



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, AUGUST 26, 2026 AT 5:00 PM

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

1. CALL TO ORDER

2. RECIEVE COMMENTS FROM THE PUBLIC

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

3. APPROVAL OF MINUTES

A. Review and take action: Minutes from August 5, 2026

4. BUSINESS

A. Review and take action: Special Event - Wine Walk

B. Review and take action: Special Event - Celebrating Warming Shelter

C. Review and take action: Special Event - Freedom Ride

D. Review and take action: Special Event - Calvary Concert on the Square

E. Review and take action: Special Event - WUSD Homecoming Parade

F. Review and take action: Special Event - Run Turkey Run

G. Review and take action: TDORA - Blocktoberfest

H. Review and take possible action: Chapter 428 Public Events of the City of Watertown General Ordinances

I. Review and take possible action: S. Eighth Street 200 Block Parking Restriction

J. Review and take possible action: S. Seventh Street One-Way to Two-Way Conversion

K. Review and take possible action: S. Seventh Street Parking - Jefferson Street to Western Avenue

L. Review and take action: Ordinance to create section 410-33(H) Camping Prohibited on City Property of the City of Watertown General Ordinances

5. ADJOURN

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

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

PUBLIC SAFETY & WELFARE COMMITTEE

August 5, 2026

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
• Dana Davis, Chair • Rita Haase • Jonathan Lampe – <i>virtual</i> • Brad Blanke – <i>not present</i>	• Chief Brower • Andrew Beyer • Nathan Williams • Stacy Winkleman • Gina Nitecki • Ritchie Piltz	• Michael Kujawki • Brenda Kujawski • Ray Bezanson • Jen Bezanson • Tera Pilak • Ian Pilak • Dick Evans • Rob Lund • Tom Van Hecke • Mark Kuehl

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

- The following community members voiced opposition to the conversion of 8th Street from one-way to two-way.
 - Tera Pilak – Concerns about safety, difficulty for delivery services and emergency vehicles if the road is converted to two-way.
 - Tom Van Hecke – Wondered why it was a problem that the street is one-way.
 - Dick Evans – It's always been a one-way street. Said there is already difficulty with cars speeding down the street and semi trucks travelling on the street.
 - Mark Kuehl – The street is old and narrow. It's working fine as is.
 - Rob Lund – Lived on the street for 42 years. Converting to two-way will increase traffic, increase noise, increase the number of vehicles travelling down the street and reduce property values.
 - Ian Pilak – Has the city looked into speed mitigation for the street.
- Ray Bezanson – Says 8th Street is a narrow street for two-way. He pastors a church on the street. He thinks that converting to two-way may make it easier for people to find the church.
- Michael Kujawki – Concerns about speeding on Oakwood. Interested in the possibility of dropping the speed limit or installing new stop signs.

3. APPROVAL OF MINUTES**A. Public Safety & Welfare minutes from July 1, 2026**

- [Public Safety Meeting Notes 7-1-26.pdf](#) (0.04 MB)

MOTION: Approve the PS&W minutes from July 1, 2026. (Haase/Davis/Unanimous Approval)

4. BUSINESS

MOTION: Motion to amend the agenda to move items D and E to the top of the Agenda.
(Haase/Lampe/Unanimous Approval)

D. Review and take possible action: Oakwood Lane Traffic Study

- [MEMO Oakwood Lane Traffic Study.pdf \(0.58 MB\)](#)
- [Oakwood Lane Site Map.pdf \(0.91 MB\)](#)

DISCUSSION: The Engineering team explained the options for Oakwood (see memo).

MOTION: Approve a stop sign study at Oakwood and Cobblestone performed by engineering interns – Summer 2027. (Haase/Lampe/Unanimous)

E. Review and take possible action: Eighth Street Two-way Conversion

- a. [MEMO Eighth Street Two-Way Conversion.pdf \(0.56 MB\)](#)
- b. [S Eighth Street Conversion Plan.pdf \(2.15 MB\)](#)
- c. [Street Conversion Notice to Residents-S Eighth Street.pdf \(0.18 MB\)](#)

DISCUSSION: The Engineering Dept. explained the history of 8th Street. There are records dating back to the 1970's. In January 2025, the one-way street network was evaluated. The report was presented in a Committee of the Whole meeting and was well received. The report recommended further evaluation of each street, the development of a conversion plan with scope of work and stakeholder engagement.

8th Street, between Market Street and Western Avenue, is at least 27 feet wide face-of-curb to face-of-curb (FOC to FOC), and has parking allowed only on the west side of the street. Upon conversion to two-way traffic, this existing parking restriction will allow for adequate two-way operation. The new street cross-section would have two 10-foot-wide travel lanes and a 7-foot-wide parking lane on the west side of the street. As a point of comparison, 9th street was recently converted to two-way. The travel lanes on 9th street are 9 feet wide.

There is currently no plan in place to widen 8th street. So, there will be no impact to the boulevard or trees. All that would be needed to convert the street from one-way to two-way is removal and placement of signs.

MOTION #1: Convert 8th Street from one-way to two-way from Main to Western as soon as practicable. (Aye – Davis,Lampe; Nay – Haase)

MOTION #2: Rescind the previous motion to convert 8th Street from Main to Western.
(Davis/Lampe/Unanimous Approval)

MOTION #3: Convert 8th Street from one-way to two-way from Market to Western within the month of May 2027 and no later than May 31, 2027. (Aye – Lampe, Davis; Nay – Haase)

MOTION #4: Convert 8th Street from one-way to two-way from Main to Market as soon as practicable. (Aye - Davis,Lampe; Nay – Haase)

A. Review and take action: Special Event - Watertown Autofest

- a. [MEMO WATERTOWN AUTOFEST.pdf](#) (0.05 MB)
- b. [2026-20 APPLICATION.pdf](#) (1.52 MB)
- c. [2026-20 MAP.pdf](#) (1.16 MB)

MOTION: Approve the Watertown Autofest from Watertown Humane Society on August 9, 2026 with the following stipulations:

Boundaries. Watertown Humane Society shall establish its open container boundaries with prominent signs. Personnel shall observe and prevent attendees from bringing alcohol on premises and removing open containers from the premises.

Wristbands. Open containers may only be carried and consumed by people wearing an event-specific wristband provided by a Watertown Humane Society agent who previously performed an age check at the event using an appropriate ID.

Service. Service of open containers will only be permitted within boundaries defined by fences and signs.

Alcoholic beverage protocol. The Watertown Humane Society shall use cups of consistent appearance to serve alcoholic beverages. Per Watertown code 220-3F, malt beverage cup sizes are limited to 12 ounces and wine cup sizes are limited to 6.5 ounces. The cups may or may not have the logo of the event, sponsor or vendor on them, but will be markedly dissimilar in appearance from any cup or container used to serve non-alcohol beverages at the event. (Davis/Lampe/Unanimous Approval)

B. Review and take action: Special Event - MCL Annual Fundraiser

- a. [MEMO MCL ANNUAL FUNDRAISER.pdf](#) (0.05 MB)
- b. [2026-21 APPLICATION Redacted.pdf](#) (1.37 MB)
- c. [2026-21 MAP.pdf](#) (1.10 MB)

MOTION: Approve the MCL Annual Fundraiser from Bartelme-Schwefel Detachment on August 22, 2026, with the following stipulations.

Boundaries. Bartelme-Schwefel Detachment shall establish its open container boundaries with prominent signs. Personnel shall observe and prevent attendees from bringing alcohol on premises and removing open containers from the premises.

Wristbands. Open containers may only be carried and consumed by people wearing an event-specific wristband provided by a Bartelme-Schwefel Detachment agent who previously performed an age check at the event using an appropriate ID.

Service. Service of open containers will only be permitted within boundaries defined by fences and signs.

Alcoholic beverage protocol. The Bartelme-Schwefel Detachment shall use cups of consistent appearance to serve alcoholic beverages. Per Watertown code 220-3F, malt beverage cup sizes are limited to 12 ounces and wine cup sizes are limited to 6.5 ounces. The cups may or may not have the logo of the event, sponsor or vendor on them, but will be markedly dissimilar in appearance from any cup or container used to serve non-alcohol beverages at the event.

(Davis/Lampe/Unanimous Approval)

C. Review and discuss: Private fireworks incident reports from Police Department and Fire Department

- a. [PS&W memo fireworks 071426 -DB.pdf](#) (0.22 MB)
- b. [WFD Fireworks Memo PSW 2026 TR.pdf](#) (0.08 MB)

For discussion only.

- 5. ADJOURN** – Being no further business to discuss, a motion was made by Haase and seconded by Davis to adjourn the meeting at approximately 6:35 p.m. The motion passed unanimously.



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

August 21, 2026

TO: Members of the Public Safety & Welfare Committee

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

Wine Walk from Watertown Area Chamber of Commerce to be held on September 10, 2026.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk

nf/MD



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 7/9/2026 Date of Event: 09/10/2026 Fee Amount: \$ 35

APPLICANT INFORMATION:

Name of person, entity, or organization holding the special event: Watertown Area Chamber of Commerce

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

Phone: 920-261-6320

Email: info@watertownchamber.com

Website: www.watertownchamber.com

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

39-0689225

Nonprofit Tax-Exempt Number

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

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

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

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

EVENT INFORMATION:

Event Name: 10th Annual Wine Walk

Event Date(s): 09/10/2026

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

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

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

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

Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☐ No ☒

Will you need City Services for your event? Yes ☐ No ☒ for _____

Is the event on private property? Yes ☐ No ☒ If yes, do you have written permission? Yes ☐ No ☐

Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 4-8:30pm

Event set up/take down times:

Total Attendance: # 300

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

Vendors? Yes ☐ No ☒

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

Bring business to downtown businesses

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

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last Linden Marie Peacy

Address: Street, City, State, Zip [REDACTED]

Phone: [REDACTED]

Email: linden@watertownchamber.com

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

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

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

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

Name of Applicant: Linden Peacy Signature: [Signature] Date: 7/7/26

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: [Signature] Date: 7/7/26

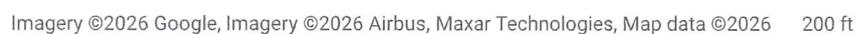
Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

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



Wine Walk 2026

🔒 Private · 17 places

Add a list description

 Share

+ Add a place



5.0 ★ (33)

Vitamin & supplements s1

+ Note



5.0 ★ (16)

Cabinet store

+ Note



Sassy Sweets Bakery, LLC

5.0 ★ (37)
Wedding bakery

+ Note



The Drafty Cellar

4.8 ★ (319)
\$20–30 · Bar

+ Note



Oswald Konz Financial Group

Financial planner

+ Note



Brown's Shoe Fit Co

4.5 ★ (140)
Shoe store

+ Note



Lyon's Irish Pub

4.7 ★ (213)
\$10–20 · Irish pub

+ Note



White Oak Essentials

Home goods store

+ Note



Badger State Hydrate & Badger Glow

5.0 ★ (21)
Medical spa

+ Note



Draeger's Floral

4.8 ★ (89)
Florist

+ Note



Uptown Bar & Grill

4.3 ★ (340)
\$10–20 · Bar

+ Note



The Score Sports Bar

4.7 ★ (22)
\$1–10 · Sports bar

+ Note



Local Waters
4.5 ★ (39)
Bar

+ Note



Amado Jr's
4.7 ★ (272)
\$10–20 · Mexican

+ Note



Bradow Jewelers
5.0 ★ (355)
Jewelry store

+ Note



Rapha Bowls Cafe
4.8 ★ (19)
\$10–20 · Restaurant

+ Note



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August 21, 2026

TO: Members of the Public Safety & Welfare Committee

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

Celebrating Warming Shelter from Building a Welcoming Watertown (Ben Adams) to be held on September 12, 2026.

