



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, DECEMBER 06, 2023 AT 5:00 PM

ROOM 0041 BASEMENT - MUNICIPAL BUILDING, 106 JONES STREET, WATERTOWN, WI

Please join my meeting from your computer, tablet or smartphone.

<https://meet.goto.com/WatertownPD/publicsafety2023> You can also dial in using your phone. Access Code: 547-527-765 United States (Toll Free): 1 877 309 2073 United States: +1 (646) 749-3129

1. CALL TO ORDER

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

3. APPROVAL OF MINUTES

- A. Public Safety and Welfare minutes from November 2, 2023
- B. Public Safety and Welfare minutes from November 16, 2023

4. BUSINESS

- A. Review and take possible action: Parking removal on west side of S. First Street between Wisconsin Street and Spring Street
- B. Review and take possible action: Parking removal on Cady Street Bridge
- C. Review and take possible action: LED street light upgrade in alley between Labaree Street and Highland Avenue
- D. Review and take possible action: Purchase two radar speed signs for placement on Carriage Hill Drive
- E. Review and discuss: South Water Street closing
- F. Review and take possible action: Special Event Ordinance draft

5. ADJOURN

Persons requiring other reasonable accommodations for any of the above meetings, may contact the office of the City Clerk at mdunneisen@watertownwi.gov, phone 920-262-4006

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

November 2, 2023

7:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> Dana Davis, Chair Steve Board Eric Schmid 	<ul style="list-style-type: none"> Captain Brower City Engineer Jaynellen Holloway Assistant City Engineer Andrew Beyer Stacy Winkelman Mason Becker Megan Dunneisen Mark Stevens Kristine Butteris Steph Juhl Steven Chesebro (Virtual) 	<p>Laurie Hoffmann, Jerel Ballard, Diane Tuhy, Julie Janowak, Spring Reed, Mare Holiday, Linda Kauffeld Mark Kottwitz, Daun Demev, Jeff Schmidt, Andy and Sarah Schueler, Chelsea Hains, Melissa Lampe, Ronald Counsell, Monica Burkert - Brist, Randy Arbogast, Annette Bliefernicht, Roger Bliefernicht, Jan Johnston, Jill B., Diane L. John, Wanke, Julia Reitz, Karen Lanser, Lisa Larsen, Sarana Stolar Tami Cederberg, Trrent Kangas, Stacy Estudillo, Bentley Ouwneel, Pat F.</p> <p>The names of those who attended online were not recorded.</p>

2. RECEIVE COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

3. REVIEW OF MINUTES

Board made a motion to approve the meeting notes from October 4, 2023. The motion was seconded by Schmid and passed unanimously.

4. BUSINESS**A. Review and take possible action: Address speeding on Carriage Hill Drive.**

Beyer presented the options: 1)\$4500 for a solar powered fixed speeding sign (2 would be needed) or 2) Request that the interns do a speed study in the summer. Speed tables/humps are not recommended because Carriage Hill Drive is classified as a minor arterial roadway.

Public Comment: Bliefernicht, a concerned resident voiced his concern about the speed and requested a permanent solution. He has not experienced that speed signs calm traffic.

The committee discussed the various options. Board asked if there was money in the budget for 2 speed signs at \$4500 each. Winkelman said that, pending approval from the Finance Director, she believes money is available for the signs.

MOTION: Board made a motion to direct the staff to determine a final number for two speed signs and also determine definitively if there are available 2023 funds to purchase the signs. Schmid seconded the motion. Schmid clarified that this motion was not committing the city to purchase and install the signs, but only to determine final numbers. Motion passed unanimously.

B. Review and take possible action: No parking during school hours - 800 block of S. Fifth Street

The principal of Trinity St. Luke's Lutheran School has requested the city to investigate temporary parking on the east side of the 800 block of S. Fifth Street. Signage exists which currently restricts parking during school hours. The signs date back to 1975, but there is no ordinance that supports the signage. Although the subdivision ordinance requires a width of 30' to allow parking on both sides, the pavement width at this location is 26'. However, there are streets throughout Watertown with substandard widths that allow parking on both sides of the street. The school indicates that there is no drop-off or pickup in this area. The school is requesting that the signs be removed to allow teachers to park in the location.

MOTION: Board made a motion to remove the signs. Davis seconded and the motion was carried unanimously.

C. Review and take possible action: Approve installation of traffic gates on S. Water Street

between Main and Emmet Streets. Upon request of the Committee, the Engineering department did some research to determine the prices of 2 different styles of swing gates. A triangular style (\$10,800) and a rectangular style (\$17,000). An additional approximate cost of \$5000 would be needed for the project. Davis shared Blanke's written comments indicating he would be in favor of the triangular style, but would want to know the funding source first. The committee discussed installation costs, setbacks and the possibility of individuals sitting on the end and breaking it.

Public Comment: Trent Kangas remarked that the rectangular design probably added to the stability and strength of the swing gate.

MOTION: Board made a motion to authorize the purchase and installation of swing gates at a cost not to exceed \$25,000, preferring the rectangular over the triangular. Motion was seconded by Davis and passed unanimously.

D. Review and take possible action: Parking removal on west side of S. First Street between Wisconsin Street and Spring Street

City staff are requesting that parking be removed on the west side of S. First Street between Wisconsin Street and Spring Street, near the northern parking area at the Watertown Senior Center, due to close calls with S. First Street traffic when exiting the lot. Schmid asked for the crash data. Captain Brower was unable to provide at the time, but said he would provide.

Schmid made a motion to table the request until traffic and crash data could be provided. Davis seconded. Board asked who made the request. Butteris stepped forward to provide additional information. She said that it has been an ongoing issue. Schmid retracted his motion.

MOTION: Schmid made a motion to remove parking from the north parking lot to the bay doors of the 7-up facility (approximately 3 spots). Board seconded the motion. Motion carried unanimously.

E. Review and take possible action: Special Event Permit Ordinance Draft

- Davis explained the background of the Special Event Permit and the work that has been done so far on the ordinance draft. She explained that this is a preliminary draft and that the committee is just beginning to work through the draft. Feedback is still welcome and appreciated.
- Becker spoke to highlight some of the changes to the ordinance as highlighted in the memo that was attached in the committee packet.
- Becker generally explained extraordinary services
- Chesebro explained some situations that would not be considered “extraordinary” – such as expenses incurred by the city due to first amendment protests and demonstrations.
- Davis opened up discussion over A, B and C in the draft ordinance and the committee asked questions.
- Davis then opened up the conversation to the general public to discuss this section:

Public Comment: The following individuals spoke to share ideas and concerns.

Trent Kangas

Sarina Stolar

Gene Schmidt

Diane Tuhy

Stacey Estuvio

Katie Vander Linder

Molly Koppline

Collin Nemeth

- Davis opened up discussion over letter D. Many suggestions were shared by the committee for changes to wording.

Public Comment:

Andy Schueler

Sarina Stolar

Trent Kangas

- Davis opened up discussion over E and F1. All committee members shared input and suggestions regarding the topics. Butteris also asked for clarification regarding the process for the Town Square.

Public Comment:

Diane Tuhy

Sarah Schueler

Monica Burkert-Brist

Gene Schmidt

Elizabeth Howell

Katie Van Der Linden

Jan Johnston

Spring Reed

Julie Janowek

Ken Stolar

David Byrne

Cassie S.

- With the late hour, the committee discussed the need to meet more frequently in order to continue the revision process and keep the ordinance moving forward.
- The committee decided that they would look into holding a meeting later in November.

MOTION: Schmid made a motion to table the motion and discuss a special Public Safety Meeting in the near future. Board seconded the motion and it carried unanimously.

5. **ADJOURNMENT:** There being no additional business to come before the Committee, a motion was made by Schmid to adjourn and seconded by Board. The motion carried unanimously.

Respectfully Submitted - Dana Davis, Chairperson

PUBLIC SAFETY & WELFARE COMMITTEE

November 16, 2023

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none">Dana Davis, ChairBrad BlankeSteve BoardEric Schmid	<ul style="list-style-type: none">Attorney Steven ChesebroMason Becker	<p>Shelley Kassabe Darlene Mondl Louise Genge Stacy Estudillo Pat Forehand Steve Kauffeld Sue Chrisian Linda Kauffeld Sarana Stolar Christine Wishart Lori Rue Laurence Adams Mary Schultz</p> <p>The names of those attending online were not recorded.</p>

2. RECEIVE COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

3. BUSINESS

A. Review and take possible action: Special Event Permit Ordinance Draft

Changed to 50% of cost of Extraordinary Services up front.

Board: Asks if staff feels 30-day timeline is realistic for staff.

Schmid: Asks about how fees will be totaled. Feels fee schedule should accompany ordinance. Debate if that should be included.

City Atty suggests a separate fee schedule could be drafted, but could be adopted alongside this ordinance. Could go on parallel paths to council.

- Consensus seems to be to keep separate but run parallel.

Blanke: Feels that if applicant doesn't pay, it should automatically be cancelled. Change "may" to "shall".

Board suggests changing from 10 calendar days to 10 business days.

City Atty suggests using "voids".

Discussion on Page 6 and public health provisions:

- Board asks about point 9. Carol Quest had asked this be included.
- Second sentence could be struck.
- Consensus seems to be to strike second sentence.
- Blanke: "shall" should be changed to "will"
- City Atty suggests using "must"

Re: Background Checks:

- Davis: explains intent of these provisions.

- Board suggest providing information at time of application. Info on personal data of board members, etc.
- City Atty clarifies that is already required.
- Blanke: "shall" appears often. Change wording to "must" or "will".
 - o For applicant "must", for city staff "will"

Re: Vendor contact info:

- Davis: Explains much of these recommendations came from the city clerk.
- No other questions on these.

Re: Child protection plan

- This was largely struck through, and replaced with overall Emergency Action Plan
 - o Fire, emergencies, lost child, etc.
 - o Davis explains check against national sex offender registry.
 - o Applicant should consider anyone who has duties relating to contact with children.
 - o Schmid: Should we swap "child" for "minor". Should be kept consistent with state definitions etc.
 - o Board: Brings up Lampe comments re background checks. Revise timing piece?
 - Davis agrees that can be looked at.

Re: Animal permits

- Had been added by Health Department.
- Board asks about use of horse drawn wagons, etc.
 - o Look into animals provision, proximity to food. Would be tough at BFTS.

Re: denial by police chief after results of investigation

Blanke: Should be sent by certified mail

Schmid: What is appeal process for something similar, like denial of liquor license

- Atty explains that ordinance later covers appeal process. Potential circuit court review.
- Board: concerned about open-endedness of 14. Seems "onerous" to police department. Effectively giving strongest authority to policy chief.
 - o Blanke feels this is fine
 - o Schmid feels there needs to be checks and balances. Needs to be risk assessment or reasoning for cancellation.
 - o Atty points out this point specifically applies to the applicant(s)
 - Some info may need to be withheld if relating to an ongoing investigation
 - o Blanke asks about outside threats

Public comment:

- Linda Kauffeld(missed name of resident): Who pays for cost of extraordinary services if applicant fails to pay?
- Stacy Estudillo: Who would designee be? Which events would go to PS&W committee?
- Mike Cederberg: re: 14.2 page 7: Maybe switch last two sentences? Also, may want to expand police chief threat assessment to cover any other participants, etc.
- Dr. Dave Madenberg: If applicants pass background checks, what if org. itself is known for harming children, child grooming, etc.

2.c., page 8:

- Davis explains rationale for having PS&W review. May require some short notice committee meetings to address timing issues for events.

Schmid: Asks about 2/3 board to deny permit. Atty Chesebro clarifies.

Blanke feels short notice meetings aren't an issue.

Board feels this may cause unnecessary delays to special events and approval process.

Davis notes application window is 45 days before event and fee doubles if they don't get in within time frame.

Blanke asks for clerk to provide special event report detailing list of events, time frames. Feels most give ample time to approve.

Schmid notes some events will need to get more punctual.

Davis says most events generate no additional costs/assistance from city.

- Davis says she will follow up with clerk.

Schmid: we may need to make sure points are not too open ended with time frames.

- Blanke agrees

Re: list of reasons for denial, 2.e.

- Blanke: notes this only mentions applicants and not outside threats

I. Event Cancellation page 10

- Regarding who should have authority to cancel event.
- Davis not sure if realistic to mobilize council on short notice.
- Mentions Madion provisions about cancelling ahead of time and middle of an event.
- Give authority to clerk or mayor or police chief?

Blanke goes back to denial of permit

- Feels should be able to deny on grounds that possible threat
- Schmid: Feels like we shouldn't be able to deny before completed plan has been returned re: environmental impact.
 - o An antagonistic group could cause event of a group they don't like to be canceled
 - o Atty: discourages City to have official policy to cancel a threat to cancel threat because of a third party.
 - Heckler Veto: can be seen govt acting on intent of a speech etc which could be violation of First Amendment.
 - o Board concerned about possible inconsistent application.

Re: cancellation of event

- Schmid feels burdensome to have council meet on short notice to cancel an event.
- Blanke: Three separate categories seem to exist: Acts of God, blatant violation of agreement before event, and same day cancellations due to health department violations, etc.
 - o Could designate different authorities under each situation.
 - o Davis: seems like should agree this goes back to the drawing board. Come up with a different approach.
 - o Schmid feels we need to insert clause regarding war, natural disasters, etc
 - o Board: Mayor or mayor's designee should be designated
 - o Atty: there are certain events where fire chief is highest official in certain triggering events, or in some instances possibly the police chief
 - o Schmid: Would we have prorated refunds for canceled events.
 - o Davis: We can revisit this.
 - o Blanke: we need to make sure we understand differences between weather and natural disasters

J. Appeal of application denial or modification

- Board asks about appeal process
- Atty: Initial decision was that it would go to PS&W instead of Common Council
 - Blanke: Why not have it start at PS&W, and then could be appealed to Common Council
- Schmid: Feels appeal should go directly to full Common Council. Avoids going to court right away.

