



PUBLIC SAFETY & WELFARE COMMITTEE MEETING AGENDA

WEDNESDAY, JANUARY 10, 2024 AT 5:00 PM

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

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

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

1. CALL TO ORDER

2. 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 minutes from December 6, 2023

4. BUSINESS

A. Review and take possible action: parking on north side of West Main Street from east of Elba Street to Votech Drive

B. Review and discuss: drone use within City limits

C. Review and take possible action: lighting upgrades on E. Horseshoe Road

D. Review and take possible action: Special Event Ordinance draft

5. ADJOURN

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

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

PUBLIC SAFETY & WELFARE COMMITTEE

December 6, 2023

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 • Eric Schmid 	<ul style="list-style-type: none"> • Attorney Steven Chesebro • Chief Brower • Assistant City Engineer Andrew Beyer • Stacy Winkelman • Mason Becker • Kristine Butteris • Steph Juhl • Chief Teesch • Dan Bartz 	<ul style="list-style-type: none"> Annette Bliefernicht Roger Bliefernicht Robin Kangas Melissa Lampe Bonnie Hartel Robin Kaufmann Linda Kauffeld Louse Genge Lisa Larsen Jon Holthaus Brian Konz Molly Kopplin Keith Campbell Ed Zagorski

2. RECEIVE COMMENTS FROM THE PUBLIC

There were no comments from the public at this time.

3. APPROVAL OF MINUTES

- A. Public Safety and Welfare minutes from November 2, 2023
Motion to approve by Board. Seconded by Schmid. Passed unanimously.
- B. Public Safety and Welfare minutes from November 16, 2023
Motion to approve by Blanke. Seconded by Schmid. Passed unanimously.

4. BUSINESS

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

- This item came back to committee after the ordinance was tabled by the Council until the accident data could be presented to the committee.
- Accident data: There has been one accident at this area within the past 5 years.
- There was a discussion regarding safety for Park and Rec staff as well as the public using the Park and Rec/Senior center. Vehicles parking in the two parking spaces block the view for drivers exiting the Senior Center. Kristine Butteris is concerned about safety for staff and the public.

MOTION: Schmid presented the motion to table until city staff can verify if the apron is marked properly in regard to the 4 ft. setback, paint lines (if necessary) as soon as possible and investigate crosswalk markings. Motion was seconded by Blanke. Motion failed 2 (Schmid, Blanke) to 2 (Board, Davis)

MOTION: Davis presented a motion to remove the 2 parking spaces on west side of S. First Street between Wisconsin Street and Spring Street. Motion was seconded by Board. Motion failed 2 (Board, Davis) to 2 (Schmid, Blanke)

MOTION: Davis presented a motion to limit parking in the 2 parking spaces on west side of S. First Street between Wisconsin Street and Spring Street between the hours of 8 and 5 p.m. Motion was seconded by Board. Motion failed 2 (Board, Davis) to 2 (Schmid, Blanke)

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

Board explained that vehicles parking on the north side of the Cady Street Bridge – particularly in the evenings – make it very difficult and dangerous for automobiles driving across the bridge. According to Beyer, pavement width on the bridge and approaches is generally 26 to 28 feet wide. Cady Street is categorized as a minor arterial roadway in this area. Wisconsin Department of Transportation standards for an urban arterial roadway state that a travel lane should be 12 feet wide. Parking lanes should be a minimum of 7 feet wide. According to Beyer, Cady St. is not wide enough to accommodate a parking lane.

MOTION: Blanke made a motion to eliminate parking on the Cady St. Bridge. Motion was seconded by Board and passed unanimously.

C. Review and take possible action: LED street light upgrade in alley between Labaree Street and Highland Avenue

Stacy Winkleman reported back to the committee that the LED street light upgrade in the alley between Labaree Street and Highland Avenue will cost \$300 and there is money in the budget to pay for the lights.