Estimated extraordinary charges from city departments include- Streets Total \$72.00 - For sign placement and Class III barricades.

Respectfully Submitted,

Megan Dunneisen, City Clerk

nf/MD



THE CITY OF

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SPECIAL EVENT PERMIT APPLICATION

Section 4, Item B.

 New Event ☒ Repeat Event ☐ Date Received: 7-20-2026 Date of Event: 9-12-2026 Fee Amount: \$50-
APPLICANT INFORMATION:

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

Building a Welcoming Watertown - Ben AdamsAddress: [REDACTED]Phone: [REDACTED]Email: bjadams0105@gmail.com

Website:

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

Nonprofit Tax-Exempt Number

41-4427497

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

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

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

If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box ☐**EVENT INFORMATION:**Event Name: Celebrating Warming ShelterEvent Date(s): 9/12/2026Event Location Address: E. Madison St. Between 7th & 8th St (include parking locations and streets to be used if applicable)A DETAILED map is required upon submittal of application, is it included? Yes ☐ No ☐Is the event located in a City Park? Yes ☐ No ☒If yes, do you have a park reservation? Yes ☐ No ☐ Park name: _____Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☒ No ☐Will you need City Services for your event? Yes ☐ No ☒ for _____Is the event on private property? Yes ☒ No ☐ If yes, do you have written permission? Yes ☒ No ☐Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 4 pmEvent set up/take down times: 8 pmTotal Attendance: # 100Alcohol consumed, sold, or served? Yes ☒ No ☐Vendors? Yes ☐ No ☒

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

Public celebration of success of 1st Year of Warming ShelterWill your event be selling food? Yes ☐ No ☒ If yes, please explain: (Type of food and sold by who)**MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:**Contact Name: First, Middle, Last Ben J. AdamsAddress: [REDACTED]Phone: [REDACTED]Email: bjadams0105@gmail.com**OFFICE USE ONLY:**

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item B.

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

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

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

Name of Applicant: Ben Adams Signature: Ben Adams Date: 7/8/2026
for BWW

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: Ben Adams Date: 7/8/2026

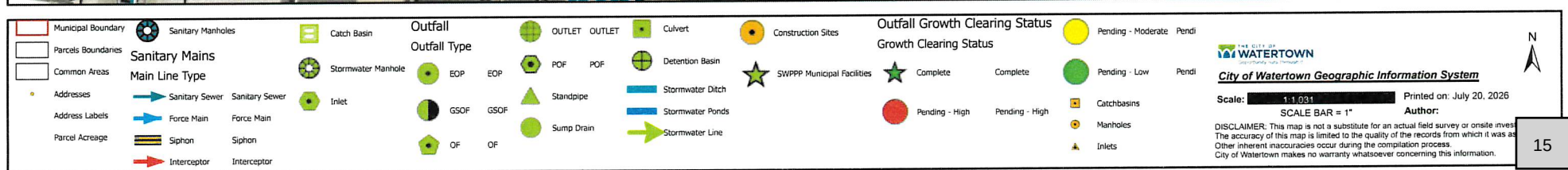
Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

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





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

August 21, 2026

TO: Members of the Public Safety & Welfare Committee

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

Freedom Ride from B-Cause We Care, Inc. to be held on September 12, 2026.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION
 New Event ☐ Repeat Event ☒ Date Received: 7/27/2020 Date of Event: 9/12/20 Fee Amount: \$50.00
APPLICANT INFORMATION:

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

b-Cause We Care, Inc. - Keith Jasinski

Address: Street, City, State, Zip

P.O. Box 773, Watertown, WI 53094

Phone:

Email:

Website:

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

Nonprofit Tax-Exempt Number

47-1044895

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

Is this the applicant's 1st special event application for the calendar year? Yes ☒ No ☐Wisconsin Seller Permit Number: Sales Tax, if applicable (include photocopy) N/AIf the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box ☐**EVENT INFORMATION:**Event Name: Freedom RideEvent Date(s): 9/12/20

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

Start → 207 S 2nd St, Watertown, WI 53094A DETAILED map is required upon submittal of application, is it included? Yes ☒ No ☐Is the event located in a City Park? Yes ☐ No ☒If yes, do you have a park reservation? Yes ☐ No ☐ Park name: _____Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☐ No ☒Will you need City Services for your event? Yes ☐ No ☒ for _____Is the event on private property? Yes ☒ No ☐ If yes, do you have written permission? Yes ☐ No ☐Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 8:00am Registration
10:00am StartEvent set up/take down times: 7:30am Start
5:00pm EndTotal Attendance: # 125Alcohol consumed, sold, or served? Yes ☐ No ☒Vendors? Yes ☐ No ☒

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

Honor ride for Police, Fire Fighters & EMT'sWill your event be selling food? Yes ☐ No ☒ If yes, please explain: (Type of food and sold by who)**MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:**

Contact Name: First, Middle, Last

Keith J Jasinski

Address: Street, City, State, Zip

Phone:

Email:

OFFICE USE ONLY:

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

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

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

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

Name of Applicant: Keith Jasinski Signature:  Date: 7/27/26

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

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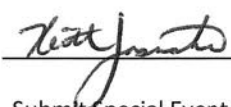
\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant:  Date: 7/27/26

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

City Clerk 106 Jones Street

PO Box 477

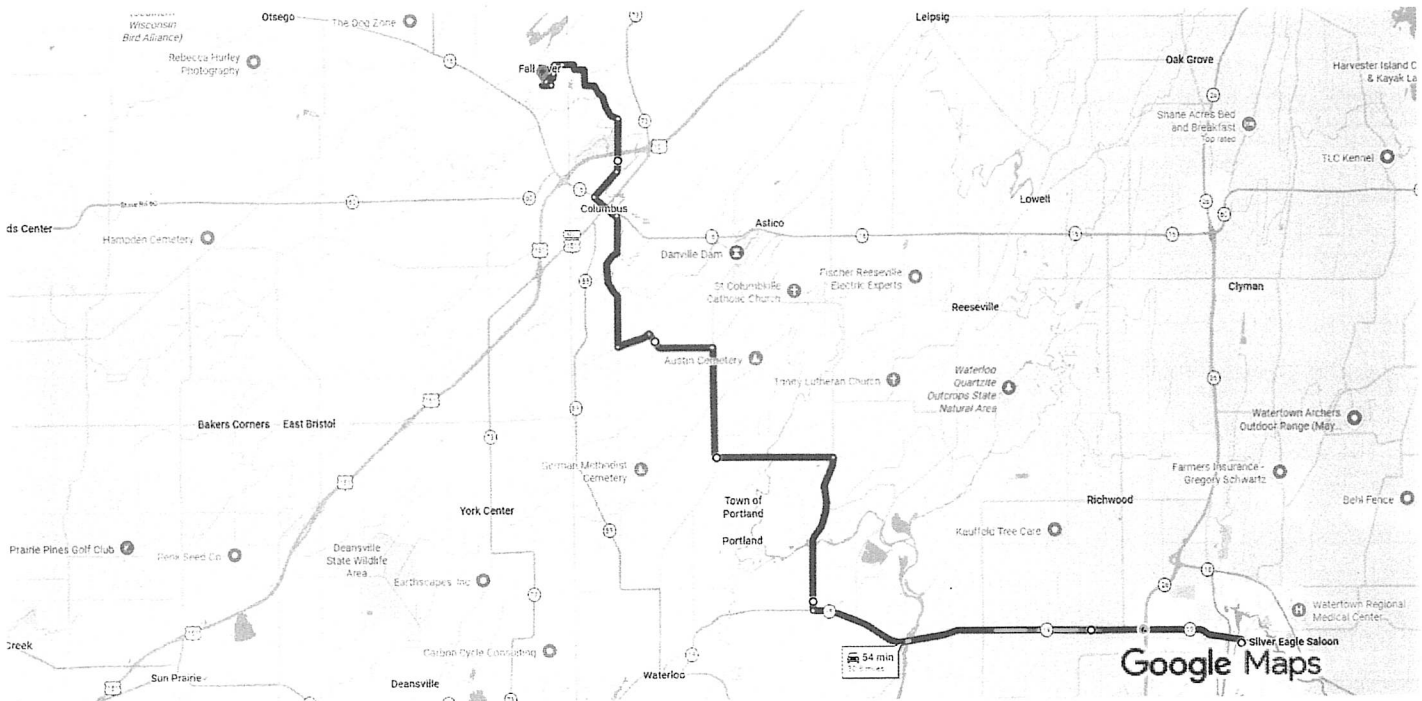
Watertown, WI 53094

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

Google Maps

Silver Eagle Saloon, 207 S 2nd St,
Watertown, WI 53094 to Fall River Fire Department, 450 South St, Fall
River, WI 53932

Drive 30.8 miles, 54 min



Imagery ©2026, Map data ©2026 Google 2 mi

Silver Eagle Saloon
207 S 2nd St, Watertown, WI 53094

Follow S 2nd St to WI-19 W/E Main St

43 sec (427 ft)

- ↑ 1. Head toward S 2nd St
23 ft
- ➔ 2. Turn right onto S 2nd St
404 ft

Continue on WI-19. Take County Rd BB to Setz Rd in Elba

25 min (19.1 mi)

- ➔ 3. Turn left onto WI-19 W/E Main St
 ⓘ Pass by the gas station (on the right in 0.3 mi)
 2.2 mi
- ➔ 4. At the traffic circle, continue straight onto W Main St
 0.1 mi
- ➔ 5. At the traffic circle, take the 1st exit onto WI-19
 7.9 mi
- ➔ 6. Turn right onto County Rd BB
 3.7 mi
- ➔ 7. Turn left onto County Rd I

- 8. Turn right onto Co Rd T

2.7 mi

2.5 mi

Follow Pergande Rd to Duffy Rd

- 9. Turn left onto Setz Rd

3 min (1.6 mi)

223 ft

↑

10. Continue onto Pergande Rd

1.6 mi

➤

11. Turn left onto Duffy Rd

1 min (0.8 mi)

➤

12. Turn right onto River Rd/Tri-County Rd

5 min (3.2 mi)

➤

Continue to follow River Rd

➤

13. Turn left onto E James St/Manning St

2 min (0.7 mi)

➤

Continue to follow E James St

Continue on N Lewis St. Take Old Hwy 73 and Gruhn Rd to Deer Run Dr in Fall River

➤

14. Turn right onto N Lewis St

12 min (5.3 mi)

