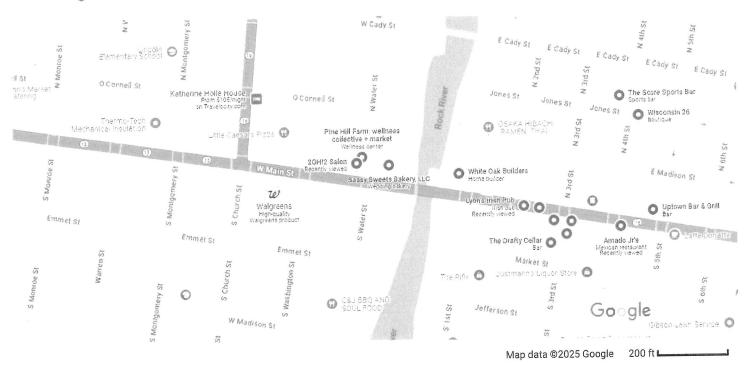
Signature of Applicant: Stefanie Proure

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

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

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

Google Maps







Clerk

106 Jones Street

PO Box 477

Watertown, WI 53094-0477
(920) 262-4006

Office of the

May 30, 2025

TO: Members of the Public Safety & Welfare Committee

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

Car Show from the Moose Lodge to be held on June 12, 2025.

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: Date of Event: Date of Eve
Name of person, entity, or organization holding the special event: MOSE Foods 830 Address: Street, City, State, Zip 12 27 JINEAL ST WATER WAT
Phone: 920 - 261 - 6455 Email: Non-profit Group For Profit Other, please describe: Nonprofit Tax-Exempt Number Sol(c)3, applicable (include photocopy)
Phone: 920 - 261 - 6455 Email: Website: Non-profit Group For Profit Other, please describe: Nonprofit Tax-Exempt Number Sol(c)3, 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:
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:
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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 INFORMATION:
Event Name: CAR Show Event Date(s): 6-12-25
Event Location Address include parking locations and streets to be used if applicable:
A DETAILED map is required upon submittal of application, is it included? Yes No
Is the event located in a City Park? Yes □ No 📈
If yes, do you have a park reservation? Yes No Park name:
Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes \(\text{No.} \) 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 \(\Boxed{V}\) No\(\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\overline{\ov
Event start/end time: 5:00 Pm - 8:00 PM Event set up/take down times: 3:000m - 10:00 PM
Total Attendance: #90-100 Alcohol consumed, sold, or served? Yes ⋈ No ☐ Vendors? Yes ☐ No ⋈
Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.)
Event Description (purpose, activity, who can participate, etc. Attach additional sheet if necessary.) White town CAR Chab Public found raise- for Thanks Will your event be selling food? Yes No If yes, please explain: (Type of food and sold by who) MODER LINGS.
Will your event be selling food? Yes No If yes, please explain: (Type of food and sold by who)
MODSE Lodge
MAIN EVENT ORGANIZER - PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:
Contact Name: First, Middle, Last Doman Andrew Tessman
Address: Street, City, State, Zip Phone: Email:
OFFICE USE ONLY:
APPROVED ON: PERMIT #

