



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, AUGUST 07, 2024 AT 5:00 PM

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

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

<https://us06web.zoom.us/j/5438506085?pwd=2Bzl5YIFWz8CJhn4zgXM1kDcE0mHoL.1>

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

1. CALL TO ORDER

2. RECIEVE COMMENTS FROM THE PUBLIC

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

3. APPROVAL OF MINUTES

A. Public Safety and Welfare minutes from June 5, 2024

4. BUSINESS

A. Review and take action: Parking on Front Lawns

B. Review and take possible action: Add a "Right Turn Only" sign at the west exit of Berres Brothers Coffee on Air Park Drive

C. Review and take possible action: Request for pavement marking at intersection of Dayton Street and West Street

D. Review and take possible action: Milford Street on-street parking at Grinwald Park

E. Review and take possible action: Carriage Hill Drive Speed Study Results

F. Review and take possible action: City of Watertown Fireworks Ordinance

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

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

I. Review and take action: Special Event - Blocktoberfest

J. Review and take action: Special Event - Watertown Homecoming Parade

K. Review and take Action: Special Event - YMCA 5K Riverfest Run

L. Review and Discuss: Special Event - St. Paul's Church Picnic

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

June 5, 2024

5:00 p.m.

1. CALL TO ORDER

Members Present	Also in Attendance	Citizens Present
<ul style="list-style-type: none"> Dana Davis, Chair Brad Blanke Steve Board 	<ul style="list-style-type: none"> Andrew Beyer Chief David Brower Brian Zirbes Alder Jonathan Lampe 	John, Kleinstuber, Pat Kleinstuber, John Deale, Gary and Sharon Boley, Josh Rupnow, Mark Seelman, Eric Kletsch, Barb Ames, Tom Ames, Shelley & Dennis Roth, Brian Svatos, Brian Bohn, Todd & Delores Griep, Erik S., Ryan Stalker, Hailey Stalker, Ryan Albertz, Wilbur Miller, Duane Meyers, Nikki & Col Stratmen, Michael Christian, Tracy McArthur, Randy Schultz, Ryan Jones, John Rupnow, Nathan Fried, Shawn Magsam

2.RECEIVE COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

3. APPROVAL OF MINUTES

A. Public Safety minutes from May 1, 2024

- Public Safety Meeting Notes 5.1.24.pdf (0.02 MB)

MOTION: Motion to approve by Blanke, seconded by Board and unanimously approved

B.Public Safety minutes from May 21, 2024

- Public Safety Meeting Notes 5.21.24.pdf (0.02 MB)

MOTION: Motion to approve by Board, seconded by Blanke and unanimously approved

4.BUSINESS

1. A. Informational Item: 1015 Meadow Street Raze Order

- 1015 Meadow St Memo 5-29-2024.pdf (0.13 MB)
- RAZE ORDER for service - 1015 Meadow Street 2024.pdf (0.09 MB)
- Letter 1015 Meadow Street - Dell December 2023 follow up.pdf (0.12 MB)

DISCUSSION: Mr. Zirbes explained the background on this property that has led to the raze order. He said that when a property is razed, the costs will be assessed to the property, if the property taxes aren’t paid, at some point the property will be taken by the county. Blanke asked how the residents could stay informed about the status of the property. There is concern because it is zoned R-8, but everything on that side of the street is single-family. Zirbes said that the process would move along and that it’s possible that the city could acquire the property.

NO ACTION TAKEN

2. Review and take Action: Special Event-American Legion 4th of July Celebration

- Memo re PSW -4th of July.pdf (0.05 MB)
- 2024-19 4th of July Application.pdf (0.21 MB)

MOTION: Motion to approve by Blanke, seconded by Board and unanimously approved

3. C.Review and take action: Special Event-Moose Lodge Car Show

- [Memo re PSW -Moose Lodge.pdf](#) (0.05 MB)
- [2024-17 Application Redacted.pdf](#) (1.59 MB)
- [2024-17 Map.pdf](#) (0.08 MB)

MOTION: Motion to approve by Blanke, seconded by Board and unanimously approved

4. D.Review and take action: Special Event Koine Concert-St. Lukes Church

- [Memo re PSW -Koine Concert.pdf](#) (0.05 MB)
- [2024-12 Application Redacted.pdf](#) (0.49 MB)
- [2024-12 Map.pdf](#) (0.14 MB)

MOTION: Motion to approve by Blanke, seconded by Board and unanimously approved

5. E.Review and take action: Special Event-Fiesta at the Park

- [Memo to PSW including charges.pdf](#) (0.22 MB)
- [2024-14 Application Redacted.pdf](#) (0.51 MB)
- [2024-14 Map.pdf](#) (0.07 MB)

MOTION: Motion to approve by Board, seconded by Blanke and unanimously approved

6. F.Review and take action: Special Event-Craft Beer Walk

- [Memo re PSW Craft Beer Walk.pdf](#) (0.05 MB)
- [2024-16 Map.pdf](#) (0.04 MB)
- [2024-16 Craft Beer Walk Redacted.pdf](#) (0.37 MB)

MOTION: Motion to approve by Davis, seconded by Blanke, Board abstained. Passed by Davis and Blanke.

7. G.Review and take action: Special Event- Donut Dash

- [Memo re PSW -Donut Dash.pdf](#) (0.05 MB)
- [2024-13 Donut Dash.pdf](#) (0.19 MB)
- [2024-13 Map.pdf](#) (0.11 MB)

MOTION: Motion to approve by Board, seconded by Blanke and unanimously approved

8. H.Review and take action: Allowing utility terrain vehicles (UTVs) on select city streets

- [Lampe - ATV Ordinance Email.pdf](#) (1.22 MB)
- [LAMPE UTV Draft Ordinance\(5\).pdf](#) (0.02 MB)
- [UTV memo PubSafetyWelfare 053024.pdf](#) (0.18 MB)
- [UTV 2023 Off Highway Vehicle Fatal Crash Summary.pdf](#) (1.82 MB)
- [UTV2 2023 WI Vehicle Safety & Educ. Report.pdf](#) (1.15 MB)
- [2024.0529 AMB ATV UTV.pdf](#) (0.08 MB)
- [Memo LT comments re UTV 05302024.pdf](#) (0.08 MB)
- [DNR ATV Route Guidelines and Suggestions - A Community Official's Handbook.pdf](#) (3.90 MB)
- [Watertown WI 2024.05.28 - Consumer Federation of America.pdf](#) (0.23 MB)
- [2023-all-vehicles-report.pdf](#) (0.20 MB)
- [DNR 2023 Annual Safety Report for Recreational Vehicles.pdf](#) (4.69 MB)
- [DNR 2023 Offi-Highway Vehicle Fatal Crash Summary.pdf](#) (0.83 MB)

DISCUSSION:

- Alder Jonathan Lampe is proposing an ordinance that would allow residents to drive ATVs/UTVs on all city streets in Watertown. Lampe says that many residents have been making this request and he and others worked together on the proposed ordinance. Rationale for the ordinance includes:
 - Watertown is one of the last HWY 26 cities to not allow ATVs/UTVs in the city
 - The Chamber of Commerce is in favor.
 - An unofficial FB poll from 2019 indicated there was strong support.
 - ATVs/UTVs are fuel efficient.
 - There are new safety features on vehicles.
- Chief Brower shared that the Police Department is strongly opposed to ATV/UTV use on city streets. He asked for feedback from his administrative team and no one on his team is supportive of ATV/UTV on city streets. He said that they do not have the necessary personnel to enforce ATV/UTV ordinance regulations. The team is concerned that individuals will use the new ordinance as an opportunity to drive intoxicated. They are concerned about the data that suggests that alcohol and speed are main reasons for accidents and fatalities. They are concerned that accidents and fatalities are growing each year. The Chief says that our city is too large to allow UTVs/ATVs on city roads.
- Andrew Beyer, City Engineer, is also strongly opposed for four main reasons 1) Vehicle Design and Compatibility – UTVs are designed for off-road use with structural designs, higher centers of gravity and lower stability that make them unsuitable for city roads 2) Traffic Flow Disruption, 3) Safety Standards – UTVs don't include airbags, crumple zones, turn signals and advanced braking systems 4) Pedestrian Safety – Could pose additional risks to pedestrians.
- The following residents spoke out in favor of an ordinance that would allow ATV/UTVs on city roads. Their reasons included: ATVs/UTVs are safe, quiet, other communities have passed ordinances and there have been no issues, responsible drivers are careful to follow rules. Residents also explained that it would be convenient, and it would impact the city positively economically.
 - John Drake
 - Jacob Maas
 - Rick Krueger
 - Ryan Jones
 - Shirley Wolf
 - Shane Magsamem
 - Ray Beebe
 - Tom Ames
 - John Rupnow
 - Ryan Stalker
 - Nate Friedlel
 - Bryan Svatos
 - Dave K.
- Davis spoke in opposition for the following reasons:
 - The percentage of ATV On-Road Fatal Accidents has been increasing steadily over the last 10 years.
 - Over 67% of fatal ATV accidents nationally occur on-roads. In WI, last year 51% of the ATV accidents happened on-road. There have already been 13 fatal

accidents in WI so far this year; 7 in the month of May. 4 of the fatal accidents that happened in the month of May happened on-road.