Blanke: A four-person board is more flexible than full Council.

Atty. Clarifies licensing board appeal process.

- There are instances where a modification over a denial would be appropriate.

K. Enforcement

- Language from previous ordinance
- Schmid: Is this civil or criminal forfeiture?
 - Atty: Civil. Tied to ordinance that would create civil forfeiture amount.

Schmid: Concerned about high amount...should be tied to unpaid bill amount.

Parades, etc.

- Can be created as a separate chapter.
- Davis: We can review organization.
- Blanke: Prefer it be parallel, not part of same ordinance
- Noted this applies to city sponsored parades
- Blanke: not necessarily practical for parade organizer to supply handwashing stations, etc.

Public comments:

- Stacy Estudillo: question on cancellation process. Re: police chief asked for cancellation five days before event.
- Mike Cederberg: Page 7, para 14. Suggests inserting list of legal given and surnames including any all aliases. E.g. Bozo the Clown, Capt. Kangaroo
- Mike Powers: Page 7. When entity is providing type of event. Under Public Peace and Order ordinance, regulation of sexually oriented conduct. Feels this should be covered. Concerned about proximity to minors.
- Molly Kopplin: Would like links to websites of other communities being referenced. Likes idea of having one point person, likes idea of the mayor being able to make that decision. Concerned about incentive for antagonistic groups online being able to get events cancelled. Re: Background checks, what level of criminality is being covered? What standard is being used?
- Steve Kauffeld: serves as a Dodge Co. Supervisor. Speaks about children being like sponges. What is purpose of a drag queen event and what are they teaching?
- Tienn: Pointed comments toward Pride in the Park. Threats to public safety, etc. Having an event for a queer group of people is not inherently a threat. Opposing protests, etc are common right now. Not controlled by event organizers.

MOTION: Board moves to make necessary revisions and table to next meeting. Seconded by Blanke.

4. **ADJOURNMENT:** There being no additional business to come before the Committee, a motion was made by Schmid to adjourn and seconded by Blanke. The motion carried unanimously.

Respectfully Submitted - Dana Davis, Chairperson

Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-206-4264

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Chairperson Dana Davis and Committee Members

FROM: Andrew Beyer, P.E.

DATE: November 30, 2023

RE: Public Safety and Welfare Committee Wednesday, December 6, 2023 at 5:00 p.m.

Review and take possible action: Parking removal on west side of S. First Street between Wisconsin Street and Spring Street

BACKGROUND:

Review and take possible action: Parking removal on west side of S. First Street between Wisconsin Street and Spring Street

During the November 21st Common Council Meeting, it was moved that the subject item return to the Public Safety & Welfare Committee for further review and crash data be provided by the Police Department. The November 1st narrative detailing the parking removal request and draft ordinance are attached.

Attachments:

- Narrative of November 1, 2023
- Draft Ordinance

Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-206-4264

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Chairperson Dana Davis and Committee Members

FROM: Andrew Beyer, P.E.

DATE: October 25, 2023

RE: Public Safety and Welfare Committee Wednesday, November 1, 2023 at 5:00 p.m.

Review and take possible action: Parking removal on west side of S. First Street between Wisconsin Street and Spring Street

BACKGROUND:

City staff are requesting that parking be removed on the west side of S. First Street between Wisconsin Street and Spring Street, near the northern parking area at the Watertown Senior Center, due to close calls with S. First Street traffic when exiting the lot. Removing parking would improve sight distance. A site map is attached showing the requested removal area.

ATTACHMENTS:

- Site Map



Parcels

City Limits



THE CITY OF
WATERTOWN
Opportunity runs through it.

City of Watertown Geographic Information System

Scale: 1 inch = 45 feet
SCALE BAR = 1"

Printed on: October 2

Author: Private Use
DISCLAIMER: This map is not a substitute for an actual field survey or on-site investigation. The accuracy of this map is limited to the quality of the records from which it was assembled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

**DRAFT ORDINANCE TO
AMEND SECTION 500-9 A. PARKING PROHIBITED IN SPECIFIED
PLACES OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

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

WHEREAS, vehicles exiting the northern parking lot at 514 S. First Street have poor sight distance attributed to parked vehicles along the west side of S. First Street; and,

WHEREAS, on December 6, 2023, the Public Safety & Welfare Committee agreed that on-street parking should be prohibited on portions of South First Stret between Wisconsin Street and Spring Street.

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

SECTION 1. Section 500-9. Parking prohibited in specified places, is hereby amended to add the following;

Name of Street	Side	Location
South First Street	West	From a point 60 feet south of the southern right-of-way line of Spring Street to a point 70 feet further north

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

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

DATE:	November 21, 2023		December 5, 2023	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				
SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
TOTAL				

ADOPTED January 2, 2024

CITY CLERK

APPROVED January 2, 2024

MAYOR

Jaynellen J. Holloway, P.E.
920.262.4050

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Maureen McBroom, ENV SP
920-206-4264

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Chairperson Dana Davis and Committee Members
FROM: Andrew Beyer, P.E.
DATE: November 30, 2023
RE: Public Safety and Welfare Committee Wednesday, December 6, 2023 at 5:00 p.m.

Review and take possible action: Parking removal on Cady Street Bridge

BACKGROUND:

Review and take possible action: Parking removal on Cady Street Bridge

Patrons of the bowling alley have been parking on the Cady St. Bridge in the evenings. When cars are parked on the Bridge, passing becomes difficult for vehicles driving across the bridge.

Pavement width on the bridge and approaches is generally 26 to 28 feet wide. Cady Street is categorized as a minor arterial roadway in this area. Wisconsin Department of Transportation standards for an urban arterial roadway state that a travel lane should be 12 feet wide. Parking lanes should be a minimum of 7 feet wide. A site map is attached.

Attachments:

- Site Map



Parcels



City Limits



City of Watertown Geographic Information System

Scale: 1 inch = 50 feet Printed on: November 16, 2016

SCALE BAR = 1" Author: Private User

DISCLAIMER: This map is not a substitute for an actual field survey or onsite inspection. The accuracy of this map is limited to the quality of the records from which it was compiled. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.



We Energies
 231 W. Michigan St.
 Milwaukee, WI 53203
www.we-energies.com

10/12/2023

Chris Newberry
 City of Watertown
 106 Jones St
 Watertown, WI

Subject: Lighting at WS OF LABAREE ST 130' N OF E BOUGHTON ST and ES of Highland Ave
 165' N of E BOUGHTON ST

Dear Customer :

This letter details work for We Energies Outdoor Lighting. The upfront charge for this work, which expires 90 days from the date of this letter, is \$300.00, and does not include site restoration. Net monthly charges will initially decrease by \$5.29, which is subject to future rate changes as approved by the Public Service Commission of Wisconsin. Your next steps are:

1. Review the following prior to providing authorization and payment:
 - Luminaires are controlled to provide dusk to dawn operation.
 - Customer must contact us for lighting maintenance.
 - Fixtures are warranted until removed.
 - Non-standard poles and conductors are warranted for 15 years.
 - Customer must locate private underground facilities and grant or obtain, without expense to us, access to property, necessary permissions, easements, ordinance satisfaction and permits for installation, removal and maintenance of lighting facilities.
 - Termination or change requests after installation and prior to conclusion of the initial term will result in customer charges. Monthly rates for fixtures on the LED rate are reduced after the initial term.
 - All applicable lighting tariff terms and conditions are available at www.we-energies.com.
 - We do not guarantee this installation meets AASHTO or the Illuminating Engineering Society's minimum recommended standards for lighting.
2. Remit payment, if applicable, using one of the following options. Reference the work request number shown below on your check or when paying via phone or online.
 - Personal check.
 - Online by visiting www.we-energies.com/payconstructionbill.
 - By phone at 855-570-0998.
3. Sign and return the enclosed documents to:

We Energies
 Essential Services A299
 PO Box 2046
 Milwaukee, WI 53201-9627

If returning via email send to Night-Aura-Outdoor-Ltg@wecenergygroup.com.

Material will be ordered upon receipt of required authorizations and payment. Work will be scheduled when all contingencies are met. If you have any questions, please call me at 414-221-4847. We look forward to working with you on your lighting project.

Sincerely,

Raymond Jachimiec

Raymond Jachimiec

By signing this letter, you authorize us to do this work and acknowledge acceptance of the rates and conditions of the specified tariffs as approved by the Public Service Commission of Wisconsin.

Signature: _____ Date: _____

Print name: _____ Title: _____

Work request #: 4930145

Enclosures

Standard Lighting Record-WI

Section 4, Item C.

Billing Name	City of Watertown			
Billing Address	106 Jones St			
C/T/V	Waterdown, WI	State	WI	Zip 53094
Service Address, if different than Billing Address				
Name				
Address				
C/T/V		State		Zip

Open cIS CONTRACT#	Install	Remove
0717476835-0122	0717476835-0122	0717476835-0122
Open cIS Premise#	389591548	389591548
	<input type="checkbox"/> Yes	
New Account?		
Customer / Rate Options	Governmental (MS3/GL1/ LE5)	
Work Request #	4930145	Related Work Request #
Page #/ of #	1 OF 1	

[illegible]

* Monthly total subject to surcharges and credits per Wisconsin Electric Service Rates and future rate changes approved by Public Service Commission

Comments:

Authorization:

Property Owner / Authorized Representative Signature

Date _____

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MEMO

TO: Chairperson Dana Davis and Committee Members

FROM: Andrew Beyer, P.E.

DATE: November 30, 2023

RE: Public Safety and Welfare Committee Wednesday, December 6, 2023 at 5:00 p.m.

Review and take possible action: Purchase two radar speed signs for placement on Carriage Hill Drive

BACKGROUND:

Review and take possible action: Purchase two radar speed signs for placement on Carriage Hill Drive

At the November Public Safety & Welfare Committee Meeting, City staff were tasked with seeking quotes for two solar powered radar speed signs for placement on Carriage Hill Drive and review potential funding sources.

After reviewing quotes received on comparable signs, the lowest cost for each sign is \$3,168. In discussing with Street Division staff, \$8,900 available in the 2023 budget due to savings on a lighting project.

November 22, 2023

TO: Mayor McFarland and Public Safety & Welfare Committee

FROM: Dana Davis, Chair

RE: Closing of South Water Street

Mayor McFarland and Public Safety & Welfare Committee,

On August 2, 2023, the City Staff asked the Public Safety and Welfare (PSW) Committee to consider the degree to which they had an “appetite” for closing a portion of S. Water St 1) permanently, 2) seasonally or 3) for extended periods of time. The transcript from that discussion is attached with this memo.

After a lengthy discussion, the PSW committee indicated that they supported the continued closings of S. Water St. for Town Square special events (i.e. concerts). However, the PSW committee did not support the closing of S. Water St. 1) permanently, 2) seasonally or 3) for extended periods of time. The discussion then turned to the possibility of installing swing arms to make closing the street for frequent special events easier for city staff. Please see attached transcript for details.

On November 13, a portion of S. Water St. by Bentzin Town Square was closed to traffic. Concrete barriers were put in place. The Santa House and large community Christmas tree were placed in the road. The City announced that the road would be closed from November 13 – January 3, 2024. The PSW committee members learned of the closing by observing the concrete barriers, reading social media posts and word-of-mouth.

After inquiring about the closing, I was provided the following information:

- The staff followed the Special Event permitting process to gain approval to close the road.
 - NOTE: Special Events are limited by ordinance to four days.
- The Mayor gave the Park and Rec Department approval to close the road if the closing was approved by the Police and Fire Department
- The Police and Fire Dept. approved the closing.
- The Engineering Dept. was involved in planning for the closing along with the Streets Dept.
- Attorney Chesebro has indicated that the state statute allows an authority in charge of street maintenance to close streets by order, ordinance, or resolution. According to Attorney Chesebro, the road was not closed illegally.

Numerous city residents and the PSW committee members expressed significant concern about the method and length of the S. Water St. closing. In response, Mayor McFarland has orchestrated an adjustment to the original street closing time frame. Mayor McFarland said that she would work with the city team to open S. Water St. the week following the December 2 Town Square vendor event, Jingle Bell on the Rock. The PSW committee appreciates this adjustment to the originally announced schedule.

Going forward, I ask the city to delineate the process whereby S. Water Street is closed for Town Square programming events.

POSSIBLE QUESTIONS TO ANSWER

- Is there currently an ordinance in place to provide a basis for closing S. Water St. for Town Square programming events that extend beyond four days?
- Should there be an ordinance in place to provide for the closing of S. Water St. for Town Square programming events that extend beyond four days?
 - Support for an ordinance should include a cost-benefit analysis. The analysis should examine the community benefit vs. the costs (tangible and intangible) that will be carried by the city and residents.
- If there is support for an ordinance, who will the ordinance delegate the authority for closing S. Water St to (person? department? Committee?)
- In the event of an extended closing, how and when will residents be notified of the closing?
- In the event of an extended closing, how will police and fire ensure that response times are not impacted?