MOTION: Board made a motion to approve the LED street light upgrade in alley between Labaree Street and Highland at a cost of \$300. Motion seconded by Schmid and unanimously approved.

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

At the November Public Safety & Welfare Committee Meeting, City staff were tasked with seeking quotes for two solar powered radar speed signs for placement on Carriage Hill Drive and review potential funding sources. After reviewing quotes received on comparable signs, the lowest cost for each sign is \$3,168. In discussion with Street Division staff, \$8,900 is available in the 2023 budget due to savings on a lighting project.

Chief Brower says that police officers have found that speed signs are effective for roads that are designed in such a way that drivers don't know the speed limit. In those cases, a flashing speed sign can help reduce speeding. However, he has found that speed signs are less effective when they are placed on roads where drivers already know the speed limit. In this scenario, the speed sign can sometimes encourage speeders to drive even faster to watch the speed on the sign go up. Chief Browers is uncertain that a speed sign on Carriage Hill will be effective.

In past meetings, the committee was told that, if a speed study came back showing that 85% were driving above the 25 mph speed limit, the City would be required to raise the speed limit. Beyer confirmed that this is best practice, but not a requirement.

Mr. Bliefernicht spoke regarding his concerns for speeding on Carriage Hill. He says that he would like a long-term solution, not a quick fix. He would like traffic calming methods to be added to the street to keep Carriage Hill at a residential speed limit. Mrs. Bliefernicht also spoke saying she didn't think a speed sign would solve the problem.

Davis said that after discussing this Carriage Hill speeding problem for at least 3 committee meetings, it is clear that the Carriage Hill speeding issue is complex. In order to solve this very difficult problem, Davis suggested that the city needs a systematic plan that should begin with a speed study. A speed study will provide data and information necessary to begin putting together a plan that will provide a long-term solution.

MOTION: Blanke made a motion to do a speed study to get the necessary data and information. Motion seconded by Davis and passed unanimously.

NOTE: The Committee asked the Engineering Dept. to present the findings of the December/January speed study at the Public Safety and Welfare meeting in February if possible.

E. Review and discuss: South Water Street closing

- Davis discusses items in the packet:
 - Memo describing the events beginning with the PSW meeting on August 2 where the staff asked the committee to describe their appetite regarding the closing of S. Water St. permanently, seasonally or for extended periods of time. At that meeting the PSW committee indicated that they did not have an appetite for closing S. Water St. for extended periods of time.
 - Transcript from the August 2 PSW that gives evidence to the items discussed and the committee indicating they were not in favor of closing S. Water St. for extended periods of time.
 - Document from 2020. Interview with the then Executive Director of the RDA which includes the following question and answer.
 - *“Is Water Street being closed? Water Street will not be permanently closed. Traffic will still move in both directions. When a festival, event with the Library, or other activity is held, the street can be temporarily closed if needed. The design calls for a curb-less street, which means the sidewalk and road will be on the same level.”*
 - The City should recognized that communication in 2020 indicating that S. Water St. would only be closed for temporary events has framed current public expectations. It was not surprising then that some in the public pushed back against the closing of S. Water St. on November 13.
 - If the City has determined that S. Water St. needs to be closed longer than for temporary events, the City must first reframe public expectations which will

required data, information, listening and compromise. There are no short-cuts to reframing public expectations and it will take work and time.

- Schmid – Mr. Schmid opposes the idea that, just because millions of dollars have been put into the Town Square and Library, there is now an assumption that the road should be closed permanently.
- Blanke – The public was blindsided when the road was closed on November 13. He heard from people from that area and they aren't even in his district. "Temporary" is not well-defined. Water and Main is the only intersection with traffic control. He is opposed to closing S. Water St. permanently. Even for temporary closures, the residents in the area need some sort of relief for help getting out of those areas.
- Board – We need a better understanding of what is happening here. There were decisions made about the park in the past that are impacting how we use it today. We have new information today. It would be good to do a traffic study on S. Water St. and S. Washington St. to see what the traffic patterns are. He did not think we should have removed the tree and Santa House and opened up S. Water St. early. He thinks it should have stayed closed through the holidays. It would be wise to do a traffic study. Maybe it would be wise to put additional traffic control.
- Schmid – We are going to reconstruct Main St. We need additional data. We need to know how much it would cost to put in another traffic light at a different intersection.
- Board – We need to collect data and information. It is too early to make any decisions about closing S. Water St.
- Blanke – We (the City) created this issue. We need to be careful about changing public expectations. There needs to be consistency. The people need to know that they can trust the Council.