0.8 mi

↑

15. Continue onto Old Hwy 73

1.2 mi

➤

16. Turn left onto Gruhn Rd

2.2 mi

↑

17. Continue onto Church St

0.2 mi

➤

18. Turn left onto Sunrise Ln

0.2 mi

↑

19. Continue onto Dykstra Dr

0.3 mi

➤

20. Turn left onto Cardinal Ln

0.2 mi

➤

21. Cardinal Ln turns right and becomes Deer Run Dr

0.2 mi

➤

Destination will be on the left

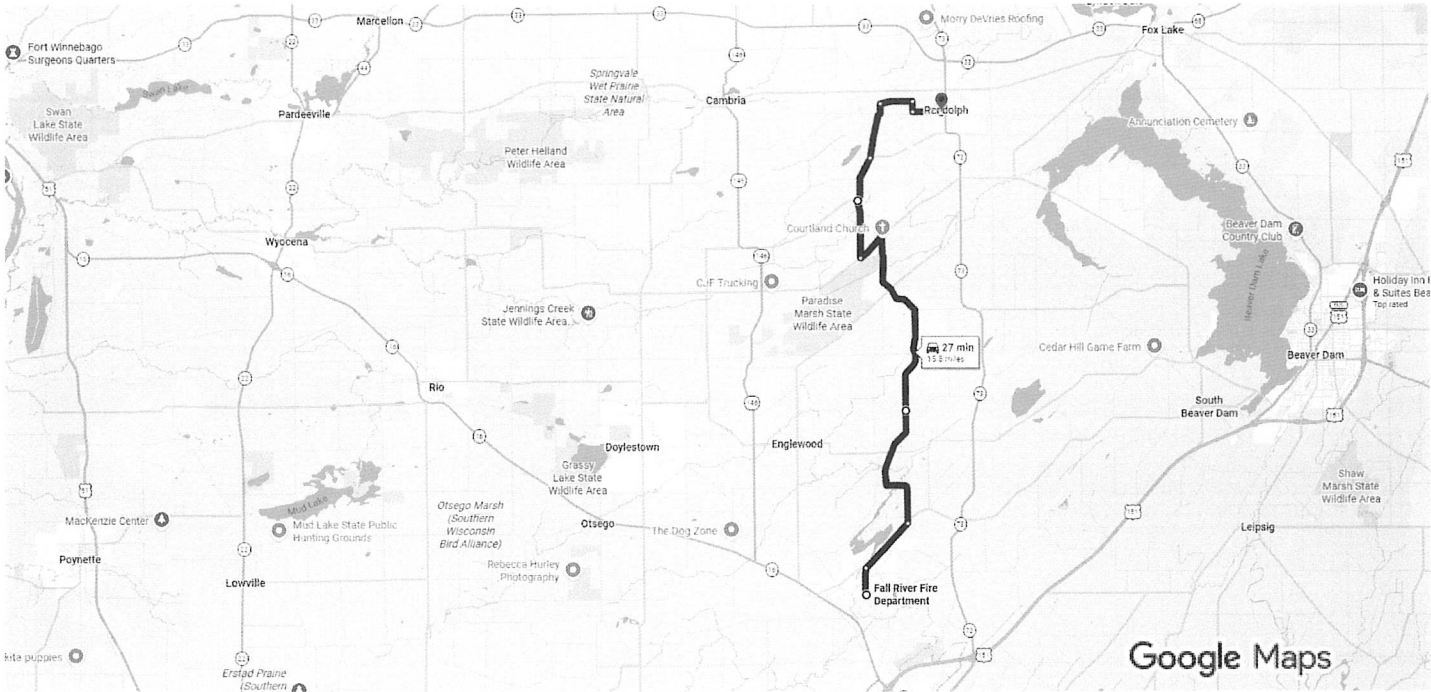
0.2 mi

Fall River Fire Department

20

Google Maps

Fall River Fire Department, 450 South St, Fall River, WI 53932 to Randolph Police Department, 136 W Stroud St, Randolph, WI 53956



Imagery ©2026 , Map data ©2026 Google 1 mi

Fall River Fire Department
450 South St, Fall River, WI 53932

Follow South St to Co Rd D/N Main St

- ↑ 1. Head toward Johnson Rd/South St 2 min (0.6 mi)
- ↘ 2. Turn right onto Johnson Rd/South St 144 ft
- ⓘ Continue to follow South St 0.6 mi

Take Co Rd DG to Jung Rd in Courtland

- ↗ 3. Slight right onto Co Rd D/N Main St 16 min (9.8 mi)
- ⓘ Continue to follow Co Rd D 1.4 mi
- ↖ 4. Slight left onto Co Rd DG 7.7 mi
- ↙ 5. Turn left onto Co Rd G 0.7 mi
- ↘ 6. Turn right onto Jung Rd 2 min (1.3 mi)

- 7. Turn right onto County Rd A

1 min (1.1 mi)

Continue on Schilling Rd to your destination in Randolph

6 min (3.0 mi)

- ↶

8. Turn left onto Schilling Rd

1.3 mi
- 9. Turn right onto Cemetery Rd

0.8 mi
- 10. Turn right onto Jones Rd

0.2 mi
- ↶

11. Turn left onto Cemetery Rd

0.5 mi
- ↑

12. Continue onto W Stroud St

0.1 mi
- 13. Turn right

203 ft
- ↶

14. Turn left

i

Destination will be on the right

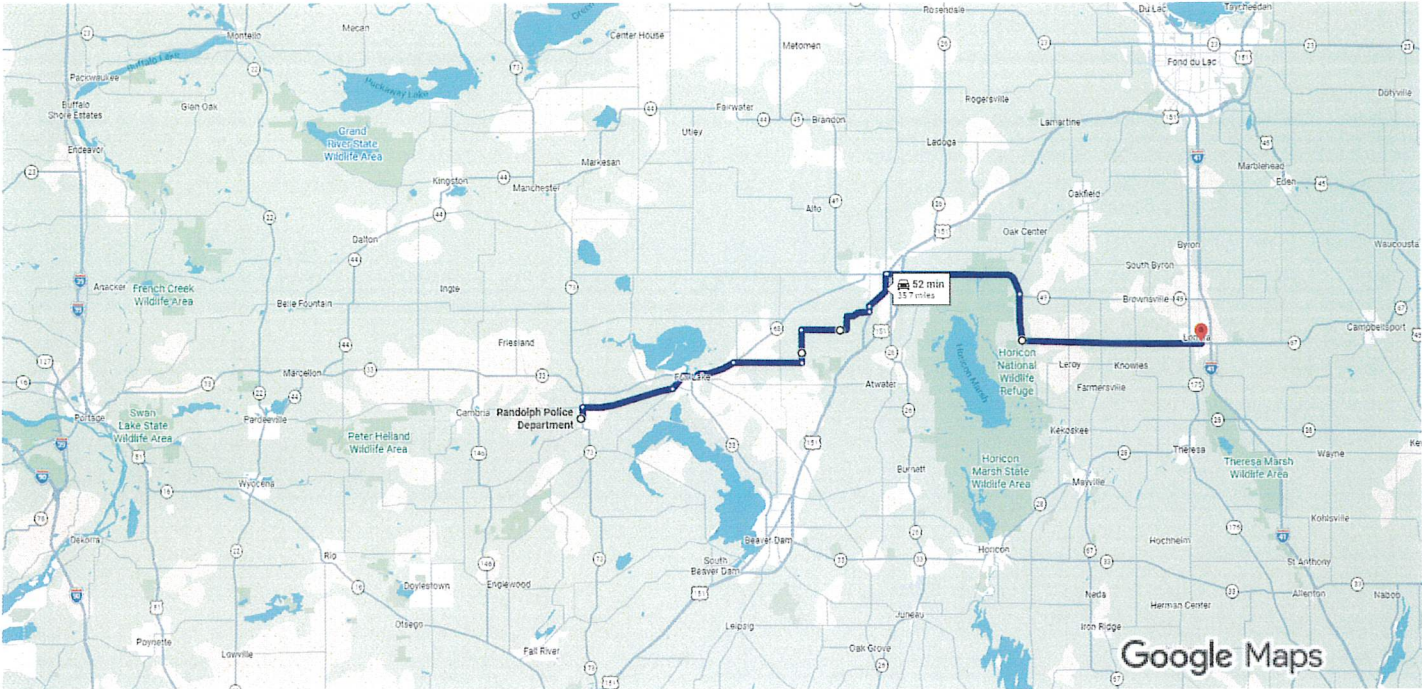
121 ft

Randolph Police Department

136 W Stroud St, Randolph, WI 53956



Randolph Police Department, 136 W Stroud Drive 35.7 miles, 52 min
St, Randolph, WI 53956 to Lomira Fire Department, 549 Church St,
Lomira, WI 53048



Imagery ©2026 , Map data ©2026 Google 2 mi

Randolph Police Department
136 W Stroud St, Randolph, WI 53956

Take W Stroud St to N High St

- 50 sec (0.1 mi)
↑ 1. Exit the parking lot
- 43 ft
↶ 2. Turn left toward W Stroud St
- 210 ft
↷ 3. Turn right onto W Stroud St
- 436 ft

Take Co Rd P and WI-68 E to Laurel Hill Rd in Trenton

- 12 min (8.0 mi)
↶ 4. Turn left onto N High St
- 0.5 mi
↷ 5. Turn right onto Co Rd P/E Cambria St
Continue to follow Co Rd P
- 4.3 mi
↶ 6. Turn left onto Weed St
- 0.8 mi
↷ 7. Turn right onto W State St
- 0.6 mi

8.

Turn left onto WI-68 E

1.9 mi

Continue on Laurel Hill Rd. Take Cortes Rd to US-151 BUS N in Chester

9.

Turn right onto Laurel Hill Rd

3.1 mi

10.

Turn left onto Buckhorn Rd

1.5 mi

11.

Turn right onto Cortes Rd

3.7 mi

Take WI-49 S/I-41 ALT to Co Rd H in Lomira

12.

Turn left onto US-151 BUS N

0.3 mi

13.

Turn right onto US-151 BUS N/S Madison St

1.8 mi

14.

Turn right onto E Main St

440 ft

15.

Continue straight to stay on E Main St

0.6 mi

16.

Continue onto WI-49 S/I-41 ALT

6.0 mi

17.

Turn right onto Co Rd Z

2.2 mi

18.

Turn left onto Co Rd H

8.2 mi

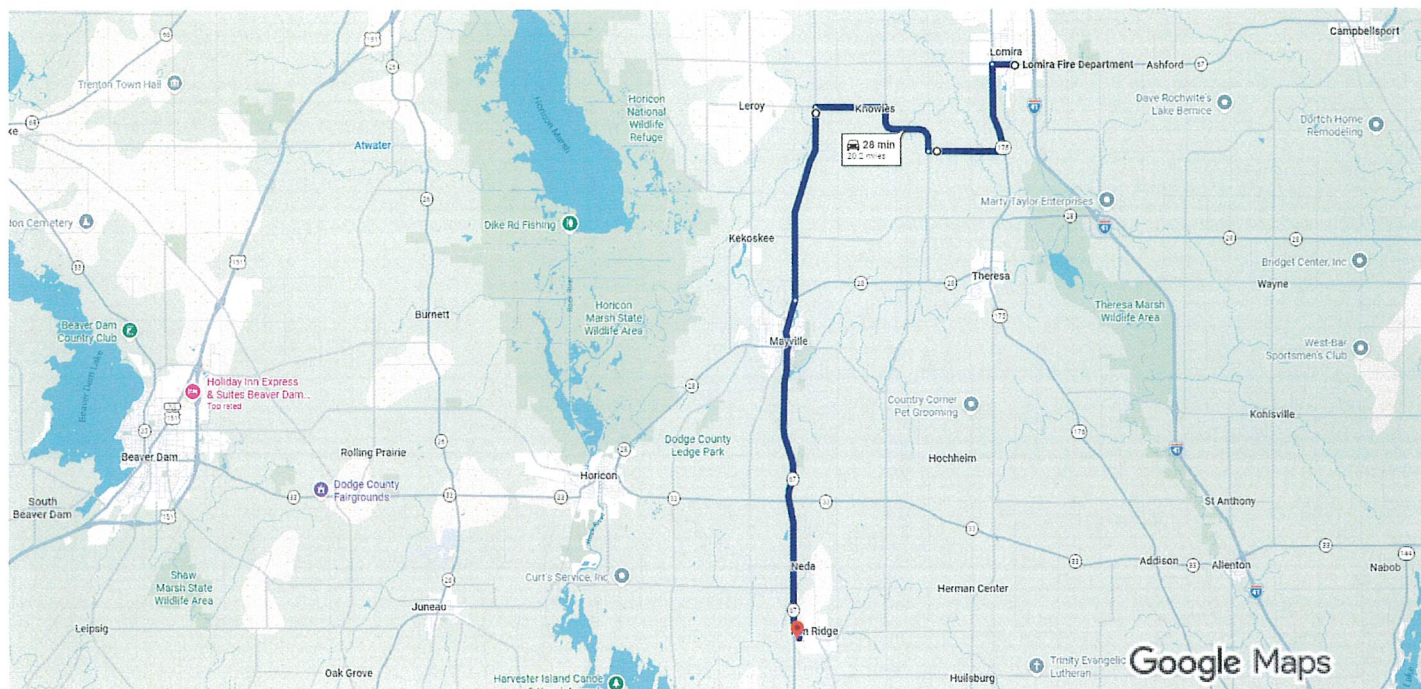
Lomira Fire Department
549 Church St, Lomira, WI 53048