Thank you,

Dana Davis

Chair, Public Safety and Welfare Committee

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John Kaliebe - 829 Richards Avenue. My first question is, was there ever a traffic count on the number of vehicles that use Southwater and South Washington Streets pre-Town Square? My guess would be there was and still is high volume of traffic both north and southbound on both streets. Regarding making improvements to South Water Street, paint a yellow line down the middle of the street to a determined distance from the intersection, dividing it in half so the north and southbound lanes are each 12.5 feet wide. Paint lines designating the crosswalk on Main Street on a town square side, as there are throughout the entire city. This is a safety feature. Paint a solid white stop line before the crosswalk in a northbound lane, like there are at other intersections around town. By doing this, you would alleviate northbound vehicles from taking too much of the street, making one turning south onto Water Street safer and easier.

If you close a 100 block of South Water Street, you move the traffic up to South Washington and Main Streets. That intersection is already congested now with regular through traffic and vehicles entering, exiting Walgreens parking lot and people using the library drop box lane and parking lot. And then you have to include the number of vehicles entering and exiting the Globe Apartments and the proposed 100 unit apartment complex. Then one has to contend with the timing of the stop and go lights at the intersection of Church and Main Streets, which is one of the busiest intersections in town, and at the intersection of Main Street, Main and Water Streets, both one city block away. Depending on the time of day, the day of the week, it is difficult to go north on Washington Street or to make a left-hand turn go westbound onto Main Street. It will also make turning left southbound onto South Washington Street more difficult. There are already vehicles driving around to stop westbound vehicles on Main Street on the right-hand side. Then there are pedestrians crossing at that intersection without a walk-don't-walk sign. Pedestrians have the right-of-way. Back to South Water Street, why aren't there signs in place specifying parking limitations? Before the town square there used to be either two-hour and or handicap parking signs in the 100 block of both sides of the street. Then there were no parking-anytime signs, permanent style, installed before the opening of the town square, on both sides of the street, only be taken down two days later. Now there are no signs at all except one, no parking anytime, which means what and where? There are, were ordinances created regarding this, why aren't there signs stating these parking limitations in a 100 block? If not posted, how is one to know the parking limitations? How can the ordinances be enforced? And hearing rumors that the present barricades are too cumbersome and heavy to move, why not purchase portable pop-up, portable bollards or pop-up barricades that are crash tested? You know, that intersection on Water and Main Street, my wife and I were sitting there, turning left onto Main Street, going eastbound in the evening, and there was, I'm going to say, a female driver going west on Main Street, had no clue that the light had changed, and it was red for a while, or it was us, red for a while, and she just kept on going. I seen it, so that's why we stopped. It's behavioral things, I mean, and it can be parenting. If there's an issue with kids running across the street, to me it's parenting and it's really your own responsibility.

Dana Davis - Thank you so much. We're actually going to discuss Water Street as one of our agenda item, so feel free to stick around as we further that discussion a little bit. Is there anybody else here who would like to speak, has a public comment about something that's not on our agenda tonight. Okay, with that I'd like to close the opportunity for public comment and then we'll go into item number three

which is approval of minutes. Our meeting minutes from July 5th have already been approved by the Common Council so we just include them here as just part of the record. No need to formally approve them in our committee since they've already been approved. So with that, let's move on to the business.

Our first item under business is to review and take possible action, closing a portion of South Water Street between West Main Street and Emmett Street. And so I actually think this item and the next item may kind of merge together a little bit, but I'll let you, Jaynellen, kind of give us a broad overview.

Jaynellen – {People have asked} us to close the portion of South Water Street, south of Main Street, to the south edge of Bentzin Family Town Square. And the question, or things to be discussed or explored this evening with the committee is, number one, is there an appetite for that? And if there is an appetite for that, with what frequency would it want to be closed? Would it be permanently closed? Would it only be during programming season for the town square? Would it be as it is right now, just when there's events there, it's closed off and then it's reopened? Things to explore and discuss this evening. I'm assuming that Chief Kaminsky may have some insight into, to what will work best for, for his department. I, I reached out to Travis. I don't think I got anything back from Travis, but I may also have an opinion on that. So, just for discussion.

Dana Davis - Okay, good. And then we have other people here probably want to discuss that, so I'll throw it out to you all, whoever wants to speak. You want to go first, Peg?

Peg Checkai - Sure, I'll go first. Peg Checkai from the Watertown Public Library. Dana kindly reached out to me earlier in the week, so it was nice to be included in the conversation here. Safety-wise, if I had to say safety-wise, should you close the street? Yes. I think kids, people in general, because there's not a curb, the light bulb does not go off that they're heading into the street. Sorry, Steph and Christine. But there have been garbage bins lined up along the whole side of the street all week long. Those could easily be pushed out into traffic. Kids could run out in between them. And it's that first time that has happened. So we see kids goofing around. Do I think it's going to be a young kid, a child who gets hit by a car? No. I think it's going to be an adult or it's going to be a teenager. Because they're goofing around, they're playing on the table over there, and they're not paying attention to what's going on.

On the flip side of that, we make it really hard for people to come to the library and we're starting to hear that from our library patrons. And I agree with so many things that Mr. Kaliebe said. The area is so congested. The corner of Main and Washington Street is sometimes backed up with people trying to get out, get in. And I know some of that will be alleviated once the construction is done. But there is not a stoplight there. There are no crossing walks there. There isn't anything there to guide people across the street. And the traffic will be shifted from South Water up to South Washington Street. Just getting around the area, once the apartment complex goes in, you're closing the street to Emmett Street, will the people in the apartment complex have access to that chunk of street right there? But then people who want to park in the area, either for the library or Bentzin Park, be not allowed to park in there. I

worry a lot just about the flow around the building, where traffic is going to go and the impact on library patrons just being able to get there. It's already, parking is already impacted and people are already chosen, we've heard not to come to the library because parking is so difficult.

Dana Davis - Is there anybody else who wants to comment?

Dan Bardt - Yeah. I'm Dan Bardt, Alderman for District 4. So I'm on a number of committees. One of the committees I'm on is the Town Square Programming Committee. I know we discussed this at our last meeting. I'm generally in favor of the closure of that part of the street. But there are two things I'm concerned about, and it's really more of a timing issue, I think, when we're going to close it. So in September of this year, we're supposed to be, T-Wall, we're supposed to be starting construction for Riverhouse on the Rock, and I know they've already requested to use part of Water Street for staging. So I don't know how easy it's gonna be for them to get in and out of there if that part of the street's closed. And then right after that, so that's gonna last about a year, construction there. And right after that, of course, we're gonna close Main Street Bridge. So detour routes, I don't know if those have been considered yet or not, but I think it would be useful probably to have Water Street open at that point for detour routes.

Dana Davis - So what would you say the programming months are if we were to shut for programming?

Kristine Butteris - year-round, really, we're going to have programming year-round. The main concern is in the summer, you know, from May to September, we've got the water fountain running basically non-stop. So that is a concern, right, because there is no curb. So it does feel, and I've caught myself too being out there talking to contractors and stuff and being in the middle of the road realizing it's open. Right now I need to get over to the side. So, you know, we do have that and then we also have our concerts and all of that. On the other side of that, in the winter, we have those things, the holiday tree is actually too heavy to stand it, to set it in the square. So we would actually have to set it in the roadway in order to have the tree down there. The other thing too is if we had a nice skating rink, which goes back to the whole paver thing, right? We can't set it on those pavers, so that also would have to go in the street, which then would mean that the street would be closed from, I would probably say, mid-November to probably February at the very earliest to be, you know, so that would be the shutdown time for that area.

Dana Davis - Do you have any, like, the traffic you looked up was more for Main Street, right?

Chief Kaminski -I looked at traffic crashes, so I'm pulling it up again because I never really looked at Washington Street at all, just to see where we were at for Washington Street.

I actually pointed out more even going down further at the corner of South Washington and Emmett. A lot of people blow right through that stop sign right there. I can't tell you how many times I've almost been hit. But we see actually quite a few accidents at the corner of South and Main.

So just all I did was look at the intersections right now of Water in Main and at Washington and Main and they both have in the intersection themselves roughly the same amount of crashes in the last five years. Roughly five. East Water Street though, let's just say the area between East Water Street and the river. I'm sorry, East Main Street and the river. Water to the river on Main. There's a lot of crashes there. I mean, they're kind of interspersed along that area, but if we're just talking crashes at the intersection, there's five. If I move over to Emmett Street, just to glance at it, we don't have, in the last five years, there are no crashes within that intersection of Water Street and Emmett and there are two in the last five years at Washington and Emmett.

Brad Blanke - On Main Street between water and the river, yes, how current are those crashes? Did they occur during the construction of Town Square due to distracted driving or are they spread out over the course of five years?

Chief Kaminski - So I'd have to click on each one so I'm doing that now as we were you're talking so I have to click on each one so I'm doing that now as we were you're talking so I have it won't take have to click on each one so I'm doing that now as we were you're talking so I have it won't take long. 2018 6 of 23 7 of 22 9 of 20 3 of 2023. By 3 I mean March. 10 of 2020. 10 of 2020. So it's been an ongoing problem. 8 of 2022. And now my last one is 2 of 2022. But it's drawn our attention more now.

Dana Davis - So that's interesting.

Steve Board - That's not just the construction of the park, that's also the demolition of the 100 block.

Chief Kaminski - Right.

Steve Board - So there was a lot of distraction going on.

Chief Kaminski - Yeah.

Dana Davis - So when I was first thinking about this, I thought, oh yeah, we should just close it. But I went over there Monday night to check it out. I don't have little kids, so they're not splashing in there. And it was Monday night, 515, and I was struck about the number of cars that were using the street.

And then thinking about the constructions that's happening now and thinking about the building, I was flummoxed, actually, to think about, how are they going to get to that area? And we're making it so hard to move around. So I think it's, for me now, it hasn't become so, yeah, let's just close it. I realize now the complexity of this. This is not an easy decision at all. I also noticed there isn't right now, I think someone mentioned this, maybe you did, any striping. Like I noticed from let's say the splash pad to the library door there on Water St., there's no walkway that's been painted on. Is that something that there was going to, we just haven't done it? There's no plan for that?

Jaynellen Hollowy - Right now, there's no plan, but that was the design that it really becomes a plaza when it's closed off to the public. So there's currently nothing on the docket to do those stripings that were pointed out.

Dana Davis - Because if it is a behavioral thing, as you thought, then you have to train people, right? Here's the crossing walk. Another thought I had was just trying out rubber [speed humps] rubber ones, right? That you can get almost temporary. It'd be interesting to not invest a whole lot and try that out, see if you can slow people down. Because really we're probably not going to solve the accidental running out. But we want people to slow down and be aware that this is a cautious area so go - go slowly. I'm wondering if something like that might be helpful in that area.

Brad Blanke - It's a good idea and I think the city already has some of those don't we? We used them at one time in Riverside Park.

Chief Kaminski - Yeah. They were mounted to the roadway. There were rubber ones in the roadway on Laboree Street between Boughton and Keyword maybe, or right around Keyword in that area. They were there. I know they were there for a while on the roadway.

I just, police department comment with closing Water Street. Washington Street is already horrible at Washington and Maine. Pushing traffic from Water up to there, where there are no traffic signs or signals, to me makes it even worse, especially with the proximity of Church Street, all the traffic that turns and everything else. We're just pushing a problem further down the road. That would be my one opinion. My second opinion is we do spend some time now already at the library, we do spend some time at the Town Square for issues, closing that roadway kind of restricts how we're getting in and out of there as well, and I would assume that Travis would say the same thing with apartment complexes and a new one going in, if he has, guaranteed he has EMS calls already at the apartment complexes, and every now and then we have a false alarm fire over there, so.

Dana Davis - Yeah, that slows down safety, emergency [vehicles]

Chief Kaminski - That pushes emergency traffic into different directions and onto smaller streets and all sorts of stuff.

Peg Checkai - I was gonna say too, Dana, there is this, as people get to the intersection, I've spent the last 25 or so years of my life looking out on South Water Street. People will speed up right at that corner

to get through the lights. And I don't know if that's why things end up with accidents, but you'll see it coming from both directions. There's nothing to see someone clipping by the library going 30 miles an hour.

Chief Kaminski - I have seen cities, and I can just name one of them off the top of my head. I have seen, like, West Allis. They have closed. This to me is too busy of a street to close, but I've seen them do it on smaller side streets with less traffic and like West Allis where they have a bar restaurant or something like that or two of them and they'll close the roadway because there's a lot of people who mill about and they've done that in the summer and they put up actual concrete barriers into the roadway to do those kinds of things. But again, it's nothing with the amount of traffic that we're dealing with, that I've seen it done.

Brad Blanke - Most of the comments that I had have already been made by Chief, John, and actually Peg as well. The one thing that I don't think has been mentioned is another intersection that will be impacted by this. The other end of Water Street, the corner of Milwaukee and Water, which is already a very dangerous intersection. I lived in Miller Ice Terrace for a couple of years and that intersection is...

Chief Kaminski - You can't see it to the east very well at all.

Brad Blanke - So this might push more traffic that way to another dangerous intersection. I think by closing one dangerous intersection, we simply are pushing the problem to other dangerous intersections.