- US Product Safety Commission, a federal agency, is strongly opposed to ATV/UTV on-roads, has created PSAs and Infographics to inform riders to stay off-roads.
- DNR advises City Official to exercise caution and use great consideration before permitting ATV/UTV on-roads
- Our city Police Chief and City Engineer are strongly opposed
- The data shows that on-road fatalities are disproportionately higher than off-road.
- Consumer Protection Groups like the Consumer Federation of America are strongly opposed to ATV/UTV on roads (letter in packet)
- Trade Organizations that represent Manufactures are strongly opposed to on-road use. Specialty Vehicles Institute of America promotes safe and responsible use of ATVs and educates riders to stay off-road.
- Manufacturers – The manuals for ATVs and UTVs all say “do not operated on paved roads”. See Yamaha Raptor manual for example
- Training Courses – The WI DNR recommend the Offroad-ed safety course which says in the training course “The following are leading causes of injury and fatal accidents: 1) Driving an ATV on a paved surface. ATVS are designed for off-road use and handle poorly on pavement”
- Blanke – Spoke to the fact that our freedoms are limited within a city with specific rules (ie. Driver’s license required). He said that he recognizes that responsible adults with expensive machines will drive responsibly. However, there are individuals who are not going to drive safely. There was some discussion about the ages of driving. He spoke to the fact that moving violations do not put points on a driver’s license. The ordinance in the packet did not speak to the age of drivers and has the hours of driving until 2 a.m.
- Board is concerned about the drivers that are less responsible and younger than the residents represented at the meeting. He said he could maybe be convinced to move forward on an ATV/UTV ordinance, but not the ordinance in our packet.
- Davis spoke to the fact that adding increased responsibilities to the Police Department may result in increased property taxes as citizens may have to pay for additional personnel.

MOTION: Blanke made a motion to table the matter. Failing to receive a 2nd, Blanke withdrew his motion. Davis made a motion to deny allowing ATVs and UTVS on city streets in Watertown. Motion seconded by Blanke. Motion passed 2 to 1 (Board)

9. Review and take action: Vehicle parking on front lawn
- [Lampe - Front Lawn Parking.pdf](#) (1.26 MB)

MOTION: Board made a motion to pursue changing the city code to limit vehicle parking on front lawns and to request Brian Zirbes to present a potential ordinance to the committee at a future meeting. Davis seconded the motion. Motion passed 2 to 1 (Blanke)

4.ADJOURN

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

Off-Street Parking and Traffic Circulation Standards - Proposed Additions and Deletions

§550-107G (Proposed Additions and ~~Deletions~~)

(5) Locational prohibitions for off-street parking areas.

(a) Off-street parking shall not be located between the principal structure on a residential lot and a street right-of-way, except: ~~within residential driveways and parking lots designated on the approved site plan (see § 550-145).~~

- i. Within residential driveways.
- ii. Within parking lots designated on an approved site plan under § 550-145.
- iii. During declared snow emergencies.
- iv. During City approved special events under §428-7.

(b) The outdoor storage of recreational vehicles, equipment, and trailers shall conform to § 550-109B(4).

~~(b)~~(c) For all development created after the adoption of this chapter, no private parking shall occur on street terraces, driveways, or any other areas located within a public right-of-way not explicitly designated by the Public Works Director/City Engineer.

Stacy Winkelman
Operations Manager

Vacant
Asst. Operations Manager

Jane Flanigan
Admin. Asst.

Christopher Newberry
Streets Project Manager

Tom Nickels
Foreman

Jason Heller
Foreman

Chris LaCombe
Foreman

TO: Alderperson Dana Davis and Committee Members

FROM: Stacy Winkelman

DATE: July 31, 2024

RE: Public Safety and Welfare Committee Meeting on August 7, 2024

The following agenda items are for the above referenced Committee meeting:

1. Review and take possible action: Add a “Right Turn Only” sign to west exit of Berres Brothers Coffee on Air Park Drive.

BACKGROUND:

A request was made by the manager of Berres Brothers Coffee on Air Park Drive. Ms. Pozorski stated that they have seen several people making left turns out of the right turn only area which is creating a safety concern along Air Park Drive. I have attached the email received from Ms. Pozorski.

Respectfully submitted,



Stacy Winkelman
Operations Manager
DPW – Street/Solid Waste

Stacy Winkelman

From: Jodi <jodi@bbcoffee.com>
Sent: Wednesday, July 31, 2024 10:02 AM
To: swinkleman@watertownwi.gov
Cc: Peter Berres; Shandra Zastrow
Subject: Safety concern - right turn only

Hello Stacy

I contacted the street dept and was referred to you.
Our driveway exit on the west side, only allows for a right turn on to Air Park Dr.
We have seen several people make left turns, which is a definite safety hazard. Having a right turn only sign may be a good idea.
Is this something the city provides?