24



Lomira Fire Department, 549 Church St, Lomira, WI 53048 to Iron Ridge Fire Department, 4000 Industrial Dr, Iron Ridge, WI 53035

Drive 20.2 miles, 28 min



Imagery ©2026, Map data ©2026 Google 1 mi

Lomira Fire Department
549 Church St, Lomira, WI 53048

Follow I-41 ALT to Co Rd AH in Lomira

- ↑ 1. Head toward S Water St 4 min (2.6 mi)
- ↶ 2. Turn left onto WI-175 S/WI-67 S/I-41 ALT/Milwaukee St 0.5 mi
- i Continue to follow WI-175 S/WI-67 S/I-41 ALT** 2.0 mi

Take Co Rd V to WI-28 W/WI-67 S in Mayville

- ↷ 3. Turn right onto Co Rd AH 13 min (9.7 mi)
- ↷ 4. Turn right onto County Rd AY 1.7 mi
- ↶ 5. Turn left onto County Rd Y 1.9 mi
- ↶ 6. Turn left onto Co Rd V 1.6 mi
- 4.5 mi

➡ 7. Turn right onto WI-28 W/WI-67 S

i Continue to follow WI-67 S

11 min (7.7 mi)

Drive to Industrial Dr in Iron Ridge

1 min (0.3 mi)

↶ 8. Turn left onto County Rd S/W Pleasant St

0.1 mi

➡ 9. Turn right onto Industrial Dr

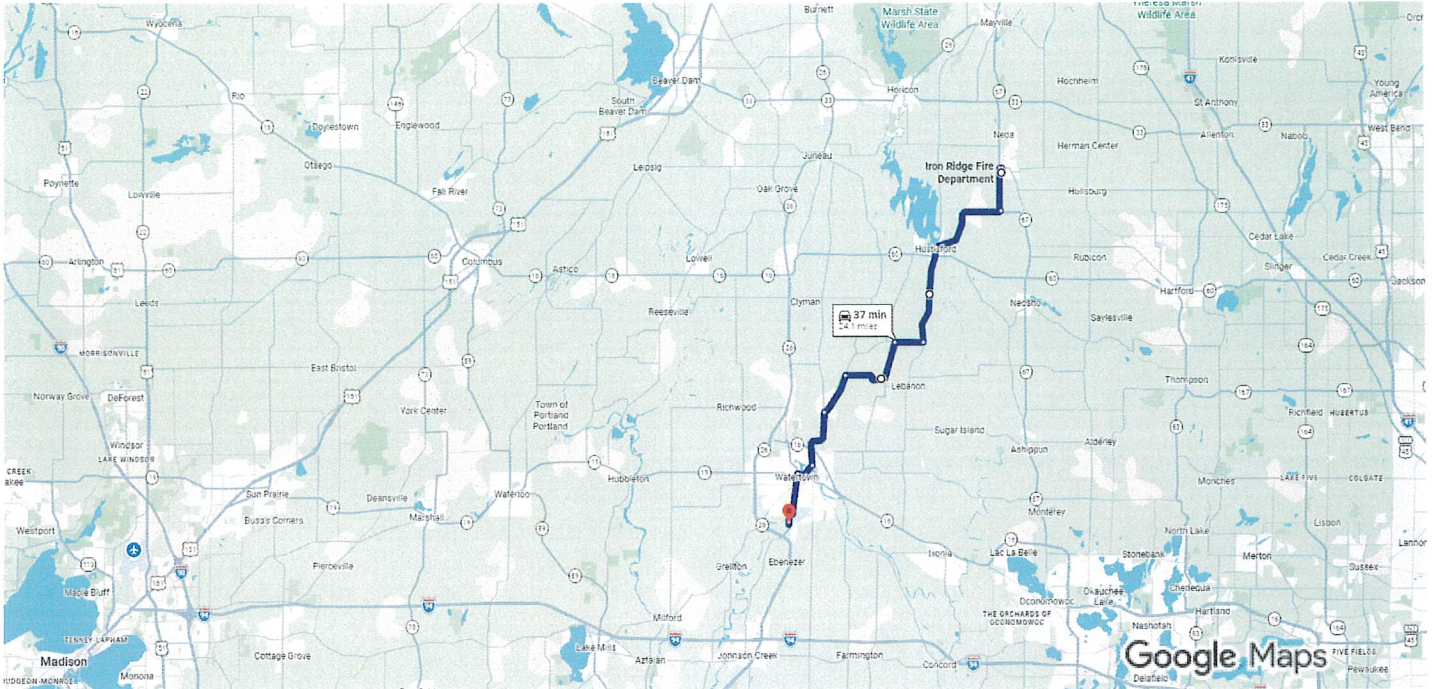
0.2 mi

Iron Ridge Fire Department

4000 Industrial Dr, Iron Ridge, WI 53035



Iron Ridge Fire Department, 4000 Industrial Drive 24.1 miles, 37 min
Dr, Iron Ridge, WI 53035 to Veterans of Foreign Wars, N8775 High Rd,
Watertown, WI 53094



Imagery ©2026 , Map data ©2026 Google 2 mi

Iron Ridge Fire Department
4000 Industrial Dr, Iron Ridge, WI 53035

- ↑ 1. Head toward County Rd S/W Pleasant St
44 sec (0.2 mi)

Take WI-67 S, Co Rd R, County Rd MM, County Road E and Co Rd M to Jefferson Rd in Watertown

- 35 min (23.4 mi)
- ↶ 2. Turn left onto County Rd S/W Pleasant St
0.1 mi
- ↶ 3. Turn left onto WI-67 S
2.0 mi
- ↷ 4. Turn right onto Co Rd R
4.1 mi
- ↶ 5. Turn left onto Co Rd R/Lake St
4.5 mi
- Continue to follow Co Rd R
- ↷ 6. Turn right onto County Rd ME
1.4 mi
- ↶ 7. Turn left onto Co Rd EM
1.7 mi
- ↷ 8. Turn right onto County Rd MM

- 2.0 mi

9. Turn left onto County Road E
- 2.0 mi

10. Turn left onto Co Rd M
- 2.9 mi

11. Turn right onto N 4th St
- 0.5 mi

12. Turn right onto E Cady St
- 0.4 mi

13. Turn left onto N Church St
- 1.9 mi

i

 Pass by AutoZone Auto Parts (on the right in 0.4 mi)

Continue on Jefferson Rd. Drive to High Rd in Watertown

- 1 min (0.6 mi)

14. Turn right onto Jefferson Rd
- 0.5 mi

15. Continue straight onto High Rd
- 0.1 mi

i

 Destination will be on the right

Veterans of Foreign Wars
N8775 High Rd, Watertown, WI 53094





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

August 21, 2026

TO: Members of the Public Safety & Welfare Committee

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

Calvary Concert on the Square from Calvary Baptist Church to be held on September 27, 2026.

There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 7-14-2026 Date of Event: 9-27-2026 Fee Amount: \$ 50-

APPLICANT INFORMATION:

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

Pastor Dwayne Morris - Calvary Baptist Church - Wttn

Address: Street, City, State, Zip

792 Milford St. Watertown, WI 53094Phone: 920-246-4587
920-261-7237Email: DMorris@cbas.orgWebsite: www.cbas.org☒ Non-profit Group ☐ For Profit☐ Other, please describe:

Nonprofit Tax-Exempt Number

003-0000254802-04

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

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

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

If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box ☒**EVENT INFORMATION:**Event Name: Concert on the SquareEvent Date(s): September 27, 2026

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

Bentzine Park - Water StreetA DETAILED map is required upon submittal of application, is it included? Yes ☐ No ☐Is the event located in a City Park? Yes ☒ No ☐If yes, do you have a park reservation? Yes ☒ No ☐ Park name: Bentzine ParkIs the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☒ No ☐Will you need City Services for your event? Yes ☒ No ☐ for close Water StreetIs the event on private property? Yes ☐ No ☒ If yes, do you have written permission? Yes ☐ No ☐Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 3:30pm - 7pmEvent set up/take down times: 3:30pm and 4pmTotal Attendance: #300+Alcohol consumed, sold, or served? Yes ☐ No ☒Vendors? Yes ☐ No ☒

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

Calvary Church choir and Orchestra concert - Public InvitedWill your event be selling food? Yes ☐ No ☒ If yes, please explain: (Type of food and sold by who)You can also contact -**MAIN EVENT ORGANIZER - PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:**

Contact Name: First, Middle, Last

Jody McMillen

Address: Street, City, State, Zip

792 Milford St. Wttn, WI 53094

Phone:

920-261-7237

Email:

JMcMillen@cbas.org**OFFICE USE ONLY:**

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

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

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

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

Name of Applicant: Dwayne C. Morris Signature: Dwayne C. Morris Date: 5/12/2024
for Calvary

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: Dwayne C. Morris Date: 5/12/2024