Dana Davis - Really we should focus on how can we train people to...this is new and we have to slow down or something. Did you have comments about the...we're on

Eric Schmid - Yeah, so I apologize, I had the...got it wrong on my phone. Some of the comments I did have was concerned about not closing. Yeah. Because they wanted to know why it was even on the table. But this is what I would call another example of unintended consequences by decisions being made for other issues. Like somehow we're shocked that there's an increased number of traffic, an increased number of pedestrian traffic in this area, increasing the risk to everybody. I don't understand how we're shocked that this is working. Because we knew when we renovated the library, it was gonna bring in more people. Because that was the concept, to bring more people into the library, bring more foot track, provide more services to the community. We did the park for the same thing, bring more people downtown, bring more people to the community to make something nice and water for people to come visit. Well, if we're doing two things to draw people to downtown, it's going to draw people. So the fact that we're even having this conversation shows it's an unintended consequence or an ignored consequence. So closing it, it's only going to make that other section visible. And when you're on a bike, it's even worse. Because I've gone through there a lot of times. So it's going to just take people paying attention. I mean, they know it's a busy intersection, they have to pay attention. I mean, because you can't just close the street because it's just going to push the traffic somewhere else. It's going to either

going to push up Emmett, it's going to push out the water one, and you're going to have even more issues over there. So at least here we have traffic lights. We have a known stopping point that people are used to stopping at and taking turns on. And they know they have to slow down coming into it or coming across it. So at least it's a known thing to focus on, and it's going to take time to retrain people to look both ways. Yes, it's still a street, yes it's still as traffic, and you're just going to have to want to deal with it.

Dana Davis - What I'm hearing, your initial question was is there an appetite for closing it, and I think I'm hearing that there isn't an appetite for actually closing it for any extended period of time. Is that where you all are at?

Brad Blanke - With the exception of program events.

Eric Schmid - That special event was a budget vendor set up. And that was a temporary couple hour thing. Like we do have another street later this year. So. Right.

Stacey - We close the street a lot. Every Thursday and every Saturday.

Kristine - We close the street a lot.

Eric Schmid - Which I get complaints on every week.

Dana Davis - So what's the every Thursday?

Stacey - I shouldn't say every Thursday.

Kristine - I just, because this was already done before I came into this city, so I guess I just would like a little bit of history. What happened, where was the traffic rerouted when the street was closed for the construction?

Chief Kaminski - It would have been just pushed up anywhere, Washington Street or any of that.

Kristine - Was there added congestion there? Was there more accidents because of that?

Peg - The street was open for a good part of it.

Chief Kaminski - Yeah, really it was.

Peg - We didn't close it for any of our construction, and I think most of the park construction was done on the block. So it was open.

Kristine - I heard it was closed for a year, so I guess I was just wondering what was it about a year?

Chief Kaminski - I don't think it was closed that long, the roadway itself.

Kristine - And then as far as the construction happening for the T-Wall project and everything, they do have it for staging on the road area. So that will be closed then at that point for however long they're staging there. And that is supposed to happen at the same time if the bridge goes through for next year. So that's just for awareness. That portion will be closed.

Brad Blanke - Sorry to interrupt. I don't think we've approved them being able to stage on the road as of yet. They've requested it. I don't remember seeing anything come in front of me. So that hasn't

necessarily been approved yet. And I would have concerns with them staging construction vehicles on the road.

Kristine - Well, I mean, I'd have concerns about it as well for other reasons, but I mean, those are the things that we're dealing with as we're on the corner of two big construction things happening next year. So that, I guess, is from my standpoint. I don't know what's happening there. I do feel like, I mean, if we're talking about retraining, it is kind of a thing where you could just retrain people on where to go. There are a lot of events that we have where we are closing it quite often. And if we don't close it all the time, or even for a season, or what have you, we will need to come up with a barrier option. Because right now, what we're doing isn't working. I mean it is working, but it's not. Like it's a lot of a lot of work for all of us to be moving barriers and keep it. And it is kind of an eye sore. So I mean if we can't close it for seasons, if we have an option of an arm that would prohibit people from crossing if they're coming from the splash pad to closing it when we have events. I don't know, but I feel like that might be the route we have to go if it's a no, and then we just close it for events. The winter thing does concern me, just because that was what this part, from what I was told, what this part was meant to do. And I don't have another option.

Peg Checkai - I think Santa House is supposed to go down there too.

Chief Kaminski - I certainly don't think that road close signs are the barrier that should be used. They don't stop cars if something were to choose to go down that roadway. But I don't know what the next best option is that doesn't cost a decent amount of money.

Dana Davis - Well, that's where I was going next. If we decide not to close it for an extended period of time, apart from special events, where are we in the budgeting season? If we were to do lines, is there even time for that at this point, to do lines? Is there budget for lines? As far as a crosswalk, if we were to do a crosswalk?

Andrew Beyer - For the crosswalk, it's not recommended to put a crosswalk in the middle of a block. Cars really aren't trained to look for pedestrians in the middle of the block. It's at stop signs or stop lights. If we do go that route, there are some improvements we have to make as far as an ADA ramp with the technical warning fields and some signage. But as far as striping the center line, we can look at a cost to see where we're at in this year's budget. If it can happen this year, we can look at it. Otherwise, we can add it to next year's budget.

Eric Schmid - Andrew, for Jane, I'm pointing to, don't we have some of those old T-balls that you can fill with water as temporary barricades? Or do we never have those? For like road closure options?

Jaynellen - No, we have...

Eric Schmid - You know which ones I'm talking about, the little giant orange ones that you can use for portable options?

Jaynellen Holloway - Yep, the National Guard has them down on Bloomer Street, the fillable barricades, fillable Jersey barriers. We don't have any of those in our stock.

Eric Schmid - Because that'll stop traffic. Those big road closure signs, they go through the road closures of my house all the time. You put a couple of those up, you'll stop traffic pretty definitively. And you could stage them so that if you needed to move them, an emergency vehicle could. But it's a visible deterrent and most people recognize it's a T-wall and you don't go past the T-wall. The road closer signs people who live in that area, I just drive through there. Are they movable? They are. Once you can drain or fill them with water, it's relatively easy to do. That's why the guard uses them, the military uses them, because they're quick deployment units. I just don't know the cost of them.

Stacey - Do you remember the cost on the sample one that we had for the grand opening?

Kristine - Yes, I do. OK. I believe it was for all nine of those, plus the trailer that was included, I believe it was around \$80,000.

Chief Kaminski - And we looked at. And we looked at.

Kristine - No, the nine was sufficient. They decided to put more on the sidewalk portion of things, because you could easily drive up onto the sidewalk from main onto water. So they put some there. So we kind of used them all up. We could probably do four across on each end and be fine. It doesn't take care of any of the parades or anything that we have for cross. But I thought they were wonderful, super easy to move. If you know how to move them, I saw a woman fall over them actually in trying to move them, so it is, you have to know how. But I was also honestly thinking of bollards or like I said, like a gate that would prohibit people from passing one way and then passing the other way to leave.

Chief Kaminski - Yeah, we looked at trying to find a grant even, for the one that you had for the grant opening. We couldn't even find a grant that would apply for that.

Dana Davis - Let's see if Mr. Board, do you have any thoughts or any ideas?

Steve Board - Well I agree with everybody that I don't think we should close the street at least yet. The park's only been open two and a half months. I think there's some... We've got to get a better understanding of what's happening there. As far as training people, people are people. They're just going to be, to be candid, idiots from time to time, driving through stop signs and everything else. You can't prevent that, but I think there are things that we can do, like crosswalks. We could have put a crosswalk in the pavers that would have been obvious when it was constructed. We chose not to do that. I'm wondering if there are some kind of barriers, because the other thing I heard was kids crossing Water Street without going to the crosswalk. So what if there were barriers to close Water Street that could then be used on Water Street to keep kids from leaving the park and just racing across the street. So you could just move them, you don't have to store them, you'd have another use for them. I'm wondering if you could do something like that.

Jaynellen - If you were to consider the swing gate that Kristine mentioned earlier, you could pivot that in such a way that it could be closed, if the center point of the turning radius were put toward the splash pad. So on the east side of the intersection, when the gate is open to keep South Water Street open, that starts adding as this barrier that all the person on board is suggesting to corral the children to keep them somewhat inside the splash park. At the time then that you would need to close off the street, you could swing it across, and now it becomes a barricade for going south on South Water Street. And that would be fairly economical of the things that have been discussed this evening as a starting point. I

know this group has through the years that I've been involved with it, looked at problem solving in incremental steps.

But starting with baby steps and working up from there. And that would seem to me to be a way to, a place to start. That would be fairly economical. I'm hesitant to stripe the center of the street in that part of that area has pavers. Pavers are not really supposed, meant to be striped. It just isn't in the nature of the beast. Not to say you can't do it, but it's not recommended. So we can certainly look at that price and get back to this group if there's what the price would be and if there's funding this year to support that. But I do think the gate arm that Kristine is suggesting could easily be placed at Water Street in Maine on the south side of the intersection and then again on the property line of the town square, for the same reason that when we need to cross it off, close in that area, and it would make it from a standpoint of staff time and people that are involved in closing off this area, to have these events, it'd be a much quicker, smoother, easier way, less injury to our teams to do those things.

Steve Board - What, can I ask? So Jane Ellen, which department within the city should do that study?

Jaynellen - What study?

Steve Board - Do the research on the possibility of that. Cost effectively create that barrier. The swing arm.

Jaynellen - Engineering would gladly look into that. We've got interns.

Brad Blanke - That was going to be my question. Can you get us a cost, get some quotes or a cost estimate of what putting those in would be?

Eric Schmid - Manual ones or automatic ones?

Jaynellen - Manual. Manual. I love the way you're thinking though.

Eric Schmid - Well, but no, the reason I ask is I can see what you're talking about and they pivot on a 90 degree angle. But my concern is the length of that arm is going to talk, you're talking across in two lanes, so it's a 30 foot arm, give or take. When that 30-foot arm comes down, now you're...

Jaynellen - No, it swings horizontally. I'm not thinking vertical.

Kristine - So then there would be a post on the other side of the street that you would lock it into.

Eric Schmid - Okay, so then there would be a locking point for that?

Jaynellen - Yes. Both sides. Both sides you'd have to have a locking point.

Eric Schmid - Just the...well, that answers the one question. Reflective coating, tape, or lights?

Jaynellen - We'll look into it. But also, to John's suggestion of training people, because it would be, say, 25 to 30 feet long, in the area that would be, for lack of a better description, corralling the youth at the splash pad, their only place now to really cross is going to be at the intersection, where we want to encourage them to cross anyway.

Eric Schmid - So you're saying most of those arms when they're down are basically going to just about...

Kristine - It's going to be swinging like this. And then it's going to swing, and like this is closed. There's no vertical movement. It's all horizontal. Yeah, and then it's just going to swing open. And it's going to lock in place at this, at this, to like corral the kid, and then it's going to lock in place over here to close the water stream.

Peg - So it's just like it's just... You realize though, people aren't crossing here. People cross this way. People are crossing diagonally across the street to go into the front doors of the library. You're not going to corral them. I don't think, I don't see a lot of kids actually going at the intersection. They're playing in the pad and then they'll cross diagonally. Parents are bringing them to the restroom. I know we want people to enter through Main Street, which a lot of people do, but when we're open a lot of kids are coming through.

Jaynellen - I think we have to start somewhere.

Peg - What I was going to suggest, and this is the only reason it came to mind, if we're talking about retraining people, if you think about, and I hate to say the word, Oconomowoc, think about what it's like when you drive down their main street, okay? Right in the middle of the block, they have a crossing area for people. Now I go, I've been trained over these years, and I don't even live in Oconomowoc, to be cognizant of that intersection when you go into Oconomowoc. I don't remember if they have speed bumps, I know it's a crossing. I think there's splashing there. But I don't know about the rest of you, but when you go downtown Main Street or downtown on Oconomowoc, it's a very busy street. It's very narrow and they've retrained people how to, you know, cross back and forth in there. Just a suggestion.

Dana Davis - So we've been asked to review and take possible action on closing Water Street. Is there a motion that we want to present here tonight, or is there an action step that we wanna form into a motion?

Brad Blanke - I think that we've directed engineering to get quotes on those swing arms. And what I was kinda thinking is there'd be one at the south end, one at the north end. And if they were on opposite sides of the street, then when they were in the position to block pedestrian traffic, one could swing on the west side of Water Street. Thereby, if they did try to cross diagonally, then there's still a post there that they're going to have to climb over or go under. So basically, they're going to go, one's going to go like this, and then the other one would go like that.

Eric Schmid - So the other question is do we have the space from setback standpoint for DOT to take up that space on the sidewalk? Because now you're putting a physical barrier that is going to be in the right of way for the road. Now that's just another consequence for that swing arm to stop and lock into and so that's something we have to look at too is how is that going to impact, because it's going to impact storm removal, it's going to impact both sidewalk storm removal and street storm removal in regards to how it works in the wintertime. So these are all things that are the second, third, and fourth order of effect we're trying to solve that if we don't take into account now and just crush something, we're going to have even more problems later. So I think we need to look at all options.

Dana Davis - So it looks like we have a good plan. We're directing engineering to get close, and I think as a part of that, they're going to do the research to see if this is even feasible and whether it meets all the standards and everything. So are we all in agreement with that at this point, at that point of action? Okay. Are there any more comments about item number one then? Because the next one's similar but different.

Jaynellen - The one thing that I do want to point out is turnaround times. We're coming into budget season right now. And there's right in the throes of our Anna Street program. And I'm not aware of any funding source to fund this in the 2023. I guess what I'm asking for is the ability to possibly come back to this before the end of the year, but not necessarily at our September meeting with this information in that I'm not aware that even if we can get this done and returned by our September meeting, that there's budget to support.

Dana Davis - So what kind of time frame do you do you think you need realistically?

Jaynellen - I would be very comfortable with October.

Dana Davis - Two months? Okay. Is that okay with everybody? Okay. All right. Well, thank you, thank you for everybody with your comments. And it isn't, it's not easy. It's not an easy one.