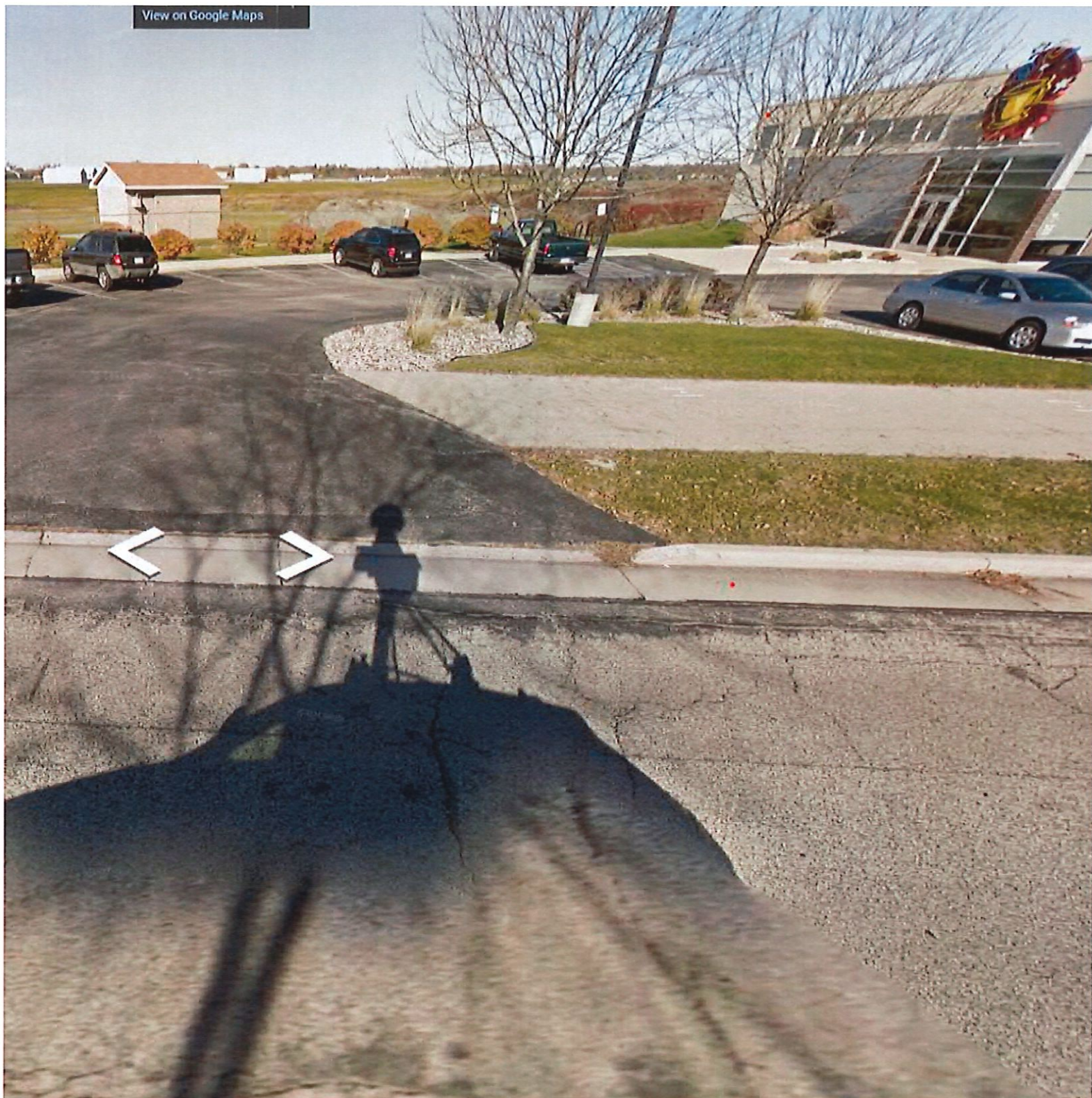
Jodi Pozorski
Café Manager

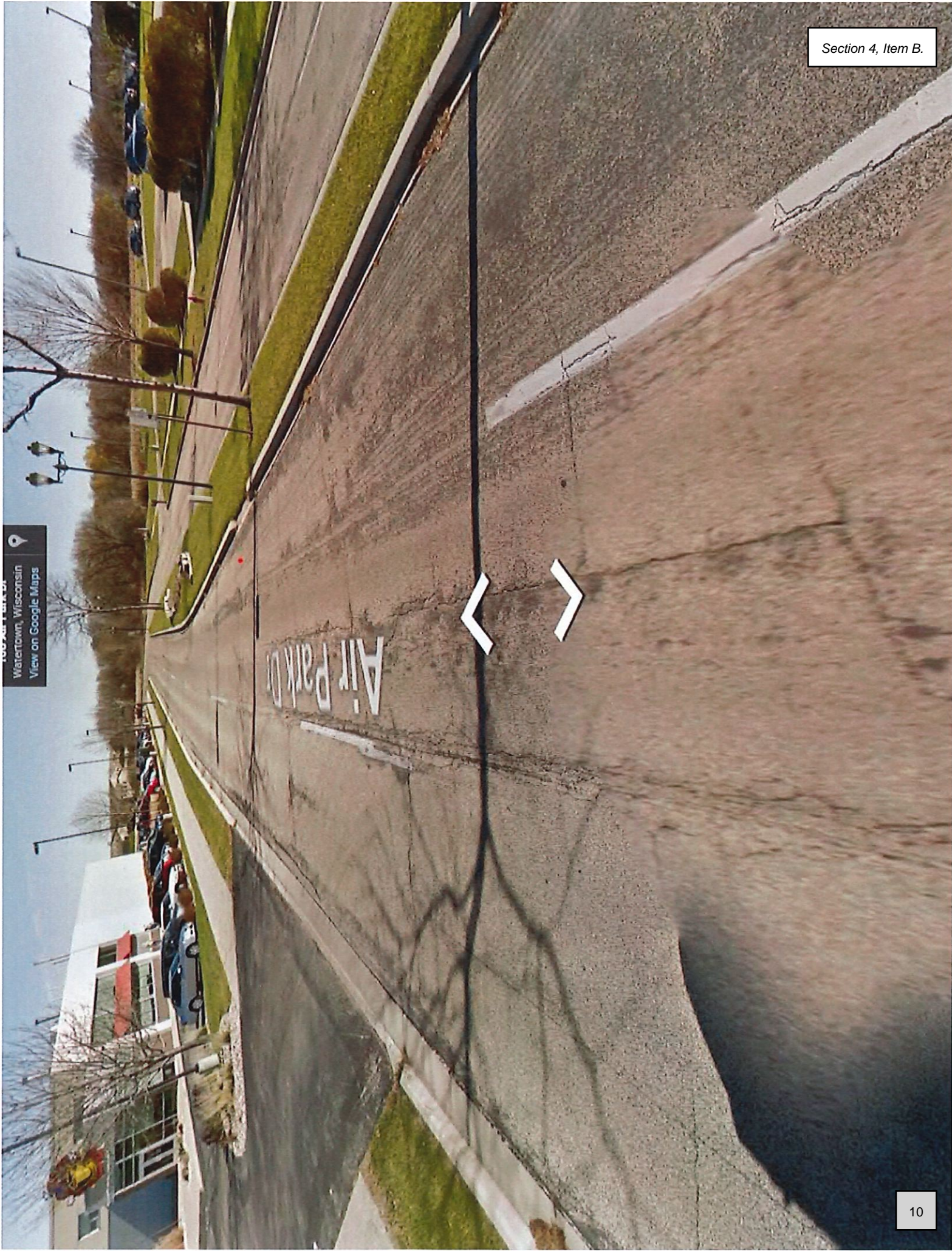
202 Air Park Drive
Watertown, WI 53094
Phone# 920-261-6554
jodi@bbcoffee.com



Make Someone's Day – Every Day!

[View on Google Maps](#)





Watertown, Wisconsin
View on Google Maps

MEMO

TO: Chairperson Davis and Committee Members
FROM: Andrew M. Beyer, P.E., Director of Public Works/City Engineer
DATE: July 23, 2024
RE: Public Safety & Welfare Committee Meeting of August 7, 2024

Agenda Item: Review and take possible action: Request for pavement marking at intersection of Dayton Street and West Street

Background:

The Engineering Division received a request for edge of pavement marking near the intersection of West and Dayton Streets. The resident has difficulty finding the intersection due to the fact of a reduced curbline. Engineering Division suggests painting the curb radius like how the City paints curb lines in the downtown area. This work is performed by the Streets/Solid Waste Division of Public Works Department. Attached is a site map and request letter for your use.

ATTACHMENTS:

- Site Map
- Resident letter

Section 4, Item C.



Parcel Updated Acres

Parcels

Addresses



City of Watertown Geographic Information System

Scale: 1 inch = 80 feet Printed on: July 24, 2012

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 derived. Other inherent inaccuracies occur during the compilation process. City of Watertown makes no warranty whatsoever concerning this information.

JUL 1 2024

Bldg. Safety & Zoning
By: _____

June 26, 2024

City of Watertown
(Building Safety & Zoning Dept)

Good morning!

For most of our lives we had lived on the dead end of Charles St. (1015). In March of 2023 we sold that lovely place and moved to Heritage Homes on Welsh Rd. This has totally changed the majority of streets that we drive on. One particular street is Dayton, when we go to St. Luke's Church or frequent the businesses on that end of town.

There is one issue that arises during night-time driving. The intersection of Dayton and West Street (when traveling west) is very difficult to find. The curbing is almost level with the street. Could reflective paint somewhere in that area to enhance the edge of the street be helpful? Please consider some action.

Thank you,
Phyllis Schmidt
700 Welsh Rd. # 220
Watertown, WI 53098
920-261-3345
schmidts.7up@att.net

MEMO

TO: Chairperson Davis and Committee Members
FROM: Andrew M. Beyer, P.E., Director of Public Works/City Engineer
DATE: July 30, 2024
RE: Public Safety & Welfare Committee Meeting of August 7, 2024

Agenda Item: Review and take possible action: Milford Street on-street parking at Grinwald Park

Background:

The Engineering Division received a request to research the background of how and when vehicle parking was removed from the west side of Milford Street for the length of Grinwald Park, §500-9 Parking Prohibited in Specific Places, A. The park has a lot of activity centering around soccer games and there is currently at times insufficient parking to accommodate players, soccer attendees, and visitors. Additionally, with on-street parking prohibited on the west side of the street adjacent to the park, park-goers need to cross Milford Street if legal on-street parking options on the east side of Milford Street are utilized.

Engineering was able to find meeting minutes from the Public Safety & Welfare Committee's May 25, 1988, meeting where they approved and moved forward to Common Council a request to remove parking on the westside of the Milford Street for the length of the then, Milford Street Park. Attached are the meeting minutes and the ordinance that followed in June of 1988.

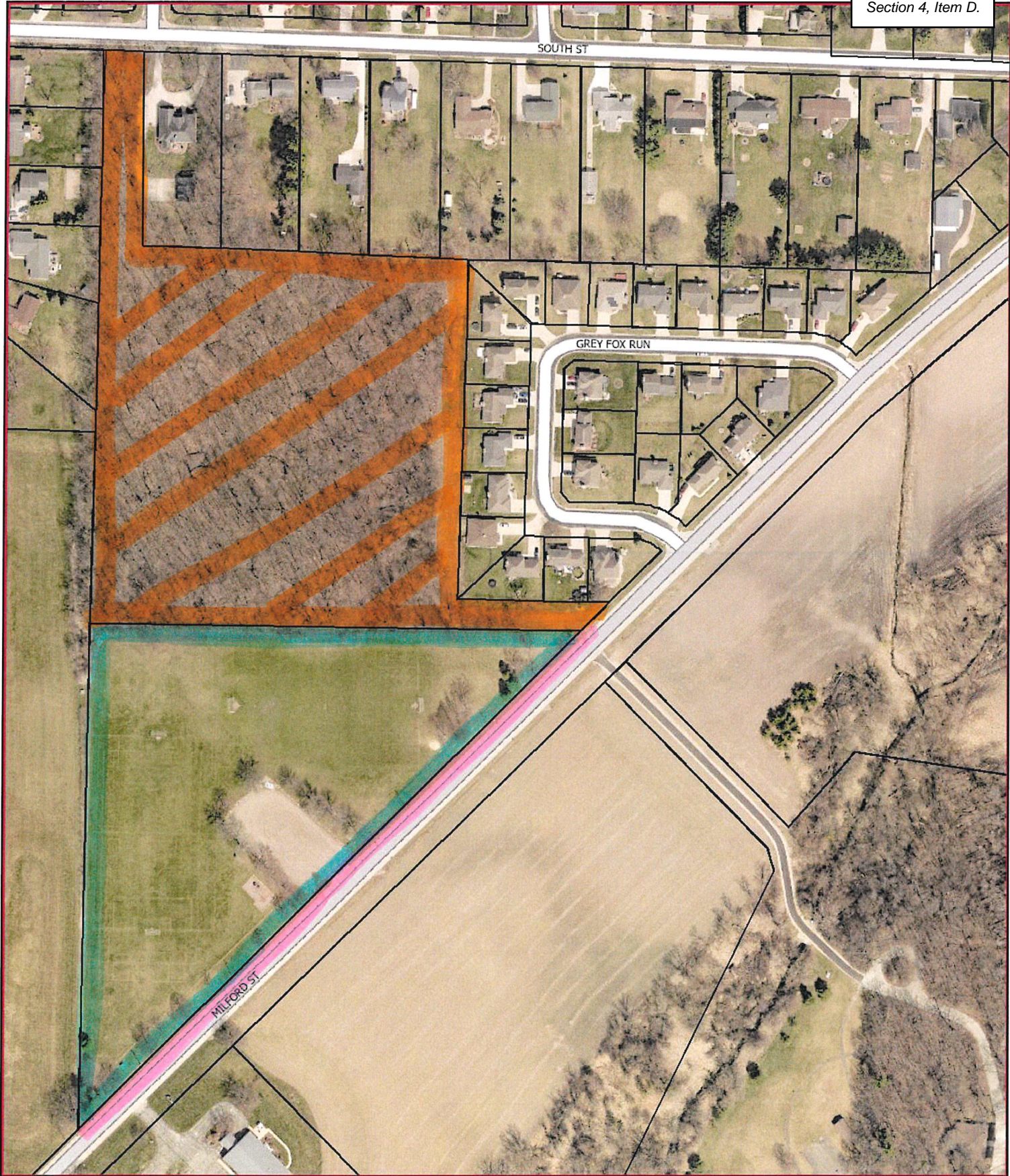
It should be noted that due to a generous land donation from Donald and Nerina Grinwald back in 1992, their land donation was added on to the existing Milford Street Park, and the joined parcels became Grinwald Park. See attached resolution.






It should also be noted that back when this parking prohibited ordinance was passed the street width of Milford Street was 24 feet. The street was improved and widened in 2013 to 35 feet, making it an allowable width to accommodate parking on both sides of the street.

A site map and draft ordinance are attached for your use.

ATTACHMENTS:

- Site Map
- 1988 PS&W Committee Minutes and Resolution
- 1992 Grinwald Land Donation Resolution
- Draft Ordinance



-  - ORIGINAL "MILFORD ST. PARK"
-  - 1992 GRINWALD LAND DONATION
-  +  = GRINWALD PARK
-  - "REPEAL" AREA.