At this point, the Staff were given the opportunity to speak.

- Butteris – There was no ill-intent in closing S. Water St. for 8 weeks. They were under impression that this what was expected of the Town Square. She is also concerned about safety at the Water Park. Butteris does not necessarily believe that closing S. Water St. permanently is the right option. They need some options that are less cumbersome for opening and closing the street.
- Teesch – Park and Rec asked them if it would be OK to close the park and he said that it would be OK from the Fire dept. perspective. He believes the area is not safe and the curb less design is confusing for children.
- Becker – He has observed one instance in the summer where a child ran from the Water park and almost ran into the street with an oncoming vehicle. Mom ran out to grab the child. He hopes that the committee considers child safety. He is not advocating for closing S. Water St. permanently. The Town Square has been a great economic development tool and he hopes whatever steps will be taken to encourage that. He would like us to consider removable barriers that are more attractive.
- Bartz – He didn't see the November 13, 2023 8 week closing as anything more than a temporary closing. He said S. Water Street is a "plaza". He is against permanently closing the street. He would like a special ordinance like Riverfest. Attorney Chesebro reminded him that the majority of the Riverfest ordinance was repealed last year.

- Brower – S. Water St. is a main way to get to that side of the city. The Police Department would not relish closing that street. However – he believes they can work around a temporary closing.

Discussion about the Swing Arms that the committee approved. That would be a more permanent solution but will require \$25,000. The committee has already approved the purchase and installation of swing arms up to \$25,000. Will the swing arms be sufficient to stop traffic or will Streets Dept have to put concrete barriers in front of those Swing Arms?

MOTION: Board made a motion to ask Engineering to do a traffic study at S. Water St and S Washington beginning at Main St and going south 2 blocks and the intersection of Emmet and Church Street. Motion was seconded by Blanke and passed unanimously.

F. Review and take possible action: Special Event Ordinance draft

Event Cancellation

- Debate over who should have the authority to cancel the event if the mayor is absent
- Discussion of separation of powers.
- Police Chief expresses concern for putting the police chief in the role of both interpreting and enforcing the law.
- Strike wording after “pandemic”

Appeal of Application Denial/Modification

- Committee approved the rewrite to allow appeals to go to Council.

Enforcement - Amounts had been lowered. Wording changes.

Public Comment:

Molly Kopplin (online):

- Talked about creating “perverse incentives.” Concerned about events being canceled due to the threat of violence by outside persons. Likes the more clear definition of event cancellation.

Discussion on the proposed fee schedule:

- Note that most fees are tied to wages.
- Discussion about how Onalaska adds a 15% admin. fee to the total fee schedule-based charges.
- Board notes that admin fee could cover costs of clerk's office doing paperwork, mailing, etc.
- Schmid explained that the 15% is for the additional tasks that the city staff will do to assist with the special event that is above and beyond what was budgeted for the year. All of the behind the scenes work that is done prior and following the day of the event.
- Davis notes finance comm. will approve proposed charges, but may be good to make a recommendation.

Discussion about handout documents.

- Davis notes that most events generate very few extra charges...some people may have been on “no charge” year in reviewing data from past year.

- Noted that other fees such as park fees may still apply.
- Chief Brower notes that comm. may want to look at if “prep time” should be included in the hourly rate.
 - o Suggested that should go to the finance committee.