END TRANSCRIPT

Update on Town Square Project

Section 4, Item E.

A little over one month ago, plans for the new Town Square were unveiled to the public. Over 80 people attended the February meeting with many more interested citizens reading articles and viewing the concept drawings in the Watertown Daily Times and on Facebook.

Recently, we visited with Kristen Fish-Peterson, Watertown RDA Executive Director, to ask her some questions that have been raised on social media and through conversations.

Is Water Street being closed?

Water Street will not be permanently closed. Traffic will still move in both directions. When a festival, event with the Library, or other activity is held, the street can be temporarily closed if needed. The design calls for a curb-less street, which means the sidewalk and road will be on the same level.

Will there be public restrooms on the town square?

The town square itself will not have permanent public restrooms. The Watertown Public Library has agreed to allow the public access to restrooms inside the Library. If a large event is held at the town square, event organizers will be required to provide portable restrooms to serve the attendees.

Where are people to park their cars?

Additional parking will not be created to serve town square events. Existing street parking and surface lot parking south of the Public Library should accommodate daily use. For large events, attendees may need to park further away. There will be a drop-off site near the town square entrance for those with disabilities or mobility issues.

Will the town square be handicapped accessible?

Yes! The best feature of the design chosen by the Town Square Steering Committee is the accessibility it provides for wheelchairs, strollers, walkers, and people of all abilities.

Can I launch a kayak from the town square?

Launching a kayak from the town square will be discouraged. A public kayak launch (with plenty of parking) is available up river. Kayakers will be encouraged to dock at the town square dock, which is designed especially for kayak docking.

Will the town square close at night? Will dogs be allowed?

The town square will be part of the Watertown Park system. Guidelines for usage will be determined by the Watertown Park, Recreation & Forestry Department. Current rules governing parks in Watertown can be found on the City website under General Park Information.

Will the town square have 24/7 surveillance cameras and lighting for safety?

The Town Square Steering Committee will be working with the Parks, Recreation & Forestry Department and the Watertown Police to address safety issues at the town square. Installing surveillance cameras and lighting the park at night will be options considered to ensure the town square remains safe for all visitors.

Will the town square host events 12 months of the year?

The town square was designed to accommodate events year 'round. Festivals, Santa's House, possible ice skating, ice sculptures, farmers markets, concerts, Library events, picnics, and alike will offer year 'round activities for Watertown residents and tourists. The interactive fountain, designed at grade, will attract children during the hot summers. The fountain will be turned off during colder months and during events requiring extra space.

Will the plaza extend to the Globe apartments?

The town square is to be constructed on the 100 block of W. Main Street, formerly occupied by buildings. The City is currently looking for a development partner to build a hotel, office building, or apartments on the surface parking lot south of the town square.

Will there be a hotel next to the town square?

The original plan did include a hotel to the south of the town square. The RDA secured an independent hotel development for the site. The developer was not able to secure financing so the parcel is back on the market. The RDA believes the best use for this site would be a hotel, office building, mixed use building, or market rate apartments. The RDA is working to attract a development to this site.

Will there be food trucks on the town square?

The town square design does accommodate food truck parking along Water Street and on the hardscape of the town square at the west end of the block.

Will there be public WiFi?

WiFi would be a fantastic addition to the town square. The Town Square Steering Committee will work hard to make that a reality.

Has any thought been given to honoring the history of the 100 block in the town square?

The Town Square Steering Committee is considering a few options to honor the past. One idea, suggested by a Watertown resident, is to make a time capsule. Other ideas are welcome and all will be considered.

What is being done about displaced businesses?

Businesses formerly located on the 100 block of W. Main Street were compensated for their properties as well as paid relocation benefits. The RDA spent \$1.6 million to acquire the buildings and another \$1 million to relocate the businesses and apartment residents. One business made the decision to close permanently. They were still given a significant cash relocation package. The remainder of the businesses have relocated to new locations in Watertown.

Who is paying for this? Taxpayers?

The money spent to acquire and relocate businesses and residents from the 100 block of W. Main Street came from the Walmart Tax Increment District. These collected taxes were not needed to pay off debt in TID #3. Tax Increment Financing (TIF) dollars can only be used for certain projects. The RDA received these funds to redevelop downtown Watertown. The RDA is paying for the demolition and design of the town square with its own funds. The construction of the town square will be funded in part by the RDA, the City, and through grants and fundraising.

What's happening elsewhere downtown?

As Main Street Watertown reported in early March, in 2019 alone, six buildings in downtown Watertown were purchased and are now in the process of being renovated. At least three of these buildings have been vacant for a decade. Out of 85 buildings on Main Street, there are only two properties with commercial vacancies that are actively for sale or lease.

Much of the increased interest and activity in Watertown's downtown area has been attributed to the reinvestment made by the City of Watertown, the Main Street Program, and the RDA. Investors see opportunity and are attracted to a growing and revitalized area.

The Town Square Progress

Excerpts from the Redevelopment District #2, Amendment No. 1, Public Hearing Draft: October 28, 2015

In 2014, Watertown's Common Council accepted the recommendations of the Watertown Riverfront/Downtown Redevelopment Initiative as well as other relevant plans for the general area dating back to 2004. This redevelopment plan was consistent with the City's ongoing master planning and economic development efforts.

One of the objectives of this plan was to create a physically and economically vital riverfront and downtown area by eliminating blight, ensuring appropriate land uses specifically, but not restricted to, the establishment of a comprehensive riverfront walking/biking pathway system with accompanying seawall and river edge improvements, redevelopment of the manufacturing and distribution properties into uses that are more conducive to revitalization of the downtown, improving both vehicular and pedestrian traffic and enhancing the environmental attributes and historical character of the Riverfront and Downtown.

Specific goals included developing a centralized, multi-use public space (art festivals, dances, beer-n-brats, farmers' market) in the form of a town square on the south side of the 100 block of West Main Street. More specifically, the creation of a town square and development of riverbank amenities including an amphitheater in conjunction with a library expansion and commercial development which would add significantly to the vitality of the downtown and riverfront.

Up until 2019, most of the work has been done behind the scenes. The final building purchase in the 100 block of West Main Street took place in 2019. Demolition started in early 2020. Currently, there are two buildings standing. During the inspection, a 500 gallon underground tank was discovered as well as possible soil contamination around the newspaper building. The RDA is working with the DNR and applying for grants to cover the costs of remediation and tank removal. Once the buildings are removed, the area will be filled to grade and seeded for the interim.

The Town Square Steering Committee will be reconvening to finalize the selection of a contractor, town square amenities, and provide direction on raising funds.

This has been a long process to get to where we are today. On behalf of the City, the RDA, and the Town Square Steering Committee, we thank the citizens of Watertown for their support, ideas, patience, and encouragement. As of now, the town square is set to open in the Fall of 2021.

If you have questions, please e-mail Kristen Fish-Peterson at KFish@CityofWatertown.org. For additional information please visit the RDA website at watertownredevelopment.org.

**ORDINANCE TO
REPEAL AND RECREATE SECTION 428-7 SPECIAL EVENTS OF THE
CITY OF WATERTOWN GENERAL ORDINANCES**

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

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

SECTION 1. Section 428-7 Special Events of the City of Watertown Code of Ordinances is hereby repealed and recreated as follows:

~~**§ 428-7 Special events.**~~

Purpose. The City of Watertown recognizes that special events organized by individuals, private organizations and nonprofits serve an important role in enhancing the City’s quality of life and can provide benefits to the community. To treat all persons and groups uniformly, to facilitate the successful staging of these special events and to be mindful of the efficient use of available facilities and resources, the City will commit staff time and facilities to ensure that special events have an overall positive effect upon the community and its resources. The purpose of this section is to provide reasonable restrictions for special events, in order to protect the public health, safety and welfare from the potential adverse effects which may arise from such special events, or the large number of persons attracted to such events upon premises not regularly used for or developed to regularly accommodate such events or gatherings. Such regulations are intended to protect against traffic congestion, the overcrowding of lands, the potential for fires, explosion, riot or disorder or other dangers to persons or property, the diversion of public health, safety and emergency services from regular necessary duties, and the additional cost to the community of providing public services necessary to protect the public health, safety and welfare arising from such temporary special events; and to promote the preservation of public peace and order, the furtherance of sanitation and the safeguarding of the public health.

A. Definitions

- 1. Applicant** – The person or authorized representative of the event organizer who signs an application for a special event and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with the provisions of this Chapter. Where a purported application is not a legal entity or organization, the applicant will be the individual signing the permit application.
- 2. City Property** – All municipal buildings, parks, athletic fields and complexes, streets, and other rights-of-way, parking lots, boating and docking facilities and any other property owned, leased or controlled by the City of Watertown.
- 3. Extraordinary Services** – Reasonable and necessary services provided by the City which specifically result from the special event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety

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services on a nonevent day. Extraordinary services will normally be those services requiring City employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of this ordinance and policy.

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

- (a) 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;
- (b) 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;
- (c) Cannot be held completely within the confines of an existing building, park;
- (d) Will involve the temporary closing of a public street, alley, parking lot or public right-of-way;
- (e) Will have over 300 people attending the event (or multiple events as part of a series) on private property, except those situations explained in section C of this chapter;
- (f) Will require extraordinary services by any City Department;

B. Permit required. No person or entity acting as an event organizer shall set up for, hold or conduct a special event as defined in Subsection A within the municipal boundaries of the City of Watertown without first obtaining a special event permit.

C. Exemptions

1. The requirement under Section 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.

2. Funeral processions.

3. Special events for which the sole purpose is to celebrate a federally recognized holiday must comply with the requirements under Section 428-7 however all fees will be waived and insurance for the event will be provided by the City of Watertown's General Liability Policy.

4. Events organized solely by the City must apply, but all fees are waived.

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D. Extraordinary services.

1. In addition to permit and license fees, applicant ~~shall be~~ is responsible for reimbursement of extraordinary services including, but not limited to, personnel services, equipment and facilities provided for the event when municipal services were increased or disrupted because of the event. The Common Council ~~will~~ shall approve by resolution each year a list of standard fees and charges by department which will be used to determine the amount of charges attributed to extraordinary services provided to special events by the City. The resolution may provide for standard hourly charges ~~of~~ flat-fee charges for services provided and may specify tasks that may or may not be subject to extraordinary services charges.
2. Applicants ~~shall be~~ is liable for and ~~must~~ shall pay to the City Clerk the actual cost of all extraordinary services provided by the City. If the special event has more than one person or entity organizer, then each of the organizers are liable to the City for the total amount due, regardless of how the multiple organizers may separately agree to divide these expenses. If the City is a co-organizer of a Special Event, the cost of the extraordinary services the City is responsible for will be based upon the level of City involvement, and that amount ~~shall~~ will be deducted from the total cost for the extraordinary services provided by the City. The costs for extraordinary services charged to event organizers ~~shall~~ must not exceed the actual costs of providing these services.
2. —
4. The Applicant(s) is required to pay 50% of the estimated extraordinary services prior to the Special Event. An itemized invoice will be sent to the applicant(s) and such amount will be due to the City Clerk on or before 10 business days prior to the Special Event. Failure to pay 50% of the estimated extraordinary services voids the Applicant's Special Event Permit.
5. Final cost incurred for extraordinary services, less the amount of services already paid, will be itemized, invoiced, and mailed to the applicant(s) within 30 days of the conclusion of the Event with net ~~30-30-day~~ terms. Failure to pay the final extraordinary services amount will result in future Special Event applications being denied.

E. Regulations.

1. Duration and hours of operation. The duration of any special event ~~shall~~ must not exceed four consecutive days and any permit issued under this section ~~shall~~ must specify the days upon which the event shall occur. No special event ~~shall~~ is to be open to the public except between the hours of 5:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit ~~shall~~ must also specify the hours during which pre-event setup and post-event takedown operations may occur and no such operations may be conducted other than as so specified.
2. Maximum attendance. A special event permit ~~shall~~ will specify the maximum peak number of people to attend the special event. The permit holder ~~shall~~ must not sell tickets to nor allow the attendance of more people at the special event at any time than as specified in the permit. Any tickets sold or advertisement made prior to the grant of a permit under this section and the satisfaction of all conditions of such permit ~~shall~~ will include therein in like medium, a statement that "the occurrence of the [special event] remains subject to the approval of the City of Watertown."
3. Parking on park property. Any special event that requires parking on park property, other than a public roadway or parking area, ~~shall~~ must apply to the Parks and Recreation Director as provided in Watertown Municipal Code § 398-5B.

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4. Sanitary facilities and potable water. All sanitary facilities and potable water facilities ~~shall will~~ be provided for the special event by the event organizer.

5. Solid waste. The event organizer ~~shall be is~~ responsible for the holding, collection and disposing of solid waste material.

6. Illumination. If the special event is to continue during hours of darkness, illumination ~~shall must~~ be sufficient to light the entire area of the event at the rate of at least five lumens, without the spillage of such illumination unreasonably beyond the boundaries of the special event premises.

7. Noise. No permit holder ~~shall is to~~ permit any sound created by the special event activity to carry unreasonably beyond the boundaries of the special event premises. Applicants ~~shall must~~ obtain necessary amplified sound permits ~~from~~ the Parks and Recreation Department.

8. Fire protection. A permit holder ~~shall must~~ provide all fire protection applicable to the special event activities and premises as required by the municipal Fire Prevention Code (Chapter **303**) and the Wisconsin Administrative Code (DSPS 314), including alarms, extinguishing devices, fire lanes and fire escapes.