RECEIVED AND FILED

6-7-88

PUBLIC SAFETY COMMITTEE

May 25, 1988

The Public Safety Committee of the Common Council met on the above date at 6:30 p.m. in Room 105 of the Municipal Building. Present were Aldermen Berg, Eckert, Maron and Seeber. Also present were Assistant City Engineer Joe Radocay and citizen Chuck Kerr.

1. First order of business was election of chairman, Alderman Seeber was re-elected chairman by those present. ELECTION OF CHAIRMAN
2. The committee discussed the downtown bus stop located at Third and Madison Streets and layed the matter over to the next meeting and in so doing asked the City Engineer's office to get an estimated cost of establishing a drive thru loading and unloading area on the North side of the bus shelter. The committee also asked Chuck Kerr to contact the Department of Transportation in Madison for their assistance and possible funding. DOWNTOWN BUS STOP
3. The committee reviewed a request for 15 MPH speed limit on Hoffman Drive by Bethesda Lutheran Home, it is presently 15 MPH when children are present. The committee recommends no change and the committee further suggests the Public Works Committee look at the possibility of sidewalk construction. The committee further recommends that the city erect 25 MPH signs and 15 MPH signs, when children are present where appropriate. SPEED LIMIT BY BETHESDA LUTHERN HOME
4. The committee reviewed no parking on the South side of Hyland Street and recommended that there be no change. NO PARKING SOUTH SIDE OF HYLAND STREET
5. After a lengthy discussion on no parking on the street at Milford Street Park the committee recommends no parking on the West side of the street, the length of the park. An ordinance will be presented. NO PARKING BY MILFORD STREET PARK
6. The committee reviewed the speed limit on Milford Street and recommends that it be 35 MPH to Alvoss Drive. An ordinance will be presented. SPEED LIMIT ON MILFORD STREET
7. After a lengthy discussion on a stop sign at Werner and Hill Streets the committee recommends Hill Street be made a thru street and Werner shall stop for Hill Street. An ordinance will be presented. STOP SIGN AT WERNER AND HILL STREETS

A N O R D I N A N C E

TO CREATE SECTION 7.09(1)(z-104), CHAPTER 7,
TRAFFIC CODE OF THE CITY OF WATERTOWN, WISCONSIN

Sponsor: Alderman Seeber

From: Public Safety Committee

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

SECTION 1. Section 7.09(1)(z-104), Parking Prohibited in
Specified Places, is hereby created to read as follows:

(z-104) On the westerly side of Milford Street from a
point 1,350 feet from the south right-of-way line of
South Street to a point 1,235 feet. (Total Milford
Street Park frontage.)

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	6-7-88	6-21-88
READING	1st	2nd

Adopted 6/21/88

RESOLUTION

Section 4, Item D.

Sponsor: Mayor Smith
From: Plan Commission and Park and Recreation Commission

WHEREAS, Donald and Nerina Grinwald have proposed to purchase an approximately 11-acre wooded parcel in the City of Watertown; and,

WHEREAS, the Plan Commission recommended approval of a 3-lot preliminary survey of this parcel in its meeting on July 27, 1991; and,

WHEREAS, the Park and Recreation Commission recommended accepting the donation by the Grinwalds of a majority of this parcel as a public park, in its meeting on August 3, 1992.

NOW, THEREFORE, BE IT RESOLVED by the Common Council of the City of Watertown that the Common Council approve the hiring of a land surveyor to complete a certified survey map of this parcel according to the wishes of the Grinwalds; and,

BE IT FURTHER RESOLVED that the City Engineer be allowed to stamp his approval on the final survey map when it is completed; and,

BE IT FURTHER RESOLVED that the Common Council of the City of Watertown, on behalf of the citizens of Watertown, gratefully accept the donation of this parcel as a public park and extend to Donald and Nerina Grinwald a heartfelt thank you for their gracious gift.

DATE	8-4-92	
	YES	NO
KUTZLER		
CHANDLER		
RADTKE		
BEHLKE		
BLESKE		
LYONS	1	
CLEMANS		
BUCKLEY		
KRUEGER		
MOLDENHAUER		
SCHWARTZ	2	
YENSER		
MAYOR SMITH		
TOTAL	CVV	

UNANIMOUS BALLOT

Adopted 4 AUGUST 1992


City Clerk/Treasurer

Approved 5 AUGUST 1992


Mayor

**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, in the early 1990’s following a generous land donation from Donald and Nerina Grinwald, their land donation was added on to the existing Milford Street Park, and the joined parcels became Grinwald Park.

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

SECTION 1. Section 500-9 Parking prohibited in specified places (A) is hereby repealed as follows;

NAME OF STREET	SIDE	LOCATION
Milford Street	West	From a point 1,350 feet from the south right-of-way line of South Street to a point 1,235 feet (total Milford Street Park frontage)

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:	August 20, 2024		September 3, 2024	
READING:	1ST		2ND	
	YES	NO	YES	NO
DAVIS				
LAMPE				
BOARD				
BARTZ				
BLANKE				

ADOPTED August 20, 2024

CITY CLERK

APPROVED August 20, 2024

SMITH				
SCHMID				
WETZEL				
MOLDENHAUER				
MAYOR MCFARLAND				
<i>TOTAL</i>				

MAYOR

MEMO

TO: Chairperson Davis and Committee Members
FROM: Andrew M. Beyer, P.E., Director of Public Works/City Engineer
DATE: July 23, 2024
RE: Public Safety & Welfare Committee Meeting of August 7, 2024

Agenda Item: Review and take possible action: Speed Study for Carriage Hill Drive

Background:

In response to public comments and as directed by the Public Safety & Welfare Committee, further vehicle speed data was collected in May and June of 2024 and a speed study was performed on Carriage Hill Drive between West Main Street and Endeavour Drive. The purpose of the study was to determine what speeds drivers are driving on the roadway segment as per public comment received by the Committee. Data was first collected on December 27, 2023, and then collected on May 29, 2024, as well as June 23, 2024. These additional speed studies were conducted to collect data during peak traffic hours which captured traffic activity during high school release times and park events at Brandt Quirk Park. It was determined by the Engineering Division that peak hours occurred during school release and park events. Data collection followed guidance set forth in the Wisconsin Department of Transportation (WisDOT) Statewide Speed Management Guidelines. The instrument used to collect speed data was a Laser Tech (LTI) TruSpeed S LiDAR speed detector, which was provided by the City of Watertown Police Department.

On May 29, 2024, data was collected from Country Lane near the intersection with Carriage Hill Drive. School released at 2:00 PM. 214 spot speeds were measured over a total time of one hour, exceeding the requirements set forth in the Statewide Speed Management Guidelines. This number also surpasses the requirement of 30 samples for statistical significance as required by the Central Limit Theorem. The summary of collected data from May 29, 2024, is shown below in Table 1A:

Table 1A: Summary of Collected Data

Time	Direction of Travel	Average Speed	50 th Percentile	85 th Percentile	Pace Speed Range
1:30 PM-2:30 PM	North Bound	27.7	27.1	30.9	24 to 33
1:30 PM-2:30 PM	South Bound	30.7	30.1	32.9	26 to 35

It can be noted from the Pace Speed Range in Table 1A that the lower limit is around the posted speed limit of 25 miles per hour.

On June 23, 2024, data was collected from Country Lane near the intersection with Carriage Hill Drive. A large softball tournament was in progress with games at 7:00 AM and 8:30 AM. 109 spot speeds were measured over a total time of one hour, exceeding the requirements set forth in the Statewide Speed Management Guidelines. This number also surpasses the requirement of 30 samples for statistical significance as required by the Central Limit Theorem. The summary of collected data from June 23, 2024, is shown below in Table 1B:

Table 1B: Summary of Collected Data

Time	Direction of Travel	Average Speed	50 th Percentile	85 th Percentile	Pace Speed Range
7:30 AM-9:00 AM	North Bound	27.6	26.6	29.9	24 to 33
7:30 AM-9:00 AM	South Bound	30.5	29.3	34.0	25 to 34

It can be noted from the Pace Speed Range in Table 1B that the lower limit is around the posted speed limit of 25 miles per hour.

Current land use in the surrounding area is institutional, recreational, and single family residential. Notably the Watertown High School property is east of Carriage Hill Drive, Brandt-Quirk Park is north and west of Carriage Hill Drive, and single-family residential subdivisions are west of Carriage Hill Drive.

The 5-year crash data along the roadway segment is shown below in Table 2:

Table 2: 5 Year Crash Data (Community Maps – Traffic Safety for Wisconsin)

Year	Total Number of Incidents	Speed Related Incidents	Incidents Involving Injury
2019	2	-	-
2020	1	1	1
2021	1	1	-
2022	2	-	-
2023	-	-	-
Total	6	2	1

Carriage Hill Drive is classified as a minor arterial roadway. Pavement width generally measures 35' and includes a 4' wide striped shared bike lane. A 2.5' wide concrete curb and gutter is installed adjacent to both sides of the pavement edge. Per City code, parking on both sides of Carriage Hill Drive is prohibited between Oak Street and Endeavor Drive from 7:30 am to 4:00 pm Monday through Friday. A concrete shared-use path was constructed roughly 36' to the east of the eastern back of curb.

Per the WisDOT Statewide Speed Management Guidelines, speed limits should be within 5 mph of the 85th percentile speed. It can be seen in Table 1A and Table 1B that the speed limit of 25 mph is exceeded by at least 5 mph in all 85th percentiles. This percentile corresponds to what is referred to as the "reasonable and proper" speed, as per the average driver's perception of roadway conditions. According to the Statewide Speed Management Guidelines, "Implementing speed limits on roadways aims to strike a balance between safety and mobility for the traveling public." The guidelines also mention the correlation between speed variance and crash rate, reinforcing the need for an accurate speed limit. In addition, the WisDOT Statewide Speed Management Guidelines state driving at the 85th percentile speed results in the least likelihood of a crash.