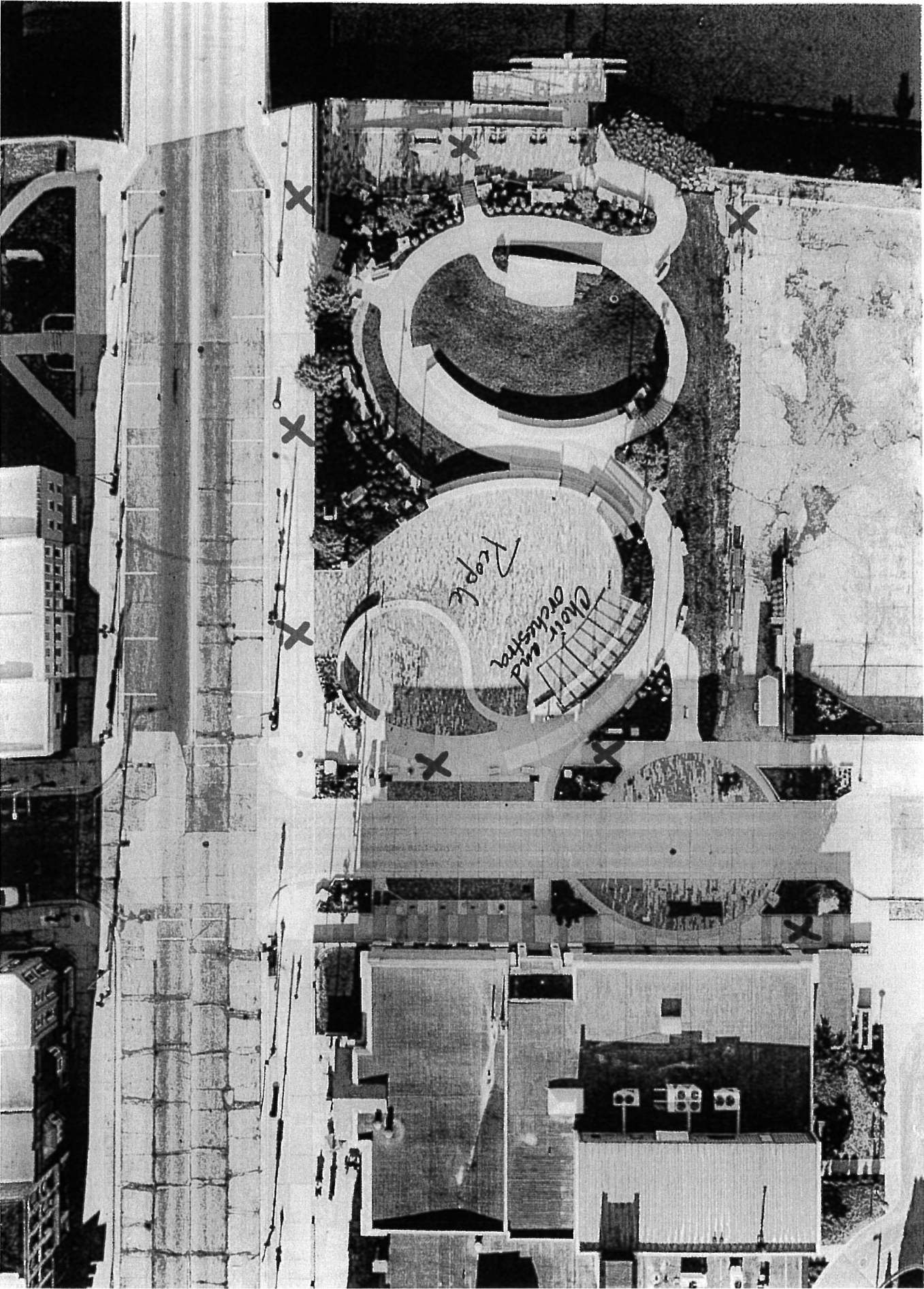
Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

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





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

August 21, 2026

TO: Members of the Public Safety & Welfare Committee

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

Homecoming Parade from Watertown High School to be held on October 9, 2026.

There are no estimated extraordinary charges from any city departments – this is a city sponsored parade.

Respectfully Submitted,

Megan Dunneisen, City Clerk



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION
 New Event ☐ Repeat Event ☒ Date Received: 7/8/2026 Date of Event: 10/09/26 Fee Amount: WAIVED
APPLICANT INFORMATION:

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

Watertown High School Student Council

Address: Street, City, State, Zip

825 Endeavor Drive, Watertown, WI 53098Phone: 920-262-7500Email: elsen@mywusd.org

Website:

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

Nonprofit Tax-Exempt Number

School

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

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

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

If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box ☐**EVENT INFORMATION:**Event Name: Homecoming ParadeEvent Date(s): October 9th, 2026

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

A DETAILED map is required upon submittal of application, is it included? Yes ☒ No ☐Is the event located in a City Park? Yes ☐ No ☒If yes, do you have a park reservation? Yes ☐ No ☒ Park name: _____Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☒ No ☐Will you need City Services for your event? Yes ☒ No ☐ for closing roadsIs the event on private property? Yes ☐ No ☒ If yes, do you have written permission? Yes ☐ No ☐Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒

If yes, please explain:

Event start/end time: 4:15pm - 5:15pmEvent set up/take down times: 3:30pm - 5:30pmTotal Attendance: # _____ Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☐ No ☐

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

Watertown High School HomecomingWill your event be selling food? Yes ☐ No ☒ If yes, please explain: (Type of food and sold by who)**MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:**

Contact Name: First, Middle, Last

Noelle Lynn Else

Address: Street, City, State, Zip

Phone:

Email:

elsen@mywusd.org**OFFICE USE ONLY:**

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless
(Read carefully before signing!)

Section 4, Item E.

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

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

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

Name of Applicant: Noelle Else Signature: Noelle Else Date: 7/8/24

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

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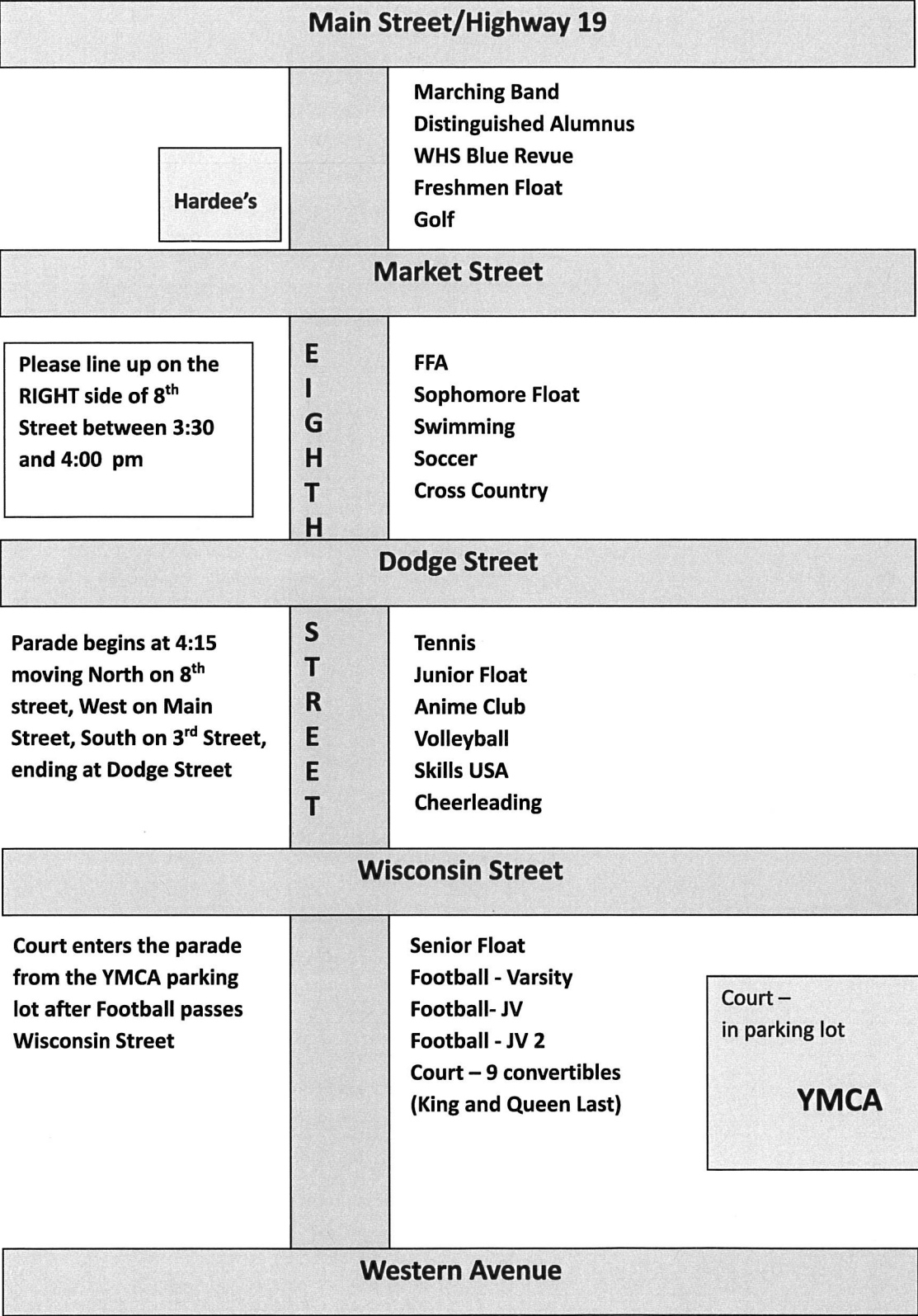
The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: Noelle Else Date: 7/8/24

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

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

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





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

August 21, 2026

TO: Members of the Public Safety & Welfare Committee

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

Run Turkey Run from Steve LeGrow to be held on November 26, 2026, during the hours of 9:00 a.m. to 11:30 a.m. with set up hours starting at 6:30 a.m. and clean up hours until 12:00 p.m.

Estimated extraordinary charges from city departments include- Police total \$68.24 - For Auxiliary Officers.

Organization needs to submit an updated certificate of insurance (COI) ten days prior to the event. Recommendation that special event approval be contingent on receiving the updated COI.

Respectfully Submitted,

Megan Dunneisen, City Clerk

nf/MD



THE CITY OF

WATERTOWN

Opportunity runs through it.

SPECIAL EVENT PERMIT APPLICATION
 New Event ☐ Repeat Event ☒ Date Received: 7-21-26 Date of Event: 11-26-26 Fee Amount: \$50-
APPLICANT INFORMATION:

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

Run Turkey Run

Address: Street, City, State, Zip

Phone:

(920) 248-2284

Email:

drlegrow@yahoo.com

Website:

https://runcanup.com/Run/WI/Watertown/RunTurkeyRun☒ Non-profit Group☐ For Profit☐ Other, please describe:

Nonprofit Tax-Exempt Number

45394661 - YES! co-sponsor of event
501(c)3, if applicable (include photocopy)Is this the applicant's 1st special event application for the calendar year? Yes ☒ No ☐

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

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

Event Name:

The Run Turkey Run

Event Date(s):

11-26-2026

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

A DETAILED map is required upon submittal of application, is it included? Yes ☒ No ☐Is the event located in a City Park? Yes ☒ No ☐If yes, do you have a park reservation? Yes ☒ No ☐ Park name: LivervilleIs the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes ☐ No ☒Will you need City Services for your event? Yes ☒ No ☐ for _____Is the event on private property? Yes ☐ No ☒ If yes, do you have written permission? Yes ☐ No ☐Is the event a city sponsored parade or celebrating a Federal Holiday? Yes ☐ No ☒If yes, please explain: 9:00 AM - 11:30 AMEvent start/end time: 6:30 AM (setup) 12:00 PM → Event set up/take down times:Total Attendance: #1,000 Alcohol consumed, sold, or served? Yes ☐ No ☒ Vendors? Yes ☐ No ☒

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

5K walk/runWill your event be selling food? Yes ☐ No ☒ If yes, please explain: (Type of food and sold by who)**MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:**

Contact Name: First, Middle, Last

Sarah Sullivan Steve Legrow

Address: Street, City, State, Zip

Phone:

(920) 248-2284

Email:

drlegrow@yahoo.com**OFFICE USE ONLY:**

APPROVED ON:

PERMIT #

Indemnification and Hold Harmless

(Read carefully before signing!)

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

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

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

Name of Applicant: Sarah Sullivan Signature: [Signature] Date: 7/21/26

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

Application fee is due when the application is submitted and is nonrefundable if the event is cancelled. If the event is rescheduled for a date within 6-months, the application fee would apply to the rescheduled date; if the event is rescheduled for a date later than 6-months of the original event date the application fee is nonrefundable.