9. Compliance with other Code provisions. No special event ~~shall is to~~ occur unless all other necessary municipal permits, licenses and approvals applicable to the special event activities have been granted and any permit granted under this subsection ~~shall must~~ be conditioned upon the applicant obtaining all such other licenses, permits and approvals.

10. Application submission. Submission of an application for a Special Event permit is not a guarantee ~~of~~ approval for either the date or location, nor is it automatic approval for the event.

F. Permitting Procedures

1. Filing

a. Event organizers ~~shall must~~ complete a special event permit and file the application and associated nonrefundable fee as set forth in the Watertown Fee Schedule with the office of the City Clerk. The permit application fee is separate from other fees, licenses and from any requirement to reimburse the City for the actual cost of extraordinary services required for the permitted event or for damage or destruction resulting from the event.

b. The application ~~shall must~~ be filed with the City Clerk, on forms provided, no less than 45 days prior to the proposed event including application for all other necessary permits and/or licenses related to the event. If a complete application is not received before the deadline, the application fee will ~~doubledouble~~, and the City may deny the permit. Applicants are encouraged to submit applications as far in advance of an event as possible, but no application shall be accepted more than one year prior to the proposed date of the event.

c. Applications will be filed in order of their receipt. Special events must comply with all applicable City ordinances and requirements and event organizers ~~shall must~~ use all reasonable efforts to ensure compliance of participants/attendees with all applicable City ordinances.

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d. Application Contents and Disclosures: The applicant shall submit the Special Event application form which shall set forth the following information:

(1) The full name, address, telephone number and email address of the applicant; or if the applicant is an organization, group, or association, the name, address, home and business telephone numbers, and email addresses of the authorized representatives of the organization who will be responsible for the event.

(2) The full name, address, telephone number and email address of the event coordinator, if different from the applicant.

(3) The nature of the event.

(4) The date(s), hours of operation, and hours of set-up and clean-up for the event.

(5) The location of the proposed event, including proposed parking locations, and streets to be used, if applicable.

(6) Mapped routes. All permit applications for special events, including road closures, runs, rides, walks, or parades, shall include a detailed map of the proposed route. Routes for annual events must be submitted with the application regardless of whether previously submitted. Alteration of proposed routes may be made by the City prior to approval of the permit. In the event that the organizers or sponsors of any special event deviate from the route submitted without approval from the City, the organizers or sponsors of such special events may be denied a permit for the following calendar year.

(7) Any plans for fencing the location of the special event and the gates contained in such fence. Include a diagram, subject to change by recommendation of the Police Department and Streets Department; applicant must make arrangements with the appropriate departments for services needed.

(8) The maximum number of persons which the applicant ~~shall~~will permit to attend at any time, not to exceed the maximum number which can reasonably assemble at the location of the special event in consideration of the nature of the special event.

9) If selling or providing food or beverages at the event, the applicant and/or food or beverage vendor ~~shall~~must contact the Health Department for food/beverage licensing.

(10) If alcoholic beverages will be sold or served at the event, the event must comply with the requirements laid out in Wisconsin Statutes Chapter **125** and Section 428—8 and Chapter **220** of the Watertown Municipal Code.

(11) Personal Data. Each applicant and officer/board member of said entity or organization must provide personal data information. The Police Chief or designee will review to determine if the applicant(s) pose a risk to the public. Upon receipt of the results of such investigation, the City Clerk shall will report the findings to the Public Safety and Welfare Committee. all food vendors must be included along with the vendor's contact information,

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Food Permit ID and Wisconsin Seller Permit number. A final list of food vendors ~~shall~~must be submitted to the City Clerk 10 business days prior to the event.

(13) Transient Merchants. A list of all merchandise vendors must be included along with contact information, Wisconsin Seller Permit and type of goods for sale. A final list of transient merchants ~~shall~~must be submitted to the City Clerk 10 business days prior to the event.

(14) Health, Safety and Security. - Applicants ~~shall be required to~~must submit an Emergency Action Plan. The plan will include response to Fire, Medical, Severe Weather, Lost Child, Crowd Control, Pedestrian Safety, and other emergency situations. Applicants ~~shall also be required to~~must submit a list of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. The Applicant will verify that names on the list have been checked against the online national sex offender public website and disqualify anyone who is listed in the registry. The verified list must be submitted to the City Clerk no later than 10 days before the event.

15) If the event involves any show or exhibition of animals, a special use permit (550-52J) and Health Department animal permit (228-10) may be required.

(16) If applying for a space rental at any City Park, including the Bentzin Family Town Square, the designated process and application form for that venue must be filled out by the applicant through the Parks, Recreation, and Forestry Department.

e. No application shall be accepted as filed until the City Clerk's Office determines that the information in the application is complete and sufficient for filing purposes as required under this Subsection F. Upon filing, the City Clerk's Office ~~shall~~will distribute copies of the application to the Police, Fire, Health, Street and Recreation Departments.

f. Review: The City's review of any permit application and/or its subsequent issuance of a permit ~~shall~~will not be construed as acceptance by the City or its representatives of any liability or responsibility for any injury or damage relating to the special event. Special event permits are temporary in nature and do not vest any permanent rights.

2. Approval or denial of application. Applications for Special Event permits ~~shall~~will be processed in the order of their receipt.

a. Upon receiving an application for a Special Events permit, the City Clerk will forward the application to the City Departments for review. The City Departments may schedule a meeting or meetings involving the applicant and any of the other affected City departments. The purpose of the meeting will be to discuss the Special Event and its potential impacts, the City services requested, and the City services which may be required. Such a meeting will be held as soon as practical after the application has been submitted.

b. As soon as practical after the Special Event permit application is submitted, the City Clerk ~~shall~~will present the Special Event ~~Application, estimated~~Application, estimated Extraordinary Fees and supporting documents to the Public Safety and Welfare

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Committee for review. After reviewing, the Public Safety and Welfare Committee will move to approve, conditionally approve or deny the application.

c. Public Safety and Welfare Committee may consult with City departments as necessary and consider any other such information obtained by or provided prior to acting on the application.

d. The Public Safety and Welfare Committee ~~shall~~will approve all special event applications submitted to them, unless by a 2/3 vote the members vote to deny the permit.

e. To the extent permitted by law, the Public Safety and Welfare Committee may deny an application for a permit if the applicant has on prior occasions made material misrepresentations regarding the nature or scope of any event or activity previously permitted, has held prior special events without proper permitting or licensing, or has violated the terms of a prior permit issued to or on behalf the applicant. A permit may be denied, or conditions placed thereon, based upon considerations of the health, safety, and welfare of the community, and of the anticipated costs of holding such an event. Additionally, the Public Safety and Welfare Committee may base their decision on one or more of the following grounds:

- (1) The application is not fully completed and/or fails to include necessary attachments;
- (2) The applicant asserts that they cannot or will not pay the application fee.
- (3) The applicant asserts that they cannot or will not pay the cost for Extraordinary Services.
- (4) The application for permit contains misleading statements, material falsehoods, or misrepresentations;
- (5) The applicant is not legally competent to sign a contract, or to be held responsible for its actions;
- (6) The applicant has, on prior occasions, been required to pay for extraordinary expenses or damages to City property and has not paid in full for such expenses or damages;
- (7) A special event permit application for the same time and place, or utilizing extraordinary City resources, has previously been received, and a permit for such previous application has been or will be granted which will authorize uses or activities which does not reasonably permit the multiple occupancy of City facilities or would result in a utilization of City resources which would adversely affect the health, safety, and welfare of the community;
- (8) The special event use or activities intended by the applicant would conflict with previously planned events and programs which have been organized by others either through the use of City facilities or the unavailability of sufficient City resources for the proposed event;
- (9) The conduct of the proposed special event will likely substantially interrupt normal flow of vehicular and/or pedestrian traffic in the proposed location and cannot be reasonably accommodated by the City;
- (10) The proposed special event is of such a size or nature requiring the diversion of so great a number of police officers or other emergency services as to deny reasonable emergency services to the City as a whole;
- (11) The intended Special Event use or activity would present a grave or unreasonable danger to the health or safety of the persons expected to participate in the event, the neighborhood in which the event will occur, the

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community as a whole, or City property and resources required to be involved with the proposed event;

(12) The number of persons expected to participate in the Special Event would result in a concentration of persons, vehicles, or things which cannot be supported at the requested time or location due to a lack of sufficient open area, streets, offsite parking, or traffic controls;

(13) Activities reasonably expected to occur at the intended Special Event are prohibited by law;

(14) Upon receipt of the results of the investigation from the Police Chief

G. Indemnity. The special event permit application ~~shall will~~ contain a statement that: "The applicant agrees to indemnify and hold harmless the City from and against all liabilities, claims, demands, judgments, losses and all suits at law or in equity, costs and expenses, including reasonable attorney fees, for injury or death of any person or loss or damage to the property of any person, firm, organization or corporation, arising in any way as a consequence of the granting of a permit for a special event." No permit may be issued unless the applicant has agreed to the terms of this statement on the written application.

H. Insurance. Each applicant for a special event permit that includes at least one of the following: alcohol, more than 200 people per day or involves a road closure ~~shall must~~ furnish to the City, no later than 10 days prior to the special event, a certificate of insurance written by a company licensed in the State of Wisconsin, approved by the City Attorney and covering any and all liability or obligations which may result from the operations by the applicant's employees, agents, contractors or subcontractors, and including workers' compensation coverage in accordance with Ch. 102, Wis. Stats. The certificate ~~shall must~~ provide that the company will furnish the City with a ten-day prior written notice of cancellation, nonrenewal or material change. The insurance ~~shall must~~ be written in comprehensive form and ~~shall must~~ protect the applicant and City against claims arising from injuries to members of the public or damage to property of others arising out of any act or omission of the applicant, its employees, agents, contractors and subcontractors. The policy of insurance ~~shall must~~ provide minimum combined single limits for bodily injury and property damage of at least \$1,000,000 per person/aggregate. **[Amended 7-6-2021 by Ord. No. 21-26]**

I. Event cancellation. The Common Council may, by a 2/3 vote of the members present, Mayor or in the absence of the Police Chief and Fire Chief jointly may, cancel a special event, regardless of whether or not a permit has been issued, without prior notice for any significant change in conditions which would or may adversely affect the public health or safety of the community, such as Act of God, War or pandemic, or if applicant's proposed activities for any condition that would place facilities, grounds, or other natural resources at risk of damage or destruction if the event were permitted to take place.

J. Appeal of application denial or modification. Any applicant who has been denied a special event permit or has been granted a permit which has been modified may seek review of the decision by the Common Council by filing a request for review of the denial with the City Clerk within 30 days of the Public Safety and Welfare Committee'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 30 days of the Public Safety and Welfare Committee's decision.

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K.-Enforcement. Any person who violates any provision of this section or who violates any condition upon which a special event permit is granted ~~shall will~~ be subject to a forfeiture of not less than \$~~1,05~~00 nor more than \$10,000. Each day of violation ~~shall will~~ be considered a separate offense. In addition, the City may enforce this section by way of injunctive relief and all other remedies available at law and in equity.

The following section should be a whole new chapter.

- 1. **Definition.** In this Subsection City Sponsored Parades shall mean:
 - a. Fourth of July Parade
 - b. Watertown Parade of Lights
 - c. Watertown Unified School District (WUSD) Homecoming Parade
- 2. **Application.** An applicant for a parade that is organized solely for the purpose of celebrating a federally recognized holiday may apply to become a City Sponsored Parade subject to Section 428-7(M).
- 3. **Waiver of Fees.** All fees for a special event permit for a City Sponsored Parade will be waived.
- 4. **Insurance Coverage.** The City will provide insurance coverage for all City Sponsored Parades, provided the parade organizers comply with all requirements from City Departments.
- 5. **City Department Services.** At least 90 days prior to the date of a City Sponsored Parade the parade organizers must meet with any City Department they would like to request to provide services for the City Sponsored Parade. City Departments will confirm what services are available at least 45 days prior to the date of the Parade. No City Department will charge City Sponsored Parades for services provided.

SECTION 2. All ordinances or parts of ordinances inconsistent with the provisions of this ordinance are hereby repealed.

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

<u>DATE:</u>	<u>First meeting date</u>		<u>Second meeting date</u>	
<u>READING:</u>	<u>1ST</u>		<u>2ND</u>	
	<u>YES</u>	<u>NO</u>	<u>YES</u>	<u>NO</u>
<u>DAVIS</u>				
<u>LAMPE</u>				
<u>BOARD</u>				
<u>BARTZ</u>				
<u>BLANKE</u>				
<u>SMITH</u>				
<u>SCHMID</u>				

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

(Type meeting date of the FIRST meeting the ordinance will be considered) Ord. #23-XX

<u>WETZEL</u>				
<u>MOLDENHAUER</u>				
<u>MAYOR</u> <u>MCFARLAND</u>				
<u>TOTAL</u>				

-

(Type meeting date of the FIRST meeting the ordinance will be considered) Ord. #23-XX

DRAFT EXTRAORDINARY SERVICES 2024

DEFINITION

Extraordinary Services - Measurable financial costs which are **ABOVE AND BEYOND** the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event.

POSSIBLE EXAMPLES

Police Protection, Traffic Control, Fire Monitoring, Dedicated Paramedic Service, Parks Services, Other Services Necessary to Ensure the Protection of Participants And Citizens, Proper Functioning Of City Services, Proper Administration Of The Ordinance.

administrative fee of 15% of the **total costs** of the services and equipment used for the processing, review and invoicing of the special event fees.