There are many secondary roadway attributes relevant to the study area. Secondary roadway attributes on Carriage Hill Drive include large volumes of regional traffic, driveways, intersections, on-street parking, pedestrian and bicycle activity, level of law enforcement, and divergence between functional classification and practical function. Due to the existence of secondary roadway attributes, it may be advisable to use the measures outlined in the Statewide Speed Management Guidelines: "When the analyst concludes and documents that significant secondary roadway attributes like these exist, the factors may call for a proposed speed limit that is significantly lower (greater than 5 mph) than the 85th percentile speed. The 50th percentile operating speed rounded to the nearest five-mile per hour increment may be a suitable alternate recommendation."

According to the Statewide Speed Management Guidelines: "It should also be noted that setting a regulatory speed limit based on secondary roadway attributes versus observed speeds may have negative effects including:

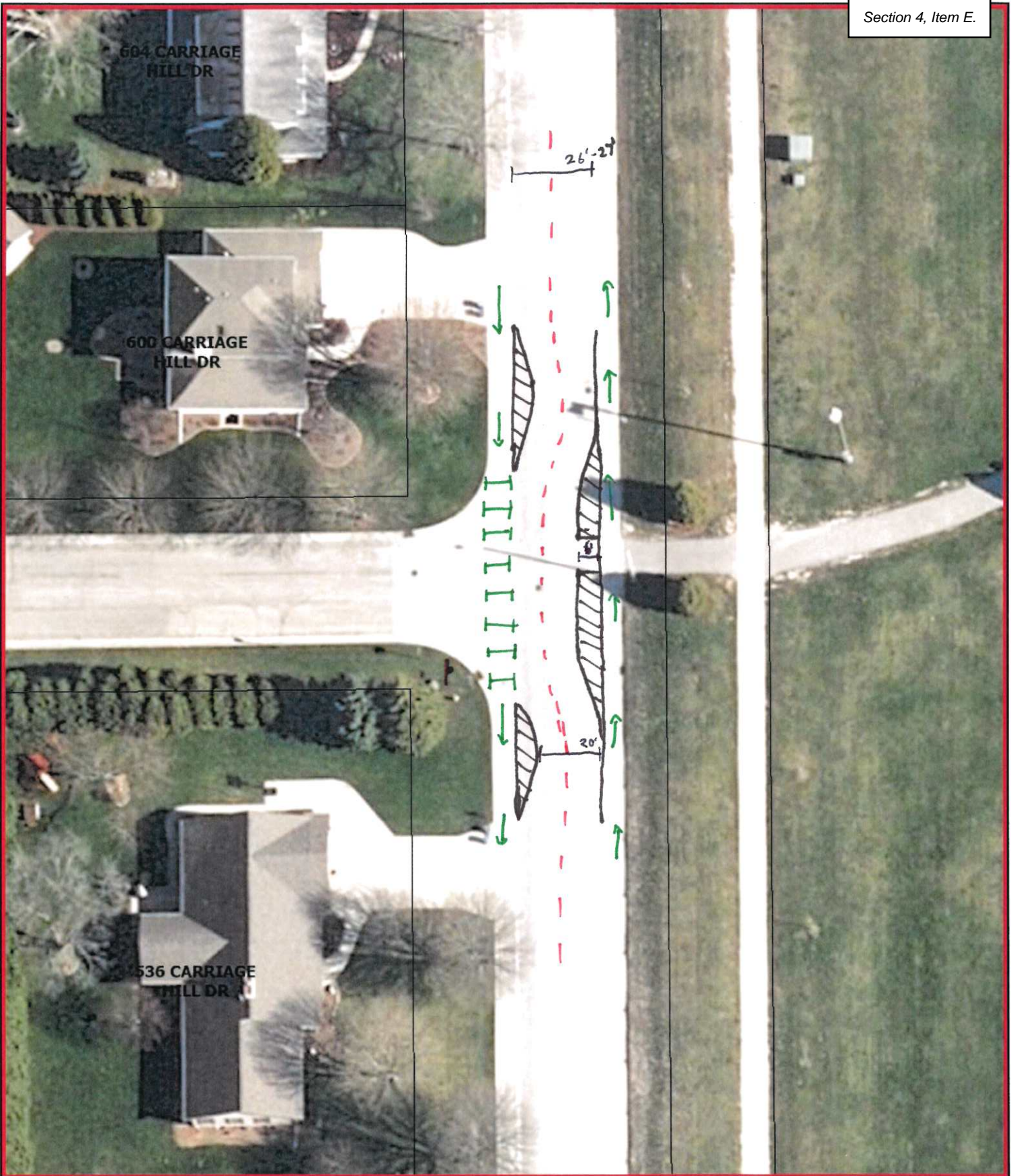
- Higher financial cost due to the need for increased enforcement to ensure driver compliance.
- Potential for increased crashes due to larger variability in vehicle speeds.
- Mistrust of highway and enforcement officials and potential disregard for other speed limits, because motorists do not readily perceive the need for lower speeds."

From the data collected and analysis conducted, the Engineering Division presents the following options from least expensive to most expensive. It should be noted that the below measures need to be designed and/or funded prior to implementation.

- Maintain the speed limit at 25 mph (based on secondary roadway attributes)
- Raise the speed limit to 30 mph (based on 85th percentile from study)
- Implement “Your Speed” signs on both north and south bound lanes
- Implement one or more traffic calming measures to reduce speeds
 - Add additional trees on both sides of the street in the terrace area
 - Reduce traffic lane widths and increase shared bike lanes via pavement marking (mini- road diet).
 - Add centerline double yellow striping
 - Strategically placed bumpouts
 - Narrow (chicane) the pavements at the intersection of Country Lane and Carriage Hill Drive (see attached Exhibit 1)
 - Implement one-sided dedicated parking with lateral lane shift
 - Reduce overall pavement width to minimize traffic lane widths (Road diet) – long term plan. This would result in a wider terrace area
- Increased enforcement

ATTACHMENTS:

- Exhibit 1, Chicane (Narrow)



Parcel Updated

Addresses

Acres



City of Watertown Geographic Information System

Scale: 1 inch = 40 feet

Printed on: July 16,

Author: Private Us

SCALE BAR = 1"

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.



SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: _____ Date of Event: 9/5/24 Fee Amount: 35.00

APPLICANT INFORMATION:			
Name of person, entity, or organization name holding the special event: <u>Watertown Chamber of Commerce</u>			
Address: Street, City, State, Zip <u>519 E. Main St. Watertown WI 53094</u>			
Phone: <u>920-201-0320</u>	Email: <u>info@watertownchamber.com</u>	Website: <u>WatertownChamber.com</u>	
<input type="checkbox"/> Non-profit Group	<input type="checkbox"/> For Profit	<input type="checkbox"/> Other, please describe:	Nonprofit Tax-Exempt Number <small>501(c)3, if applicable (include photocopy)</small>
Is this the applicant's 1 st special event application for the calendar year? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Wisconsin Seller Permit Number: <small>Sales Tax, if applicable (include photocopy)</small>			
If the named applicant is not required to hold a Wisconsin Seller's Permit pursuant to s. 77.54 (7m), Wis. Stats., check this box <input type="checkbox"/>			
EVENT INFORMATION:			
Event Name: <u>Wine Walk</u>		Event Date(s): <u>9/5/24</u>	
Event Location Address <small>include parking locations and streets to be used if applicable:</small> <u>See Attached</u>			
A DETAILED map is required upon submittal of application, is it included? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is the event located in a City Park? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, do you have a park reservation? Yes <input type="checkbox"/> No <input type="checkbox"/> Park name: _____			
Is the event closing of a Street/Alley/Right-of-Way/Parking Lot? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
Will you need City Services for your event? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> for _____			
Is the event on private property? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> If yes, do you have written permission? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>			
Is the event a city sponsored parade or celebrating a Federal Holiday? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>			
If yes, please explain: _____			
Event start/end time: <u>4:30 - 8pm</u>		Event set up/take down times: <u>N/A</u>	
Total Attendance: # <u>300</u>	Alcohol consumed, sold, or served? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vendors? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
Event Description <small>(purpose, activity, who can participate, etc. Attach additional sheet if necessary.)</small> <u>Drive Traffic to downtown Business, restaurant, wine sampling, shopping/dining</u>			
Will your event be selling food? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> If yes, please explain: <small>(Type of food and sold by who)</small>			
MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:			
Contact Name: First, Middle, Last <u>Bonnie Kay Heffel</u>			
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: Bonnie K. Hertz Signature: [Signature] Date: 5/29/24

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

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

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

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

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

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

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

Signature of Applicant: [Signature] Date: 5/29/24

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 mdunneisen@watertownwi.gov

8th Annual Wine Walk

Hosted by Watertown Area Chamber of Commerce

September 5th, 2024 – 4:30 PM- 8:00 PM

Locations			
Location	Business Name	Contact	Address
<u>1</u>	Amado Jr's	Kimberly Hoffmann	403 E Main Street
<u>2</u>	Ava's	Amanda	209 E Main Street
<u>3</u>	Bradow Jewelers	Susanne Bradow	217 E Main Street
<u>4</u>	Browns Shoes	Anthony Lemaster	212 E Main Street
<u>5</u>	Central Block	Ryan Jones	300 E. Main Street
<u>6</u>	Draeger's Floral	Annie Bare & Linda Ebert	618 E. Main Street
<u>7</u>	Drafty Cellar	Alex Savath & Josh Mueller	110 S. Third Street
<u>8</u>	Fuelify	Summer Coley	114 N. Water Street
<u>9</u>	Local Waters	Karah Pugh	109 S. Third Street
<u>10</u>	Lyon's Irish Pub	Carol Bohlman	201 E Main Street
<u>11</u>	Oswald Konz	Katie Kuehl	118 W. Main Street
<u>12</u>	Pine Hill Farms – BONUS STOP	Jackie Phillips	200 W Main Street
<u>13</u>	Rock River Chimney & Fireplace	Tiffany Nehls	216 S 3rd Street
<u>14</u>	The Chic Boutique- BONUS STOP	Amber Smith	113 E Main Street
<u>15</u>	The Elias Inn Supper Club	Mike & Lydia Sobol	200 N 2nd St.
<u>16</u>	The Score Sports Bar	Jaime Ellis	300 N 4th Street
<u>17</u>	Thrivent Financial	Erin Stai	116 S. Third St.
<u>18</u>	Uptown Bar and Grill	Nicole Smith	416 E. Main Street
<u>19</u>	White Oak Builders	Maggie Wagner	14 E. Main Street