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.

\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.

(The fee is doubled if submitted less than 45 days prior to event date)

Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals targeting the event's message or intentions.

The applicant is liable for and must pay to the city clerk the actual cost of all extraordinary services provided by the city and is required to pay 50% of the estimated extraordinary services prior to the special event with the remaining amount billed at the conclusion of the event. Sales tax will be added if applicable. By signing the applicant acknowledges that they have been made aware of this information.

Signature of Applicant: [Signature] Date: 7/21/26

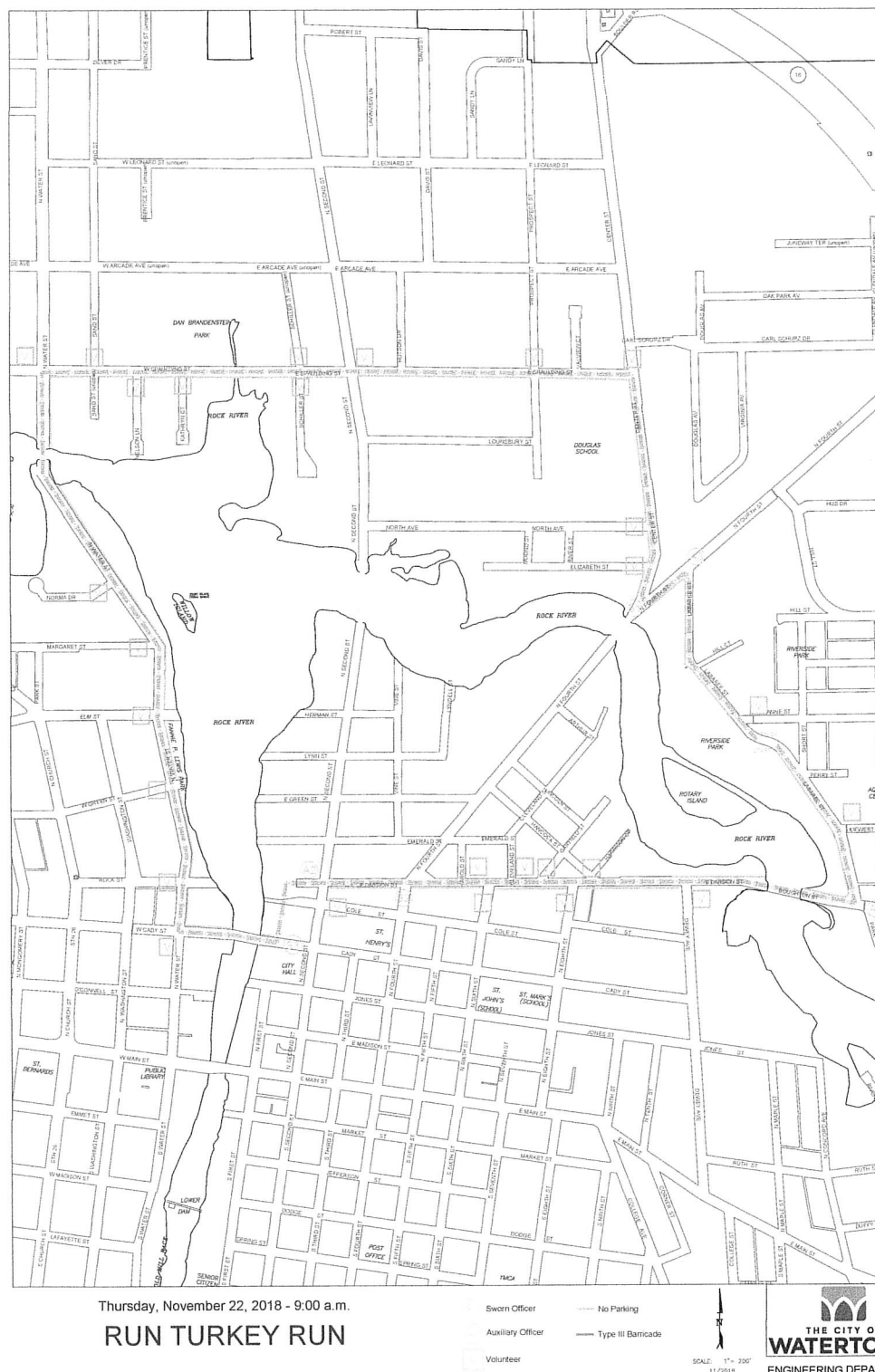
Submit Special Event Application and fee (cash or check) in person or by mail to:

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

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



**TEMPORARY DESIGNATED
OUTDOOR REFRESHMENT
AREA (TDORA) APPLICATION**

Special Event Permit # 2026-13
SECTION 428-8 Watertown Municipal Code
Ordinance 26-21 ADOPTED July 7, 2026
CITY OF Watertown –106 Jones Street, Watertown WI, 53094

Governing regulations: The TDORA (Temporary Designated Outdoor Refreshment Area) regulations are found in Section 428-8 of the Municipal Code. <https://ecode360.com/WA3515> - New Laws - <https://ecode360.com/WA3515/laws> Ordinance 26-21.

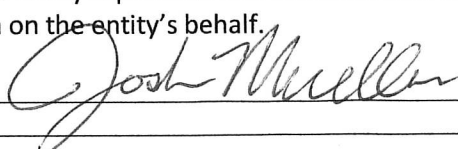
General overview: The purpose of the TDORA is to enhance the downtown experience for visitors and tourists by allowing the responsible consumption of alcoholic beverages outdoors and within specified boundaries. This initiative aims to promote economic activity and support local businesses in the city's downtown area.

Application fee: None. Must be submitted with an associated Special Event Application.

Questions: Please contact the City Clerk's office cityclerk@watertownwi.gov 920-262-4010

APPLICANT INFORMATION			
Name of Organization			
Name of Main Event Organizer			Number
THE DRAFTY CELLAR			
Organization Address	City	State	Zip
110 S. 3RD St. Watertown	Watertown	WI	53094
Email			
drafty@josh@gmail.com			
TDORA Event Contact Person (During Event)	Phone Number		
Josh Mueller	920-248-1635		

EVENT INFORMATION	
Name of event	
3RD St. Blocktoberfest	
Date of Event	Hours of event
9-19-26	2-10:30 PM

SIGNATURE AUTHORITY (REQUIRED)	
The undersigned hereby represents and warrants that it has the authority to apply for this TDORA permit in conjunction with the associated Special Event Application. If the party applying is not an individual, the person(s) signing on behalf of the entity represents and warrants that they have been duly authorized to bind the entity and submit this application on the entity's behalf.	
Applicant's Signature	Date:
	7-27-26

PARTICIPATING LICENSED ESTABLISHMENTS

Provide a list of all participating licensed establishments within the proposed TDORA boundaries. Each participating licensed establishment must acknowledge its participation and receipt of the TDORA requirements.

<u>NAME OF ESTABLISHMENT</u>	<u>AUTHORIZED REPRESENTATIVE SIGNATURE</u>	<u>DATE</u>
THE DRAFTY CELLAR	<i>Josh Mueller</i>	7-27-26
LOCAL WATERS	<i>Meredith Degeer</i>	7-31-26

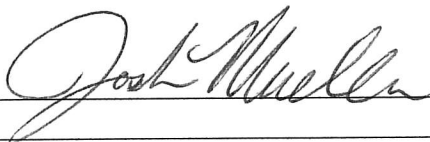
July 2026 Ord. 26-21

City of Watertown TDORA Boundaries



- Alcoholic beverages purchased at one participating licensed establishment may not be consumed at another licensed establishment.
- Alcoholic beverages may only be possessed and consumed within the approved TDORA boundaries during the approved event hours.
- Participating licensed establishments are responsible for complying with all applicable federal and state laws, City ordinances, and the requirements of Section 428-8, and remain responsible for all alcohol sales and service occurring at their licensed premises.
- Participating licensed establishments, event staff, and volunteers must be informed of and comply with all applicable TDORA requirements.
- All applicable Wisconsin Statutes, City ordinances, and conditions imposed as part of the TDORA permit approval must be followed.
- Violations of Section 428-8 may result in enforcement action including forfeitures as provided in Chapter 33 of the Municipal Code and consideration of future Special Event or TDORA permit applications, as permitted by law.
- The applicant shall provide each participating licensed establishment with a copy of the TDORA approval documentation, including the approved TDORA map, list of participating licensed establishments, event hours, and any conditions of approval. The applicant shall ensure participating licensed establishments are informed of the TDORA boundaries and applicable requirements. Each participating licensed establishment shall maintain a copy of the TDORA approval documentation on site during the event. ✓
- All information provided in this application is true, accurate, and complete to the best of my knowledge.

Applicant's Signature:



Date:

7-27-26

FOR STAFF USE ONLY

DATE TDORA APPLICATION RECEIVED:

8-3-26

DATE SPECIAL EVENT APPLICATION
RECEIVED:

4-23-26

DATE OF PSW MEETING:

8-25-26

DATE INSURANCE RECEIVED:

INSURANCE APPROVED?

☐ Yes ☐ NoDECISION: ☐ APPROVED ☐ DENIED PERMIT NO.: _____

CONDITIONS ON APPROVAL?

☐ Yes ☐ No

CONDITIONS:

SIGNATURE OF CITY CLERK OR DESIGNEE:

DATE:

DATE TDORA PERMIT ISSUED:

(CITY SEAL)

Megan Dunneisen

From: Joshua Mueller <draftyjosh@gmail.com>
Sent: Thursday, August 13, 2026 12:59 PM
To: Megan Dunneisen
Subject: TDORA Compliance Informartion
Attachments: IMG_4868.jpeg

Follow Up Flag: Follow up
Flag Status: Flagged

Hello Megan! In regards to the TDORA compliance information bullet points you wanted me to answer/respond to.

We should have the boundaries all explained on the map we sent. We will use barricades as well as fencing or have roped off. There will be signage as well as we used in previous years at Blocktoberfest. Monitored by Auxiliary police and volunteers helping as well including checking IDs at entrance and monitoring exits as well.

We will have signage of the rules for the TDORA and also share the guidelines on social media as well, similar to The Big Pop Up. Volunteers will also be shared and reminded of the rules and guidelines as well.

Both The Drafty Cellar and Local Waters will have our own Blocktoberfest Identifier stickers that will be placed on all alcoholic beverages and will be in 16oz plastic cups.

Wristbands will be used as we always have before after checking IDs.

The event is pretty self explanatory as this will be our 5th year. Same procedures as before with acknowledgement of the TDORA in place this time. Event will have live music throughout the day. Food trucks will set up before start and run until the end of the event. A stage with sound will be set up earlier in the day and taken down at the end of the event and that takes a bit of time and a lot of work to tear down, hence why we asked for a little more time this year. It also doesn't cause the cleanup crew to rush as much. If you have any other questions, please don't hesitate to ask.

Are there any more city council meetings you would like us to attend or is this good to go?

Thanks and have a great day Megan!

Josh Mueller
920-248-1635

2026 Blocktoberfest Map

Section 4, Item G.