DEPARTMENT	REGULAR COST - total annual salaries divided by the total employees in that group, then divided by the annual hours worked - Includes WRS, Payroll Tax, Health Insurance, Dental Insurance	REGULAR COST + 15% ADMIN FEE	OVERTIME COST - Regular Cost X 1.5	OVERTIME COST + 15% ADMIN FEE	COST (flat fee)	DESCRIPTION OF COST
Per Hour Rates						
POLICE						
Police Chief/Deputy Chief	74.52	85.70				
Police Captain	66.77	76.78				
Police Officer	56.90	65.43	85.35	98.15		Traffic Control, Police Protection
Police Sergeant	57.51	66.14	86.26	99.20		Traffic Control, Police Protection
Auxillary Officer	16.56	19.05				Traffic Control, Police Protection
						police vehicle usage, such as patrol cars and specialized police vehicles (SWAT Trucks) and their fuel, crowd control gas/pepper spray and other munitions that are expended in defense of life and property, repair/replacement to police vehicles and other damaged/destroyed equipment and gear and uniforms (think riot/protest situations where uniforms/helmets/etc. are torn/bloodied/broken/etc.) and similar actual costs.
Equipment use	Cost for Special Equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.					
STREETS						
Street Manager/Supervisor	39.45	45.37				
Street General Labor	36.21	41.64	59.18	68.06		
Solid Waste General Labor	44.45	51.12	54.31	62.45		
Equipment use	Cost for Special Equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.					
Placement of temporary signs						No charge for events using less than (10) no parking signs. \$5 fee for events using (10) or more parking signs
Traffic Cones						Charge included in employee wages
Class II Barricades						Fencing in certain areas, smaller in size - charge included in employee wages
Class III Baricades and Signs						Type 3 barricades are most often used for road closings because of their bigger size and visibility. Charge included in employee wages
PARK & REC						
Recreation Managers	44.45	51.12				
Parks General Full Time	37.77	43.44	56.66	65.16		

Parks General Part Time 14.00 16.10

The below are usually charged by Park and Rec with a Park Reservation - See separate Park and Rec Policy

Park Rental

Picnic Tables (each)

Benches (each)

Trash Cans

Excessive Cleaning 100.00

10.00 if extra needed

3.00 if extra needed

2 -hour minimum charge

FIRE DEPT

Fire Chief/Deputy Chief

73.50

84.52

Fire Battalion Chief

43.68

50.23

65.52

75.35

Firefighter

32.54

37.42

48.81

56.13

Fire Inspector

27.55

31.68

Dedicated Paramedic Service, Fire Monitoring, First Aid

Dedicated Paramedic Service, Fire Monitoring, First Aid

Dedicated Paramedic Service, Fire Monitoring, First Aid

Fire Inspection of the special event area

HEALTH DEPT

Health General Labor

48.51

55.78

72.76

83.67

Health Environmental

44.56

51.25

66.85

76.87

Health Emergency Prep

49.22

56.60

73.83

84.90

Health Department primary responsibility is food inspections/licensing SEE SEPARATE FEE SCHEDULE

CLERK

Finance Manager/Supervisor

60.15

69.17

Finance Staff

40.46

46.52

60.68

69.78

administration of the ordinance

administration of the ordinance

OTHER PERSONNEL

Costs for personnel, not specifically identified, providing extraordinary services in support of a Special Event shall be identified and calculated by the Finance Director using the same methodology as used for other similar identified employees

DRAFT EXTRAORDINARY SERVICES 2024

DEFINITION	POSSIBLE EXAMPLES
Extraordinary Services - Measurable financial costs which are ABOVE AND BEYOND the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring city employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event.	Police Protection, Traffic Control, Fire Monitoring, Dedicated Paramedic Service, Parks Services, Other Services Necessary to Ensure the Protection of Participants And Citizens, Proper Functioning Of City Services, Proper Administration Of The Ordinance.

DEPARTMENT	REGULAR COST - total annual salaries divided by the total employees in that group, then divided by the annual hours worked - Includes WRS, Payroll Tax, Health Insurance, Dental Insurance	OVERTIME COST - Regular Cost X 1.5	COST (flat fee)	DESCRIPTION OF COST
Per Hour Rates				
POLICE				
Police Chief/Deputy Chief	74.52			Traffic Control, Police Protection
Police Captain	66.77			Traffic Control, Police Protection
Police Officer	56.90	85.35		Traffic Control, Police Protection
Police Sergeant	57.51	86.26		
Auxillary Officer	16.56			
STREETS				
Street Manager/Supervisor	39.45			
Street General Labor	36.21	59.18		
Solid Waste General Labor	44.45	54.31		
Equipment use	Cost for Special Equipment deemed necessary for provisions of			No charge for events using less than (10) no parking signs. \$5 fee for events using (10) or more parking signs.
Placement of temporary signs				Charge included in employee wages
Traffic Cones				Fencing in certain areas, smaller in size - charge included in employee wages
Class II Barricades				Type 3 barricades are most often used for road closings because of their bigger size and visibility. Charge included in employee wages
Class III Baricades and Signs				
PARK & REC				
Recreation Manager	44.45			
Parks General Full Time	37.77	56.66		
Parks General Part Time	14.00			This is an estimate because the Payroll Resolution has not been presented or passed by Council providing the actual wages for PT Parks staff.
The below are usually charged by Park and Rec with a Park Reservation - See separate Park and Rec Policy				
Park Rental				
Picnic Tables (each)			10.00	if extra needed
Benches (each)			3.00	if extra needed
Trash Cans				
Excessive Cleaning	100.00			2 -hour minimum charge
FIRE DEPT				
Fire Chief/Deputy Chief	73.50			Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Battalion Chief	43.68	65.52		Dedicated Paramedic Service, Fire Monitoring, First Aid
Firefighter	32.54	48.81		Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Inspector	27.55			Fire Inspection of the special event area
HEALTH DEPT				
Health General Labor	48.51	72.76		
Health Environmental	44.56	66.85		
Health Emergency Prep	49.22	73.83		
Health Department primary responsibility is food inspections/licensing SEE SEPARATE FEE SCHEDULE				
CLERK				
Finance Manager/Supervisor	60.15			administration of the ordinance
Finance Staff	40.46	60.68		administration of the ordinance
OTHER PERSONNEL				
Costs for personnel, not specifically identified, providing extraordinary services in support of a Special Event shall be identified and calculated by the Finance Director using the same methodology as used for other similar identified employees				

GENERAL PERMIT AMOUNTS			
DEPARTMENT	COST (per hour)	COST (flat fee)	DESCRIPTION
	2024		
POLICE			
STREETS			
PARK & REC			
Park Reservation			
Concessions Permit			
Amplified Sound		\$30.00	
See Park and Rec Fee Schedule			
FIRE DEPT			
HEALTH DEPT			
See Health Department Fee Schedule			
CLERK			
Special Event Application		\$50.00	Current fee is \$25 - Increase to \$50 2024
Temp B/Open Container		\$10.00	
Fireworks Permit			
		\$25 for one day, additional \$10 for each day	
Carnival Permit			
Transient Merchant		\$20	

**WATERTOWN PARKS & RECREATION DEPARTMENT
FEES AND CHARGES POLICY**

Section 4, Item F.

1. **Program Fees** - Are those fees charged to participants of recreational and educational programs, and are set by the department.
 - A. Participants of recreational and educational programs shall be charged a fee to cover all operational cost in addition to a 20% maintenance and administrative fee.
 - i. Operational costs are those costs necessary to effectively operate a program to include all personnel, supplies, and expenses are to be based on past program expenses and anticipated new expenses.
 - D. **Nonresident Program Fees** - Nonresident will pay 50% more than residents. **Resident Status** - a person has resident status when that person's principal residence is located within the city limits of Watertown.
 - E. **Nonresident Player Fees** - For adult sport leagues where the team pays a team fee rather than an individual player fee, each nonresident will pay a nonresident player fee which will be determined by the commission. The present nonresident fee is \$5.00 per person.
 - F. **Senior Center Membership Fees** – Senior Center Membership Fees will be determined by the commission on an at-needed basis. The present membership fee is \$10.00 for residents and \$15.00 for nonresidents. New members will receive a 25% discount. All members will receive a 20% discount (from the resident rate) on senior-related program fees.
 - G. **Community Service Programs** - are those programs which are considered to be a community service and important to the total community recreation program, and because of their nature, it is impractical or undesirable to have a fee charged. Those programs designated as such by the commission are exempt from fees.
 - G. The commission reserves the right to assess additional fees to groups or activities which require exclusive use of facilities or require excessive maintenance, supplies or expenses.
 - H. **Refunds of Program Fees** – A full refund will be given up to two weeks prior to program start. Within two weeks of the program start refunds will be given as credits depending on department ability to fill spots.
 - I. **Facility Improvement Fee** - A \$1.00 fee will be included in all individual program registration fees and a \$10.00 fee for all team registration fees. This fee will be used to update parks and facilities in our park system.
2. **Admission Fees** - Charges paid to enter a facility. Admission fees will be set by the commission based on demand, need, cost of maintenance and operation, public benefit, and the public's ability to pay.
 - A. **Daily Admission Fees** - Nonresidents will pay 50% more than residents. Refunds will not be granted for daily admission fees except at the Watertown Aquatic Center as follows: A free admittance coupon will be issued to patrons who have paid the daily admittance fee when it is necessary to close the Aquatic Center within (2) hours of its opening.

- B. Aquatic Passes - An additional nonresident fee will be charged for all seasonal and yearly passes. Nonresidents will pay 50% more than residents.

Section 4, Item F.

3. **Rental Fees** - are those fees which are paid to secure reservations for exclusive use of a facility. Rental fees will be set by the commission based on demand, need, cost of the operation and maintenance, public benefit, and public's ability to pay.

- A. All department-sponsored programs are exempt from rental fees.
- B. Rental Fee Payment - Payment is due upon reservation. No refunds will be granted for additional equipment and services which have been provided by department staff.
- C. Rental Fee Refunds - To receive a full refund for a rental cancellation of a facility, the refund request must be made at least 14 days prior to the reservation date. No refunds will be given within 14 days of the reservation date.
- D. Park Rentals – See the current reservation application.
- E. Senior & Community Center Room Rentals - See the Policies Governing Use of The Senior/Community Center and current rental application.
- F. Park Facility Use – See the General Facility Use Contract, Club Facility Use Contract, Condition of Facility Use Agreement, Concession Contract, etc.
- G. Bentzin Family Town Square – See Bentzin Family Town Square Reservation Packet.
- H. Fee Exempt Groups - The following groups have received endorsement by the commission for exemption of all rental fees:
- Watertown Public Schools

4. **Special Events and Services**

- A. BASIC SERVICES - The department provides a basic service for the general operation of all facilities. Each facility is equipped with a designated amount of equipment and has a basic maintenance schedule. Any activity requiring additional equipment or any additional service shall be considered as a special service.
- B. PLANNING ASSISTANCE - The department will assist in the layout, organization and inventory of available facilities and equipment. (All major celebrations, events and special services must be approved by the Park, Recreation and Forestry Commission).
- C. PARK DEPARTMENT PERSONNEL
The department regularly schedules 2 full-time employees for 2 hours every Saturday Sunday morning 7:00 a.m.to 9:00 a.m. One summer employee is scheduled for 8 hours, 7:00 a.m. to 3:30 p.m. Saturdays, Sundays and holidays.

Park personnel clean restrooms, pick up garbage, and make needed repairs in the entire park system. The department's ability to assist events and special services is limited. All special services required by department crews will be charged on a for-cost basis.

Adopted by Commission November 6, 1995
Revised by Commission December 6, 2004
Revised by Commission December 4, 2014
Revised by Commission October 2016
Revised by Commission October 2017
Approved by Commission December 2018
Approved by Commission October 2023

FEE SCHEDULE FOR ADDITIONAL EQUIPMENT
(Revised 10/16/23 starting 2024)

Section 4, Item F.

1. **Snow Fencing** - \$10.00 per 50 foot roll of snow fence.
Includes delivery of fencing, wire ties and post pounder. Park staff is responsible for setup and removal.
2. **Concrete Snow Fence Standards** - Set in place by department crews.
\$20.00 per standard
3. **Bleachers - portable type**
\$60.00 per set
4. **Orange Boards** - Organizations renting the boards are responsible for setup of the orange boards.
\$6.00 per 10 ft. section; includes standards and risers.
5. **Extra Picnic Tables** - \$10.00 ea
6. **Extra Plastic Gray Folding Tables or Banquet tables** - \$10.00 ea, \$15.00 (with 8 chairs/table)
7. **Extra Park Benches** - \$4.00 ea
8. **Extra Trash Cans** - \$4.00 ea
9. **Screens, Upper Pavilion** - \$100.00
Note: Only reservable by federally-recognized holiday events and Riverfest. Overnight supervision is required and is to be provided by organizations making the reservation.
10. **Volleyball/Tennis Court Rentals**
\$10/court/day for city residents
\$15/court/day for non-city residents
11. **Ball Diamonds/**
\$150/diamond/day city based functions (\$50 rental – unprepped)
\$225/diamond/day non-city based functions (\$75 rental)
\$75/diamond/day for city based private schools (\$25 rental)
12. **Diamond Dry Compound** - based on market costs.
13. **Dry Line Marking Compound** in addition to initial prep - based on market costs.
14. **Football & Soccer Fields Rental & Prep/ Disc Golf Course**
\$100/field/game
15. **Concession Stand Rental or based on Concession Contract for long-term use**

CR BQ \$150/day	NCR BQ \$225/day	Private BQ \$75/day
RS \$75/day	RS \$112.50/day	RS \$37.50/day
WP \$50/day	WP \$75/day	WP \$25/day
16. **Labor Charges** - Additional charges for labor may apply for special requests, additional setup or additional maintenance (minimum \$100/hr/staff).
17. **Amplified Sound Permit** - \$30.00
18. **Tent Permit/Locate** - \$25.00
19. **Soccer Goals:** \$30.00/set
20. **Soccer Flags:** \$5/set of 4
21. **Portable Toilet Rental** – based on market costs.
22. **Paper & Cleaning Products** – based on market costs.