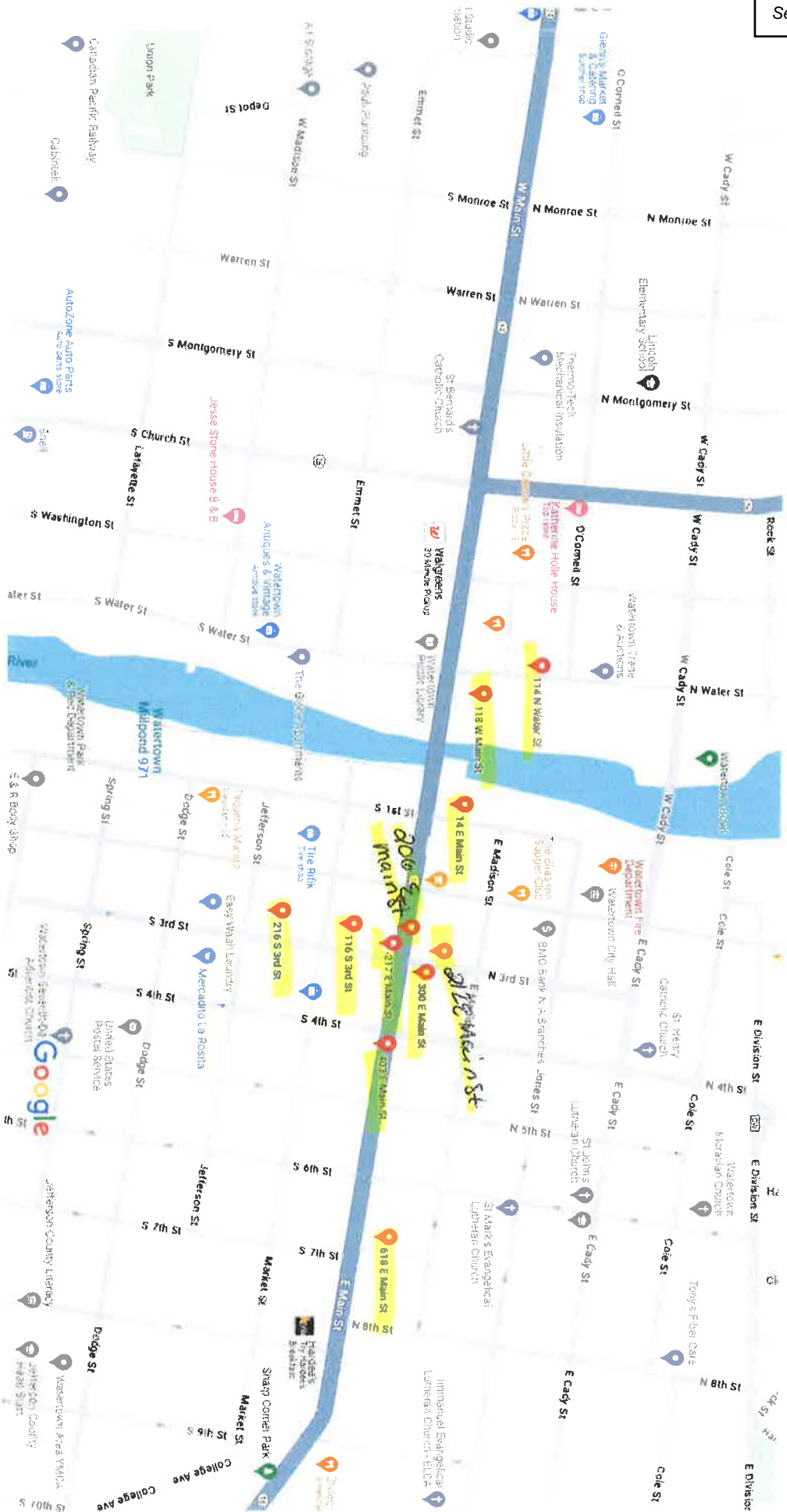
Red font denotes retail locations and black font denotes bar establishments.

The Chic Boutique will be a bonus stop with wine tasting only 4 PM until 7 PM (per location license)

Pine Hill Farms will be a bonus stop with wine tasting only 4 PM until 7 PM (per location license)

Prepackaged food will be available along the walk at retail locations. Bars that serve food will offer special food options for purchase.

Google Maps Wine Walk 2024



Map data ©2024 Google

200 ft

Wine Walk 2024

Private - 11 places



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

August 2, 2024

TO: Members of the Public Safety & Welfare Committee

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

Wine walk by the Chamber of Commerce to be held on September 5, 2024. There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: 6/13/24 Date of Event: 8-24-24 Fee Amount: 50.00

APPLICANT INFORMATION:

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

Bartelme-Schwefel Detachment #349

Address: Street, City, State, Zip

PO Box 251 Watertown, WI 53094

Phone: 920.285.6747

Email: mcl349@charter.net

Website: mcl349.org

☒ Non-profit Group ☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

@cedgenation
veterans.org

501(c)4 mcl Headquarters
501(c)3, if applicable (include photocopy) 990N

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: mcl Annual Fundraiser picnic Event Date(s): 8-24-2024

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

907 Boomer St. Watertown WI 53094

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: 12pm - 6pm

Event set up/take down times: 11am-12pm & 6-7pm

Total Attendance: # 100

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

Vendors? Yes ☐ No ☒

(Food)

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

Fundraiser picnic for Aero Pack Veteran Statue Dedication. Tickets are pre sold & purchased at event. Public can attend

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

Double Days catering - included in ticket price

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last

Gerald Lee Hepp

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:

GARY STAEBER

Signature:

Gary Stauber

Date:

6/12/24

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

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

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

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

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

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

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

Signature of Applicant:

Gary Stauber

Date:

6/12/24

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

City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094





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




Imagery ©2024 Airbus, Map data ©2024 Google 20 ft



Parking lot
Parking grounds

-  Directions
-  Save
-  Nearby
-  Send to phone
-  Share

 907 South St, Watertown, WI 53094



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

August 7, 2024

TO: Members of the Public Safety & Welfare Committee

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

MCL Annual Fundraiser from Bartelme- Schwefel Detachment # 349 to be held on August 24, 2024. There are no estimated extraordinary charges from any city departments.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event ☐ Repeat Event ☒ Date Received: _____ Date of Event: Sept 21, 2024 Fee Amount: _____

APPLICANT INFORMATION:

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

Local Waters, Karah Pugh-agent

Address: Street, City, State, Zip

109 S. 3rd St. Watertown, WI 53094

Phone: _____

Email: _____

Website: _____

☐ Non-profit Group ☒ For Profit ☐ Other, please describe: _____ Nonprofit Tax-Exempt Number _____

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

Is this the applicant's 1st special 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: Blocktoberfest

Event Date(s): Sept 21st, 2024

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

1st Block of S. 3rd St from Main St. to Market

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: 3pm - 10pm

Event set up/take down times: 11am - 11pm

Total Attendance: # 1000 Alcohol consumed, sold, or served? Yes ☒ No ☐ Vendors? Yes ☒ No ☐

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

Provide a community event focusing on Watertown's German Heritage through food, music & beverage. Ages verified adults w/ wristbands can have alcohol beverages.

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

Food Trucks to be determined - will notify Health Department.

MAIN EVENT ORGANIZER – PRIMARY CONTACT IF DIFFERENT FROM APPLICANT:

Contact Name: First, Middle, Last

Meredith Suzanne Degner

OFFICE USE ONLY:

APPROVED ON: _____

PERMIT # _____

Indemnification and Hold Harmless

(Read carefully before signing!)

Section 4, Item I.

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:

Karah Pyle

Signature:

Karah Pyle

Date:

5-25-24

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

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

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

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

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

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

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

Signature of Applicant:

Karah Pyle

Date:

5-25-24

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 2, 2024

TO: Members of the Public Safety & Welfare Committee

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

Blocktoberfest from Local Waters to be held on September 21, 2024. Estimated extraordinary charges from city departments include \$160.00 from Police Department for Auxiliary Officers and \$212.00 from Park and Rec for picnic tables (6), orange boards (20) and trash cans (4) and \$48.00 from Streets for Barricades.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event ☒ Repeat Event ☐ Date Received: _____ Date of Event: _____ Fee Amount: _____

APPLICANT INFORMATION:

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

Watertown Unified School District

Address: Street, City, State, Zip

111 Dodge St., Watertown, WI 53094

Phone: 920-262-1460

Email:

fellk@raymond.org

Website:

☐ Non-profit Group

☐ For Profit

☒ Other, please describe:

Homecoming Parade

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: Homecoming Parade

Event Date(s): 10/04/24

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

Parade begins on 8th St and moves down Main St.

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: 4:15 - 4:45 pm

Event set up/take down times: 4:00 - 5:00 pm

Total Attendance: #400

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

Vendors? Yes ☐ No ☒

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

Homecoming Parade for Watertown High School

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

Katherine (Kate) Grace Fell

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: Katherine Fell Signature: Katherine Fell Date: 6/25/24

SPECIAL EVENT APPLICATION FEE & EXTRAORDINARY SERVICES

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

\$50.00 - first application for the year of the applicant if submitted 45 days or more prior to event date.
\$35.00 - each subsequent application of the applicant if submitted 45 days or more prior to event date.
(The fee is doubled if submitted less than 45 days prior to event date)

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

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

Signature of Applicant: _____ Date: _____

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 2, 2024

TO: Members of the Public Safety & Welfare Committee

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

Homecoming Parade from the Watertown Unified School District to be held on October 4, 2024.
This is a city sponsored parade - no estimated extraordinary charges.