Main Street

Entrance to Event
ID Check/Wristband
with TDORA Signage

Aux Officer
Patrolled Exit (No Entry)
with TDORA Signage

Barricade

Food
Truck/Stand

S 3rd St

Portable
Toilets

Fencing to Block Off
Any Closed Business
Entrances, Alleyways,
& Residential Doorways

Emergency Exit of
Licensed Premise

X

The Drafty Cellar

X

X

X

Emergency Exit of
Licensed Premise

Tables/Seating

Stage

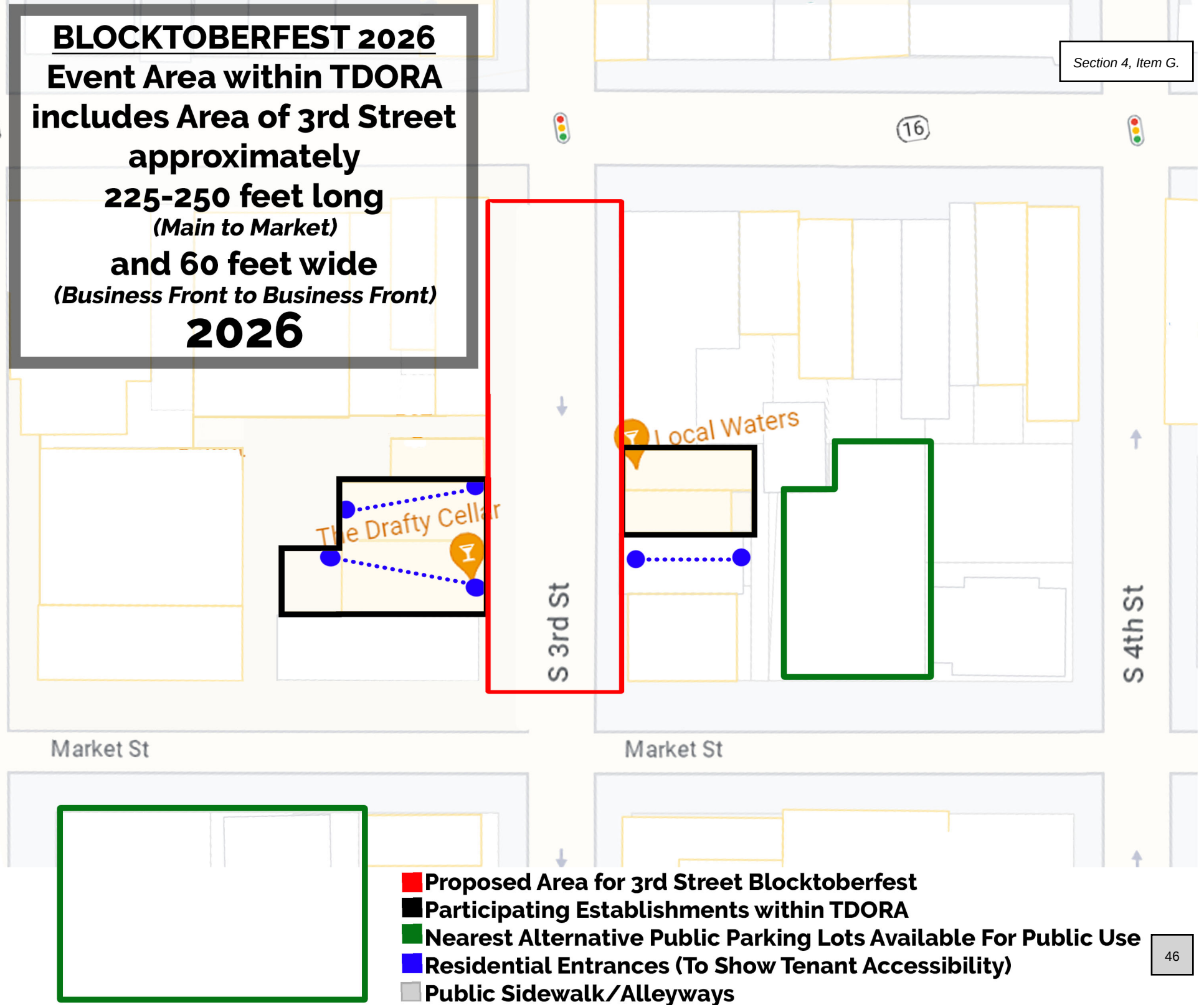
Barricade

Entrance to Event
ID Check/Wristband
with TDORA Signage

Aux Officer
Patrolled Exit (No Entry)
with TDORA Signage

Market St

BLOCKTOBERFEST 2026
Event Area within TDORA
includes Area of 3rd Street
approximately
225-250 feet long
(Main to Market)
and 60 feet wide
(Business Front to Business Front)
2026







Permit #2026-13

June 5, 2026

Joshua Mueller
110 S. Third Street
Watertown, WI 53094

The Drafty Cellar
Blocktoberfest

Dear Mr. Mueller:

I am pleased to inform you that your special event application for the following event was reviewed by city departments and has been approved by the Public Safety & Welfare Committee.

Please note the approval is contingent on receiving an updated Certificate of Insurance (COI) form at least 10 days prior to the event.

Event: Blocktoberfest
Date: September 19, 2026
Time: 10:00 AM - 1:00 AM
Location: 100 Block of S Third St. – Per Map

Please keep this letter with you as proof of approval.

Also attached is the summary of charges for this event. You need to pay 50 % of the total-\$679.88 by 9/14/2026. Failure to pay the amount voids your special event permit. After the event is over, you will receive a final bill for the extraordinary services, less the 50% you have already paid.

As always, please reach out with any questions or concerns.

Sincerely,

Megan Dunneisen, City Clerk

nf/MD

MEMO

(City Clerk)

To: Public Safety and Welfare

From: Megan Dunneisen

Date: August 20, 2026

Subject: Special Events

PURPOSE

The purpose of this memo is to review the City's current special event permit approval process and discuss the option of returning routine special event permit approvals to an administrative process conducted through the City Clerk's Office, with the Public Safety and Welfare Committee serving as an appeal and escalation body when an event presents significant or unusual concerns.

The intent of this recommendation is not to reduce the City's requirements for special events. Existing application requirements, departmental review, safety requirements, insurance, applicable permits and licenses, and charges for City services would continue to apply.

BACKGROUND

The City's special event ordinance historically provided for an administrative review and approval process. Under the prior version of § 428-7, the City Clerk's Office received the completed application and distributed it to the Police, Fire, Health, Street, and Recreation Departments for review. The relevant City departments were responsible for approving, conditionally approving, or denying the license within 21 calendar days. The City Clerk then issued the license when the application complied with the ordinance.

The prior ordinance also provided an appeal process for an applicant whose license was denied or modified. The applicant could request review by the Licensing Board within five days of the denial or modification.

The ordinance was subsequently amended to require that all special event applications be presented to the Public Safety and Welfare Committee. Under the current ordinance, the City Clerk's Office continues to conduct the initial administrative review and distribute applications to the appropriate City departments and assist departments when needed with obtaining the necessary information concerning the event and its anticipated impacts.

The difference is that final approval now rests with the Public Safety and Welfare Committee. The Committee may approve, conditionally approve, or deny an application and may consider the recommendations and information provided by City departments.

CURRENT PROCESS – ISSUES AND FEEDBACK FROM CITY CLERK STAFF

As part of the review of the City's special event process, discussion was held with Clerk staff who assist with the day-to-day processing and coordination of special event applications. The current process was generally described as functional, particularly for straightforward events. However, several areas were identified where the process could be streamlined.

Departmental Review

The departmental review portion of the process was identified as beneficial and should be retained. Applications are distributed to City departments so they can review the event, identify public safety and operational concerns, plan for any services that may be needed, and determine applicable City charges.

This review allows the departments with direct operational responsibility to provide input before a permit is issued and gives the City an opportunity to identify requirements and costs earlier in the process.

Public Safety and Welfare Committee Review

The primary concern identified is the additional requirement that every special event application proceed to the Public Safety and Welfare Committee for approval after the departmental review has been completed.

For routine and recurring events, this additional step can be duplicative and creates additional administrative work. Most special events are repeat events, and in the experience of the Clerk's Office, special event applications have not been denied through the current process.

This does not suggest that PSW review is unnecessary when an event presents significant concerns. Rather, it raises the question of whether every routine event needs to go through the Committee, or whether Committee review would be more appropriately reserved for events involving significant or unusual concerns, disagreements, policy questions, or appeals.

Late Applications and Timing

Late applications were identified as one of the more significant practical challenges with the current process. When an application is submitted close to the event date, there is limited time for City departments to review the event, identify requirements, determine applicable charges, and complete the necessary coordination.

MEMO

The additional step of obtaining Committee approval further compresses the timeframe. This can create additional pressure on the Clerk's Office, particularly during the busy times of year.

The concern is not necessarily the Committee review itself, but the effect of adding another required approval step to an already compressed process.

Overall Assessment

The Clerk's Office conclusion does not indicate that the current process is failing. Rather, it indicates that the departmental review component is working well and provides value, while the additional PSW approval step may not be necessary for every routine event.

Returning routine approval to the City Clerk's Office and affected City departments, while referring events with significant or unusual concerns to the Public Safety and Welfare Committee and allowing applicants to appeal an administrative decision to the Committee, would retain the strengths of the current process while reducing an additional administrative step.

EXISTING REQUIREMENTS WOULD REMAIN

Returning routine special event permit approvals to an administrative process would not eliminate or reduce the existing requirements imposed on event organizers.

The City would continue to require all applicable documentation and requirements, including:

- An Emergency Action Plan addressing fire, medical emergencies, severe weather, lost children, crowd control, pedestrian safety, and other emergency situations.
- Required insurance coverage, including a certificate of insurance for events involving alcohol, more than 200 people per day, or a road closure. The current ordinance requires minimum combined single limits of \$1,000,000 per person/aggregate.
- Required indemnification of the City as part of the special event application.
- Required information regarding food vendors, transient merchants, animals, and other event-specific requirements, when applicable.
- Required permits, licenses, maps, approvals, and other supporting documentation.
- Compliance with applicable City ordinances, state laws, and requirements established by the affected City departments.

The City would also continue to identify and charge for extraordinary services associated with the event. The ordinance defines extraordinary services as reasonable and necessary City services resulting specifically from the special event that create measurable costs above normal levels of public health and safety services. Examples include police protection, traffic control, fire

MEMO

monitoring, dedicated paramedic service, park services, and other services necessary to protect participants and the public.

The City would continue to charge event organizers for applicable City services in accordance with the City's fee schedule and ordinance. The proposed change would not change the City's ability to identify, estimate, document, or collect these costs.

PROPOSED PROCESS

Staff recommends that the City consider amending § 428-7 to establish the following process:

1. Application submitted to the City Clerk's Office.
The City Clerk's Office would continue to receive the application and determine whether it is complete and sufficient for filing.
2. Departmental review.
The Clerk's Office would distribute the application to the appropriate City departments based on the nature and location of the event. Departments would review the event for public safety, fire protection, health, traffic, parks, public works, and other applicable considerations.
3. Safety and documentation requirements.
The event organizer would continue to be required to provide all applicable documentation, including the Emergency Action Plan, insurance certificate, indemnification, maps, vendor information, permits, licenses, and other information required by the ordinance or City departments.
4. Identification of City services and costs.
The affected City departments would identify the City services required for the event, including any extraordinary services. The City would continue to charge the event organizer for applicable City services in accordance with the City's fee schedule and ordinance.
5. Administrative approval.
If the application complies with the ordinance and the affected departments determine that the event can be safely and appropriately accommodated, the City Clerk's Office would issue the special event permit, including any conditions identified through the departmental review.
6. Referral to the Public Safety and Welfare Committee when warranted.
An application could be referred to the Public Safety and Welfare Committee when one or more of the following applies:

MEMO

- an affected City department recommends denial;
- the event presents significant or unusual public safety, health, welfare, traffic, fire, emergency response, or operational concerns;
- the event requires an unusual or substantial commitment of City resources;
- there is an unresolved disagreement between the applicant and a City department regarding a requirement or condition;
- the event presents a significant conflict with another City event, facility use, road closure, park use, or municipal activity that cannot be resolved administratively;
- the application raises a policy question or requires interpretation of an ordinance provision that is more appropriately addressed by the Committee; or
- the City Clerk determines that Committee review is warranted based on the circumstances of the event.