Facility License Type	Fee Amount
<i>Restaurants/Meals Food Service</i>	
Retail Food – Serving Meals Prepackaged TCS	
<i>License Fee</i>	\$124.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$134.00
<i>Pre-inspection Fee for Change of Owner</i>	\$100.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$175.00
<i>Late Fee</i>	\$21.00
Retail Food – Serving Meals Simple	
<i>License Fee</i>	\$269.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$332.00
<i>Pre-inspection Fee for Change of Owner</i>	\$249.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$326.00
<i>Late Fee</i>	\$46.00
Retail Food – Serving Meals Moderate	
<i>License Fee</i>	\$387.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$488.00
<i>Pre-inspection Fee for Change of Owner</i>	\$366.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$479.00
<i>Late Fee</i>	\$66.00
Retail Food – Serving Meals Complex	
<i>License Fee</i>	\$632.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$798.00
<i>Pre-inspection Fee for Change of Owner</i>	\$598.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$785.00
<i>Late Fee</i>	\$108.00
Mobile Retail Food Establishment Base – No Food Preparation or Processing Activities	
<i>License Fee</i>	\$51.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$0.00
<i>Pre-inspection Fee for Change of Owner</i>	\$0.00
<i>Re-inspection Fee</i>	\$45.00
<i>Re-inspection 2 Fee</i>	\$45.00
<i>Late Fee</i>	\$9.00
Transient Retail Food -- TCS	
<i>License Fee</i>	\$200.00

Watertown/Jefferson County Environmental Health Consortium Fee Schedule

Section 4, Item F.

Transient Retail Food— Non- TCS	\$80.00
<i>License Fee</i>	
Transient Retail Food – Prepackaged TCS	
<i>License Fee</i>	\$50.00
<i>Bed and Breakfast</i>	
Bed and Breakfast	
<i>License Fee</i>	\$129.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$306.00
<i>Pre-inspection Fee for Change of Owner</i>	\$229.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$200.00
<i>Late Fee</i>	\$85.00
<i>Hotel/Motel</i>	
Hotel/Motel 05-30 Sleeping Rooms	
<i>License Fee</i>	\$241.00
<i>Pre-inspection Fee</i>	\$489.00
<i>Pre-inspection Fee for Change of Owner</i>	\$366.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$295.00
<i>Late Fee</i>	\$85.00
Hotel/Motel 31-99 Sleeping Rooms	
<i>License Fee</i>	\$329.00
<i>Pre-inspection Fee</i>	\$678.00
<i>Pre-inspection Fee for Change of Owner</i>	\$508.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$408.00
<i>Late Fee</i>	\$85.00
Hotel/Motel 100 – 199 Sleeping Rooms	
<i>License Fee</i>	\$417.00
<i>Pre-inspection Fee</i>	\$810.00
<i>Pre-inspection Fee for Change of Owner</i>	\$607.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$515.00
<i>Late Fee</i>	\$85.00
Hotel/Motel 200 or more Sleeping Rooms	
<i>License Fee</i>	\$574.00

Watertown/Jefferson County Environmental Health Consortium Fee Schedule

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<i>Pre-inspection Fee</i>	\$1,208.00
<i>Pre-inspection Fee for Change of Owner</i>	\$906.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$714.00
<i>Late Fee</i>	\$85.00
Tourist Rooming House (1-4 rooms)	
<i>License Fee</i>	\$129.00
<i>Pre-inspection Fee</i>	\$306.00
<i>Pre-inspection Fee for Change of Owner</i>	\$229.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$200.00
<i>Late Fee</i>	\$85.00
Campground	
Campgrounds (1-25 sites)	
<i>License Fee</i>	\$205.00
<i>Pre-inspection Fee</i>	\$387.00
<i>Pre-inspection Fee for Change of Owner</i>	\$290.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$244.00
<i>Late Fee</i>	\$85.00
Campground (26-50 sites)	
<i>License Fee</i>	\$294.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$576.00
<i>Pre-inspection Fee for Change of Owner</i>	\$432.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$357.00
<i>Late Fee</i>	\$85.00
Campground (51-99 sites)	
<i>License Fee</i>	\$358.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$714.00
<i>Pre-inspection Fee for Change of Owner</i>	\$535.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$433.00
<i>Late Fee</i>	\$85.00
Campground (100 - 199 sites)	
<i>License Fee</i>	\$417.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$846.00
<i>Pre-inspection Fee for Change of Owner</i>	\$634.00
<i>Re-inspection Fee</i>	\$200.00

Watertown/Jefferson County Environmental Health Consortium Fee Schedule

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<i>Re-inspection 2 Fee</i>	\$510.00
<i>Late Fee</i>	\$85.00
Campground (200 or more sites)	
<i>License Fee</i>	\$481.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$984.00
<i>Pre-inspection Fee for Change of Owner</i>	\$738.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$591.00
<i>Late Fee</i>	\$85.00
Recreational/Educational Camp – Simple	
<i>License Fee</i>	\$572.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,020.00
<i>Pre-inspection Fee for Change of Owner</i>	\$765.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$300.00
<i>Late Fee</i>	\$102.00
Recreational/Educational Camp – Simple w/ Hospitality	
<i>License Fee</i>	\$630.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,124.00
<i>Pre-inspection Fee for Change of Owner</i>	\$843.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$300.00
<i>Late Fee</i>	\$112.00
Recreational/Educational Camp – Moderate	
<i>License Fee</i>	\$622.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,110.00
<i>Pre-inspection Fee for Change of Owner</i>	\$833.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$300.00
<i>Late Fee</i>	\$111.00
Recreational/Educational Camp – Moderate w/ Hospitality	
<i>License Fee</i>	\$741.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,322.00
<i>Pre-inspection Fee for Change of Owner</i>	\$992.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$300.00
<i>Late Fee</i>	\$132.00

Watertown/Jefferson County Environmental Health Consortium Fee Schedule

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Recreational/Educational Camp – Complex	
<i>License Fee</i>	\$665.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,186.00
<i>Pre-inspection Fee for Change of Owner</i>	\$890.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$300.00
<i>Late Fee</i>	\$119.00
Recreational/Educational Camp – Complex w/ Hospitality	
<i>License Fee</i>	\$834.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,488.00
<i>Pre-inspection Fee for Change of Owner</i>	\$1,116.00
<i>Re-inspection Fee</i>	\$200.00
<i>Re-inspection 2 Fee</i>	\$300.00
<i>Late Fee</i>	\$149.00
Swimming Pools	
Simple Pool	
<i>License Fee</i>	\$232.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$208.00
<i>Pre-inspection Fee for Change of Owner</i>	\$156.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$150.00
<i>Late Fee</i>	\$42.00
Simple Pool w/ Features	
<i>License Fee</i>	\$387.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$345.00
<i>Pre-inspection Fee for Change of Owner</i>	\$259.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$150.00
<i>Late Fee</i>	\$69.00
Moderate Pool	
<i>License Fee</i>	\$350.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$312.00
<i>Pre-inspection Fee for Change of Owner</i>	\$234.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$150.00
<i>Late Fee</i>	\$62.00
Moderate Pool w/ Features	
<i>License Fee</i>	\$505.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$450.00

Watertown/Jefferson County Environmental Health Consortium Fee Schedule

Section 4, Item F.

<i>Pre-inspection Fee for Change of Owner</i>	\$338.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$150.00
<i>Late Fee</i>	\$90.00
Complex Pool	
<i>License Fee</i>	\$437.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$390.00
<i>Pre-inspection Fee for Change of Owner</i>	\$293.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$150.00
<i>Late Fee</i>	\$78.00
Complex Pool w/ Features	
<i>License Fee</i>	\$591.00
<i>Pre-inspection fee for New Buildings or Change of Use</i>	\$527.00
<i>Pre-inspection Fee for Change of Owner</i>	\$396.00
<i>Re-inspection fee</i>	\$100.00
<i>Re-inspection 2 fee</i>	\$150.00
<i>Late Fee</i>	\$78.00
School Inspections	
<i>Full Service Kitchen</i>	\$460.00
<i>Full Service Pre-Inspection Fee</i>	\$448.00
<i>Satellite Kitchen</i>	\$157.00
<i>Satellite Kitchen pre-Inspection</i>	\$153.00
Tattoo and Body-Piercing	
Tattoo or Body-Piercing Establishment	
<i>License Fee</i>	\$158.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$260.00
<i>Pre-inspection Fee for Change of Owner</i>	\$195.00
<i>Re-inspection Fee</i>	\$100.00
<i>Re-inspection 2 Fee</i>	\$100.00
<i>Late Fee</i>	\$85.00
Combined Tattoo and Body-Piercing Establishment	
<i>License Fee</i>	\$258.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$408.00
<i>Pre-inspection Fee for Change of Owner</i>	\$306.00
<i>Re-inspection Fee</i>	\$100.00
<i>Re-inspection 2 Fee</i>	\$100.00
<i>Late Fee</i>	\$85.00

Watertown/Jefferson County Environmental Health Consortium Fee Schedule

Section 4, Item F.

Temporary License	\$115.00
Retail Food Establishments	
Retail Food – Not Serving Meals, Complex	
<i>License Fee</i>	\$1,124.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$1,020.00
<i>Pre-inspection Fee for Change of Owner</i>	\$765.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$459.00
<i>Late Fee</i>	\$137.00
Retail Food – Not Serving Meals, Moderate	
<i>License Fee</i>	\$435.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$408.00
<i>Pre-inspection Fee for Change of Owner</i>	\$306.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$193.00
<i>Late Fee</i>	\$53.00
Retail Food – Not Serving Meals, Simple TCS	
<i>License Fee</i>	\$312.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$306.00
<i>Pre-inspection Fee for Change of Owner</i>	\$229.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$193.00
<i>Late Fee</i>	\$38.00
Retail Food – Not Serving Meals, Simple Non-TCS	
<i>License Fee</i>	\$99.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$91.00
<i>Pre-inspection Fee for Change of Owner</i>	\$68.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$175.00
<i>Late Fee</i>	\$12.00
Retail Food – Not Serving Meals, Pre-packaged TCS	
<i>License Fee</i>	\$53.00
<i>Pre-inspection Fee for New Buildings or Change of Use</i>	\$0.00
<i>Pre-inspection Fee for Change of Owner</i>	\$0.00
<i>Re-inspection Fee</i>	\$175.00
<i>Re-inspection 2 Fee</i>	\$175.00
<i>Late Fee</i>	\$9.00

Watertown/Jefferson County Environmental Health Consortium Fee Schedule

Section 4, Item F.

Mobile Retail Food Establishment Base - No Food Preparation or Processing Activities	
<i>License Fee</i>	\$51.00
<i>Pre-Inspection Fee For New Buildings or Change of Use</i>	\$0.00
<i>Pre-Inspection Fee for Change of Owner</i>	\$0.00
<i>Re-Inspection Fee</i>	\$45.00
<i>Re-Inspection 2 Fee</i>	\$45.00
<i>Late Fee</i>	\$9.00
Micro Markets - Single Location	
<i>License Fee</i>	\$45.00
<i>Late Fee</i>	\$8.00
Micro Markets - Multiple Locations (on the same premises)	
<i>License Fee</i>	\$68.00
<i>Late Fee</i>	\$12.00
Inspection fee for mobile retail food stands	\$20.00
Additional Department Fees	
	Fee Amount
Operating without a Wisconsin certified food manager	\$150.00
Operating without a license	\$500.00

DRAFT
RESOLUTION TO
APPROVE SPECIAL EVENTS FEE SCHEDULE FOR
EXTRAORDINARY SERVICES

SPONSOR:
FROM:

WHEREAS, the City of Watertown receives a variety of applications for special event permits for events including but not limited to run/walks, festivals, assemblies, carnivals, and other similar events;

WHEREAS, the City of Watertown employees may need to assist with such events outside of their normal job duties or provide City equipment or materials, resulting in increased costs to the City;

WHEREAS, the City desires to seek the reimbursement of such extraordinary costs and services;

NOW, THEREFORE, BE IT RESOLVED, that the City of Watertown approves the City of Watertown Special Events Fee Schedule for Extraordinary Services attached hereto as Exhibit A for the year 2024 and orders such fee schedule to be made available to the public on the City of Watertown website, the Finance Department’s office and any office in which such fees are imposed.

NOW, THEREFORE, BE IT FURTHER RESOLVED, that the Finance Director or City Clerk shall have the authority to correct any minor errors on the fee schedule, including but not limited to missing fees or incorrect references provided that such fees do not reflect an increase from what was originally included in the City of Watertown ordinances unless approved by the Common Council and such changes shall be reflected on the fee schedule.

That this Resolution shall be in full force and effect upon its passage and adoption.

	YES	NO
DAVIS		
LAMPE		
BOARD		
BARTZ		
BLANKE		
SMITH		
SCHMID		
WETZEL		
MOLDENHAUER		
MAYOR MCFARLAND		
TOTAL		

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