Respectfully Submitted,

Megan Dunneisen, City Clerk



City of Watertown Event Checklist for Applicant

Checklist of required applicable items relating to Special Events.

All forms are to be turned into the City Clerk's Office unless otherwise noted.

Incomplete applications will not be accepted.

- ☒ Special Event Application (complete and signed).
- ☒ Special Event Application Fee (cash or check payable to City of Watertown.)
- ☒ Indemnification and Hold Harmless signed.
- ☒ Special Event Application Fee and Extraordinary Services acknowledgement signed.
- ☒ Security and Emergency Action Plan with Police and Fire Department approval. (email per Jeff Meloy)
- ☒ Certificate of Liability Insurance AND Additional Insured Endorsement.
- ☒ Photocopy of Tax-Exempt Number, if applicable. *Required to avoid sales tax if being billed for materials i.e. barricades.
- ☒ Photocopy of Wisconsin Seller Permit, if applicable. *Required unless exempt pursuant to Wis. Stat. 77.54 (7m).
- ☒ Map of Special Event area; include any street, alley or right-of-way closed for the special event and placement of barricades. Site plan must include, as applicable, alcohol sales location(s), stages, temporary structures, vendors, carnival, portable toilets, garbage/recycling receptacles and dumpsters, fencing, exit locations for fenced events, accessible paths, handicap parking, access for emergency vehicles and personnel.
- ☒ Turn by turn list of parade/procession; also include assembly area, starting point and termination point, and where any barricades will be placed.
- ☒ Merchandise/Food Vendor List. *Due no less than ten (10) business days before the event to the City Clerk.
- ☒ 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. *Due no less than ten (10) business days before the event to the City Clerk.
- ☒ Statement from property owner for private property event location, if applicable.
- ☒ all other applicable applications to City Departments – responsibility of applicant.

For questions please contact the City Clerk's Office at 920-262-4000 or email mdunneisen@watertownwi.gov



SPECIAL EVENT PERMIT APPLICATION

→ Riverfest 5K 2024

New Event ☒ Repeat Event ☐ Date Received: 7/30/2024 Date of Event: 8/10/2024 Fee Amount: _____

APPLICANT INFORMATION:

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

Watertown Area YMCA

Address: Street, City, State, Zip

415 S. 8th St. Watertown, WI 53094

Phone: 920-262-8555

Email: ccudnchowski@glcymca.org

Website: glcymca.org

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

Nonprofit Tax-Exempt Number

39-0806378

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: Riverfest 5K and Kids Fun Run

Event Date(s): 8/10/2024

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

Riverside Park Area [see attached form for streets used]

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 Police Officer Presence

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: 7am - 11am

Event set up/take down times: 5:30am - 12pm

Total Attendance: # 150

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

Vendors? Yes ☐ No ☒

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

5K Run - registration required

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

Cameron Thomas Cudnchowski

Address: Street, City, State, Zip

415 S. 8th St. Watertown, WI 53094

Phone:

920-262-8555

Email:

ccudnchowski@glcymca.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: Cameron Cudrakowski Signature:  Date: 7/30/2024

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:  Date: 7/30/2024

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

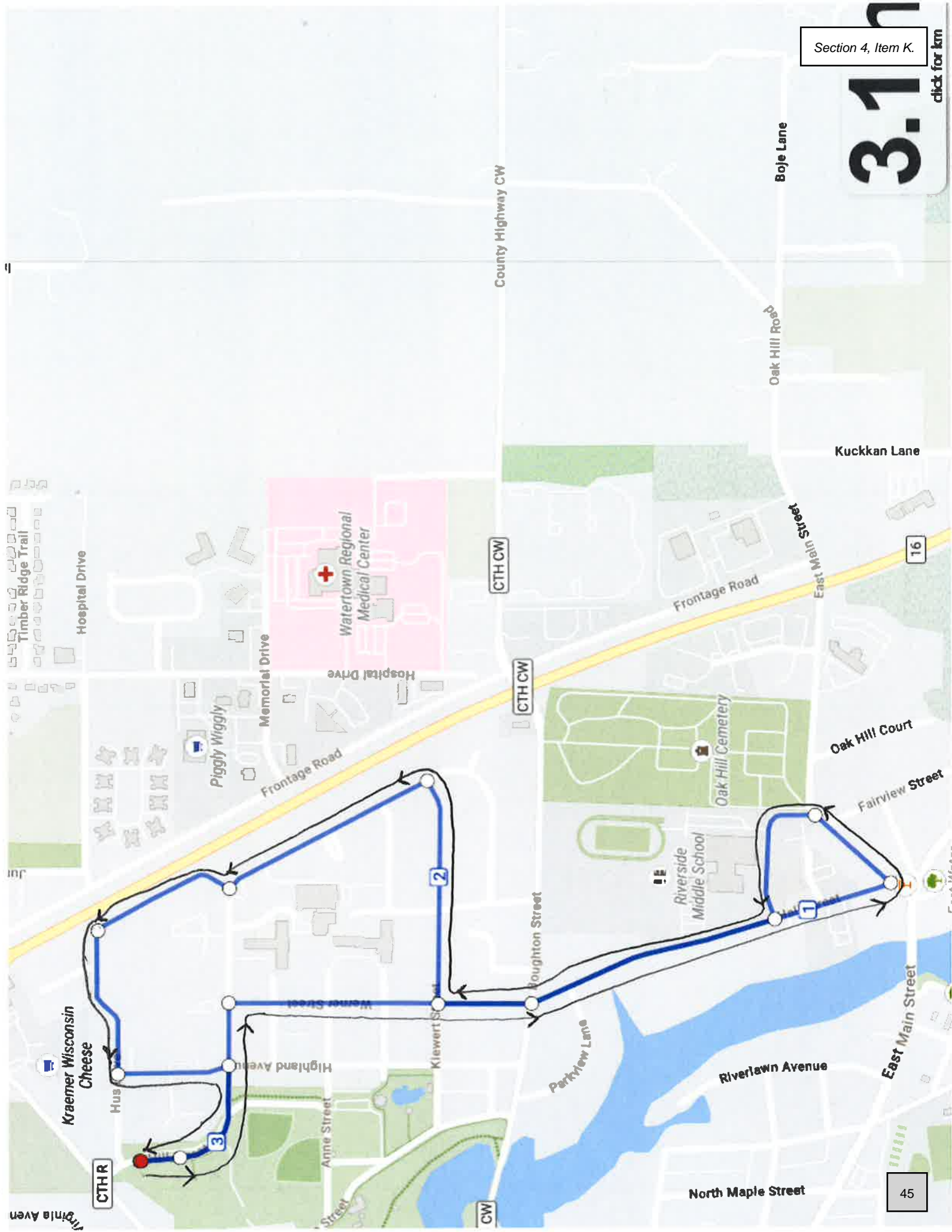
City Clerk 106 Jones Street

PO Box 477

Watertown, WI 53094

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

on 4, Item K.



5K Route

Start: Hill St. [at the first entrance of the drive-in parking lot south of Hus Dr.]

1. Hill St. to Werner St. [right turn on to Werner St.]
2. Werner St. to Boughton St. [cross Boughton St. to Hall St.]
3. Hall St. to E. Main St. [left on to E. Main St. to Rocky Rd. (Middle School Entrance Road)]
4. Rocky Rd. to Hall St. [right on to Hall St.]
5. Hall St. to Boughton St. [cross Boughton St. to Werner St.]
6. Werner St. to Kiewert St. [right on to Kiewert St.]
7. Kiewert St. to Bayberry Dr. [left on to Bayberry Dr.]
8. Bayberry Dr. to Hus Dr. [right on to Hus Dr.]
9. Hus Dr. to Highland Ave. [left on to Highland Ave.]
10. Highland Ave. to Hill St. [right on to Hill St.]
11. Hill St. back to end/start location

End: Hill St. [at the first entrance of the drive-in parking lot south of Hus Dr.]

Kids Fun Run (1 mile)

Start: Hill St. [at the first entrance of the drive-in parking lot south of Hus Dr.]

1. Hill St. to Highland Ave. [left on to Highland Ave.]
2. Highland Ave. to Hus Dr. [right on to Hus Dr.]
3. Turnaround at the fire hydrant located at the rounded corner on Hus Dr. [located just after passing Ochs Ct.]
4. Hus Dr. to Highland Ave. [left on to Highland Ave.]
5. Highland Ave. to Hill St. [right on to Hill St.]
6. Hill St. back to end/start location

End: Hill St. [at the first entrance of the drive-in parking lot south of Hus Dr.]

Volunteer

Police Officer only

Pam Sterling

Cheryl Meyer

Pauline Held

Joan Merritt

Jody Scheiber

Jim and Lorilee Isely

Police Officer & Kelly Wendorff & Kathy Wackett

Sheila Marschke

Police Officer - Sharon Kurkiewicz

Water Station - Julie Chapman

Deb Salemi

Andrea Fischer

Tammy Kester

Rod Laudenslager

Judy Ulm

Dave Ulm

Julie Copeland

Jon Salemi

Katie Van Der Linden

Ashley and Rosemary Bartkowiak

Staff: Kim Schooley, Mary Morstead,

Cameron Cudnohowski, Dawn Liddicoat,

Pam Buss, Chrystal Preinfalk

Location

4th St. & Hill St.

Highland Ave. & Hill St.

Werner St. & Hill St.

Pleasant St. & Werner St.

Anne St. & Werner St.

Perry St. & Werner St.