7. Appeals.

An applicant whose permit is denied or modified through the administrative process could appeal the decision to the Public Safety and Welfare Committee.

8. Committee authority on appeal.

The Public Safety and Welfare Committee could uphold, modify, or overturn the administrative decision and could impose appropriate conditions when warranted.

This structure would allow routine and recurring events that have been reviewed by the appropriate City departments to proceed administratively, while ensuring that events presenting significant or unusual circumstances can still receive Committee review.

BENEFITS OF THE PROPOSED APPROACH

This approach would preserve the Public Safety and Welfare Committee's oversight role while allowing routine applications to move through the City's administrative process without waiting for a Committee meeting.

It would:

- provide applicants with decisions earlier in the process;
- reduce the likelihood of approvals occurring only days before an event;
- provide City departments with more time to coordinate staffing and services;
- allow conditions and requirements to be identified and communicated earlier;

MEMO

- reduce duplicative review of routine and recurring events;
- reduce the number of routine administrative matters placed on the PSW agenda;
- allow the Committee to focus its time on events that present significant or unusual public safety, policy, or resource issues;
- maintain departmental input regarding City services and charges;
- provide applicants with a clear avenue to challenge an administrative decision; and
- retain Committee oversight when an event presents a disagreement or issue that warrants additional consideration.

IMPORTANT DISTINCTION

This recommendation would not remove the Public Safety and Welfare Committee from the special event process.

Rather, it would change the Committee's role from being the required initial approval authority for every special event to serving as an appeal and escalation body for applications that present significant or unusual concerns or require policy-level consideration.

The existing safety requirements, departmental review, insurance requirements, Emergency Action Plans, indemnification, applicable permits and licenses, and charges for City services would remain in place.

The proposed change is therefore primarily a change in administrative workflow and approval authority, rather than a reduction in the City's oversight or requirements for special events.

RECOMMENDATION

The City Clerk's Office recommends that the Public Safety and Welfare Committee consider recommending an amendment to § 428-7 that would return routine special event permit approval to the City Clerk's Office and affected City departments, with applications involving significant or unusual concerns, unresolved departmental issues, policy questions, or other circumstances warranting Committee review referred to the Public Safety and Welfare Committee.

The Committee would also serve as the appeal body for an applicant whose permit is denied or modified through the administrative process.

This structure would provide a more efficient and timely permitting process while maintaining the City's existing public safety protections, departmental review, financial requirements, and appropriate Public Safety and Welfare Committee oversight of special events that warrant additional review.

MEMO

2026 Operational Goals

Present a budget that:

1. Create a community where all can feel safe and strive for economic success.
2. Maintain indoor and outdoor recreational facilities to enhance safety, overall health, and quality of life.
3. Serve co-workers and members of the public in a kind and friendly manner to promote employee retention and citizen trust.
4. Encourage community growth by assessing opportunities, involving all stakeholders, environmental needs, modern code and policy priorities.
5. Involve those who are impacted before making decisions.
6. Strengthen employee trust and retention by fostering a workplace culture of respect, service, and responsiveness to internal and community needs.

MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis

From: Nathan R. Williams, Civil Engineer I

Date: August 20, 2026

Subject: Public Safety and Welfare Meeting of August 26, 2026

Review and take possible action: S. Eighth Street Parking Restriction

Background

At the August 5th Public Safety and Welfare meeting, motions were made to send the conversion of S Eighth Street from one-way to two-way to Common Council for review. This review will be in the form of three ordinances:

- Convert Eighth Street to two-way traffic between Main Street and Market Street as soon as practicable
- Convert Eighth Street to two-way traffic between Market Street and Western Ave in the month of May 2027, but no later than May 31st.
- Addition/alteration of stop signs associated with the traffic change

One item that was mentioned, but left unresolved, is the conflict between two-way operations and the existing parking restrictions between Market Street and Dodge Street. Currently, parking is allowed on the east side of the street on Sundays only. This parking restriction would need to be altered to conformance with the rest of S Eighth Street, where parking is prohibited at all times on the east side of the roadway. The existing Sunday-only parking area is in conflict with the proposed northbound travel lane.

Additional on-street parking was added to the north of this area, on S Eighth Street between Main Street and Market Street. This is anticipated to help accommodate the increased parking demand in the area on Sundays, which is the presumed reason for the current parking exception.

Budget Goal

1. Create a community where all can feel safe and strive for economic success.
4. Involve those who are impacted before making decisions.

MEMO

Financial Impact

No additional costs to the city are anticipated with this change.

Recommendation

The Engineering Division recommends moving an ordinance forward regarding this topic in conjunction with the conversion ordinances. The proposed ordinance would remove the existing restriction on the east side of Eighth Street between Market Street and Dodge Street and replace it with a restriction that applies on each day of the week. This would be necessary should conversion of S Eighth Street to two-way traffic occur.

Attachments:

- Site Map
- Letter to Property Owners

S Eighth St - Parking Restriction

Section 4, Item I.



MEMO

Engineering Division of the Public Works Department

To: Chairperson Davis

From: Nathan R. Williams, Civil Engineer I

Date: August 20, 2026

Subject: Public Safety and Welfare Meeting of August 26, 2026

Review and take possible action: S. Seventh Street One-Way to Two-Way Conversion

Background

The Public Safety and Welfare Committee has asked to review one one-way street at each monthly meeting. This is to evaluate each street in detail, as they were generally evaluated in the Downtown One-Way to Two-Way Street Conversion Study, prepared by engineering consultant raSmith. S. Eighth Street was reviewed on August 5th, 2026. Continuing west, Seventh Street, between Western Avenue and Jefferson Street, is under review. Letters were sent to property owners on August 12, 2026, informing them of the upcoming meeting and welcoming feedback regarding the proposed change.

Below is an excerpt from the raSmith study, regarding the pros and cons of street conversion:

One-Way

- + Higher vehicular capacity
- Faster travel speeds (less desirable in urban downtown setting)
- + Shorter travel times
- Potential for wrong-way movements
- + Simplified pedestrian crossings (cross one travel direction at a time)

Two-Way

- + Slower travel speeds
- Longer travel times
- + Simplified circulation for motorists
- + Improved business visibility
- + Fewer street signs
- + Improved conditions for vulnerable users with slower motor vehicle speeds

MEMO

Seventh Street between Western Avenue and Jefferson Street is 32' wide FOC to FOC (face of curb to face of curb), one-way with parking on both sides. As per the report prepared by raSmith, a minimum width of 28' FOC to FOC is acceptable for two-way traffic with parking on both sides in local, residential areas. Between Jefferson Street and Market Street, Seventh Street is 32' wide and operating with two-way traffic and parking on the west side only. A street width of 32' appears to be a functional width for two-way traffic, as it provides two 7' parking lanes and two 9' travel lanes. To note, city subdivision standards require a minimum width of 34' FOC to FOC when parking is provided on both sides.

raSmith's analysis of Seventh Street is as follows:

"7th Street: All blocks south of Main Street have a width of 32 feet and would operate as two-way with minimum 9-foot travel lanes in each direction and parking on both sides. The block between Main Street and Madison Street has a width of 29 feet. Parking restriction on one side of the street could be considered, or it can operate with limited opposing side-by-side traffic and parking on both sides."

There are currently no signs noting that the traffic pattern changes at Jefferson Street. There is a double-yellow marked centerline on S Seventh Street between Main Street and Jefferson Street.

Budget Goal

1. Create a community where all can feel safe and strive for economic success.
4. Involve those who are impacted before making decisions.

Financial Impact

Should the street be converted without reconstruction, financial impact will be negligible and require only signage changes.

Should the street be converted with reconstruction, financial impact would be limited to impacts associated with any widening beyond city standards. It is anticipated, without completing design, that the street would be designed to the city minimum subdivision standard of 34' FOC to FOC. As the project would be driven primarily by aging infrastructure, costs associated with one-way to two-way traffic conversion are expected to be negligible.

Recommendation

The Engineering Division recommends converting S Seventh Street from one-way to two-way traffic. The following are suggested options for motions to send the conversion to Common Council for review:

MEMO

- Convert S Seventh Street from Jefferson Street to Western Avenue in the month of May 2027, no later than May 31st.
- Convert S Seventh Street from Jefferson Street to Western Avenue in the month of May 2027, no later than May 31st, with a recommendation to remove parking on the east side of S Seventh Street.
- Hold conversion of S Seventh Street until such a time that it can be reconstructed and widened to standard city width for two-way traffic and parking on both sides of the street. S Seventh Street is not planned for reconstruction in the near future, and it was last reconstructed in 1994.

Attachments:

- Site Map
- Letter to Property Owners







**ORDINANCE TO
CREATE SECTION 410-33(H) CAMPING PROHIBITED ON CITY
PROPERTY OF THE CITY OF WATERTOWN GENERAL ORDINANCES**

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

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

SECTION 1. § 410-33(H) Camping prohibited on City property is hereby created to read as follows:

§ 410-33(H) Camping prohibited on City property.

- A. Definitions. As used in this subsection, the following terms shall have the meanings indicated:

CITY PROPERTY

All property, parks, rights-of-way, parking lots, easements or other land owned, leased, controlled, or managed by the City of Watertown.

TO CAMP

To maintain a campsite or take habitation in a single location on City property.

- B. It shall be unlawful for any person to camp, lodge, to live in for a time, or to take habitation in any portion of City property within the City of Watertown. Evidence of lodging shall include, but not be limited to, bedrolls, mattresses, blankets, cooking utensils, clothing, and other personal belongings.
- C. The City will remove individuals, personal property, camping materials and campsites from City property after providing reasonable notice of the City's intent to clear the site. Notice may include, but is not limited to, posting the site or notice served pursuant to Wis. Stat. § 801.11.

Disposition and release of personal property.

- 1) Items in an unsanitary condition may be discarded by the City. Items in an unsanitary condition include, but are not limited to, garbage, rubbish, and all refuse accumulations of animal, fruit or vegetable matter that attend the preparation, use, cooking, dealing in or storage of meat, fish, fowl, fruits or vegetables; and items constituting a health hazard or risk.
- 2) Weapons, drug paraphernalia, stolen items, contraband, and evidence of a crime may be retained as evidence by the Police Department until an alternate disposition is determined.

3) All personal property removed by the City, which is not disposed of or held as evidence, as provided above, will be stored by the City for a minimum of 30 days, during which time it shall be made reasonably available for and released to an individual confirming ownership.

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:	First meeting date		Second meeting date	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BERG				
NITECKI				
BLANKE				
SMITH				
ARNETT				
HAASE				
MOLDENHAUER				
MAYOR STOCKS				
TOTAL				

ADOPTED Type second meeting date

CITY CLERK

APPROVED Type second meeting date

MAYOR