Kiewert St. & Werner St.

Boughton St. & Werner St. & Hall St.

Parkview Ln. & Hall St.

E. Main St. & Hall St.

Rocky Rd. & E. Main St.

Rocky Rd. & Hall St.

Kiewert St. & Hidde St.

Kiewert St. & Bayberry Dr.

Bayberry Dr. & Hus Dr.

Hus Dr. & Ochs Ct.

Highland Ave. & Hus Dr.

Highland Ave. & Hill Ct. and parking lot

Starting line, entire route

Bike Rider Sag

Hand out water at finish line



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

August 2, 2024

TO: Members of the Public Safety & Welfare Committee

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

YMCA 5K Run during Riverfest to be held on August 10, 2024. Estimated extraordinary charges from city departments include \$50.00 from Streets for Traffic Cones.

Respectfully Submitted,

Megan Dunneisen, City Clerk



SPECIAL EVENT PERMIT APPLICATION

New Event ☒ Repeat Event ☐ Date Received: 7-8-24 Date of Event: 8-18-24 Fee Amount: 50.00

APPLICANT INFORMATION:

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

St. Paul's Episcopal Church

Address: Street, City, State, Zip

413 S. 2nd St., Watertown WI 53094

Phone: 920.261.1150

Email: saint413paul@gmail.com

Website: www.saintpauls.wt.org

☒ Non-profit Group

☐ For Profit

☐ Other, please describe:

Nonprofit Tax-Exempt Number

39-6085505
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: Church Event

Event Date(s): Aug 18, 2024

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

413 S. 2nd St, Watertown / Spring St. (between S. 2nd & 3rd)

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: 10a - 2p

Event set up/take down times: 8:30a - 3p

Total Attendance: # 50

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

Vendors? Yes ☐ No ☐

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

Passible Church Mass - weather permitting
Youth Activities & Games - seating outside for fellowship

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

Jan Devers

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: John Devers Signature: [Signature] Date: 7/2/24

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.

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

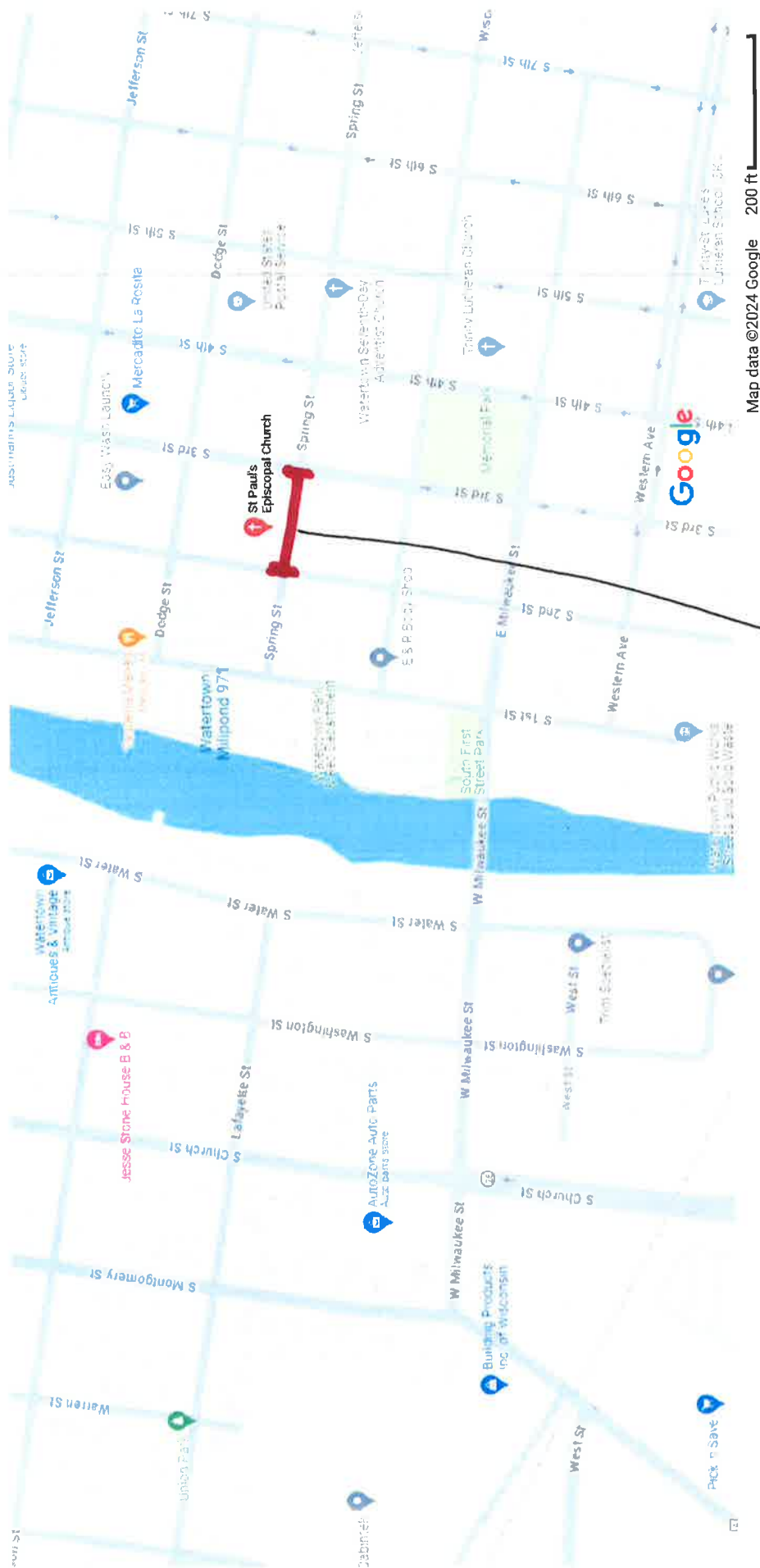
Extraordinary Services - measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. See the special event fee schedule for more information. Extraordinary services do not include the provision of police protection against hostile individuals 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: 7/2/24

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



(Closed on both ends of
Spring St. between
S 2nd & S 3rd.
* S. 2nd & S 3rd may remain
open.

Showing results for St. Paul's Episcopal Church. Search instead for
St. Paul's Episcopal Church.

From: [Becky Wegner](#)
To: [Emily McFarland](#); [Megan Dunneisen](#)
Cc: [Saint Paul's Administrator](#); [Reverend Monica Burkert-Brist](#)
Subject: RE: Aug 18 permit request for St Paul's Episcopal Church
Date: Friday, July 19, 2024 11:05:36 AM
Attachments: [image001.png](#)

Becky Wegner

Administrative Clerk
 City of Watertown
 Phone (920)-262-4009



From: Reverend Monica Burkert-Brist <revmbb.saint413paul@gmail.com>
Sent: Friday, July 19, 2024 10:29 AM
To: Becky Wegner <BWegner@watertownwi.gov>
Cc: Saint Paul's Administrator <saint413paul@gmail.com>
Subject: Aug 18 permit request for St Paul's Episcopal Church

Hello Becky: I am the priest and pastor at St Paul's Episcopal Church... as you will see/recall from your recent email back to us below, we recently applied as we have virtually every year for the past several for a permit to close off the block of Spring Street immediately adjacent to our church for a family Sunday service and picnic celebration. This year we unfortunately ran into exactly the morass of new bureaucratic roadblocks recently adopted by our elected officials. I feared at the time these were adopted that we and many others might experience punitive regulatory oversight after the unnecessary, politically motivated efforts to stop future PRIDE events in Watertown.

I realize you are just the messenger here so please don't interpret my email as a complaint against your actions in your role with the City. But this is a sad day for Watertown when a small church that has regularly for many years been able to obtain this permission is now forced to choose between a long standing event and asking our limited staff to undertake a ridiculous amount of time and expense to jump through hoops not even reasonably calculated to keep the community safe. For example, based on the requirements you have listed, for a church family picnic with games for children we would have to certify that we checked every person in attendance against the Sex Offender Registry.

I testified at the committee level against these changes and expressed exactly the

concern which has now happened--- groups never intended to be 'targeted' for this kind of obstructionist regulatory treatment are now affected. To 'solve a problem' our city leaders have now broken the system.

St Paul's is not going to go forward with the permit and will change our plans for our event. Please refund our \$50 fee and I would respectfully ask you forward my email to the Mayor and Members of the City Council. Please cc me on the forwarding of this email.

I thank you for your work for the City-- public service is often a thankless job and I want you to know we appreciate the work you and so many others do for us daily.

Respectfully,

Rev Monica Burkert-Brist
personal cell 608-215-9232

From: **Becky Wegner** <BWegner@watertownwi.gov>

Date: Tue, Jul 9, 2024 at 2:43 PM

Subject: Church Picnic Aug 18

To: St. Paul's Episcopal Church <saint413paul@gmail.com>

Good Afternoon!

I received your Special Event application and have processed it. Just a reminder there are a few things I need from you:

- 1) Certificate of Insurance with additional insured endorsement-WORDING MUST BE LISTED ON COI * City of Watertown needs to be listed as additional insured. A 10 day written notice of cancellation, non renewal or material change applies
- 2) photocopy of Tax-Exempt number
- 3) 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. *Due no less than ten (10) business days before the event to the City Clerk. 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. **The national website can be found at <https://www.nsopw.gov/>**
- 4) Contact the Street Department for Road Closure
- 5) **Security & Emergency Action Plan-** The applicant must meet to discuss their Security & Emergency Action Plan with both the Police Department and Fire Department. Once approved the department will sign off and make a copy to place in their records. Applicant should retain a copy to share with all Event Organizers. Plans must be approved by the Police and Fire Department and will be kept confidential.

All of these forms with Directions are found in the special Event Packet, Please contact me with any questions.

Thank You!

Becky Wegner

Administrative Clerk

City of Watertown

Phone (920)-262-4009