Robin Kaufman: Concerned about all planning and cost that goes into planning events for event organizers. Talked about how Jingle Bell on the Rock was only possible by Beltz Grant, otherwise would have lost much more money. Most events are free, serve the underserved in our community.

Melissa Lampe: Talks about relying on special events for operational funding. Have applied for and received dozens of SEPs. Concerned about creating unnecessary hardships for various organizations putting on events. Safe track record of putting on events shouldn't be put under additional scrutiny. Feels putting boards to background checks is unnecessary. Developing an emergency plan could be difficult for Main Street-wide events. Work w/ 50 vendors a year.

Kristine Butteris: Town Square alone will have 42 events (currently scheduled). More will be added. “Solely” listed under exemptions...wonder if there could be a “cost share” for partner orgs. E.g. Main Street.

- Steph Juhl: There can be two applications from two different orgs. For same event.
 - o Partnerships and shared responsibilities between orgs. “Co-hosting”
- Davis: Most events wouldn't be charged more, beyond the increased application fee.
 - o Park and Rec fees that are established would remain.
- Lampe: Would the whole board need to be background checked? Or just for each event involved with?
 - o Board: Ordinance draft looks like it would be.
 - o Davis: Maybe this can be written better.
- Davis: We'll clarify the wording...should be for whoever is on that specific event comm.
- Discussion on who is tasked to supervise minors.
 - o Question from public: How is the supervision of minors defined?
 - Atty. Chesebro clarifies.
 - Davis: It's on your organization to create allList of who is supervising, check against the national registry website.
 - o Noted that “background check” reference was removed.
- Molly Kopplin: Concerned about creating an extra level of bureaucracy. Suggests having an open forum with event organizers. Seems like something new is found/learned every meeting.
 - o Davis: Comm. sees value in events. Hope to improve the process. Encourages to reach out with questions.
- Karen Lanser: Under Extraordinary Services, point 4, “doesn't say when I will get the total of charges before event.”
 - o Davis: We want to make sure organizers are not billed last minute.
- Atty Chesebro: In subsection re: Personal Data, removed words applicant, officer, or board member, and replacing with “organizer”.
 - o Clarified definitions.
- Farmers Market is still covered under own ordinance/permit...has been ongoing for many decades.

- Lampe: Events occurring in City, but not on City-owned property, would SEP be needed?
 - o Would need to meet one of the “Special Event Permit” definitions.
- Davis: Suggest meeting one more time in January for one more reading/review in January.
- Motion to adjourn.

5. **ADJOURNMENT:** 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.

Respectfully Submitted - Dana Davis, Chairperson



Jaynellen J. Holloway, P.E.
920.262.4050

Andrew Beyer, P.E.
920.262.4052

Maureen McBroom, ENV SP
920-206-4264

Ritchie M. Piltz
920.262.4034

Secretary, Wanda Fredrick
920.262.4368

MEMO

TO: Chairperson Dana Davis and Committee Members

FROM: Andrew Beyer, P.E.

DATE: January 4, 2024

RE: Public Safety and Welfare Committee Wednesday, January 10, 2024 at 5:00 p.m.

Review and take possible action: parking on north side of West Main Street from east of Elba Street to Votech Drive

BACKGROUND:

Review and take possible action: parking on north side of West Main Street from east of Elba Street to Votech Drive

Alder Blanke received a request to remove parking on the north side of W. Main Street near the intersections of Elba Street and Votech Drive. Email correspondence and a site map are attached as references. Parking is restricted on the north side of W. Main Street west of Votech Drive however no other parking limitations exist at either intersection per Section 500-9, Parking prohibited in specified places of the City of Watertown Municipal Code of Ordinances. Roadway pavement width is wide enough to accommodate parking on both sides of the street.

Attachments:
 Email Message
 Site Map

Andrew Beyer

From: Dana Davis
Sent: Tuesday, December 19, 2023 10:48 AM
To: Andrew Beyer
Subject: Public Safety Meeting Agenda Item - January 10

Andrew -

Please add this item from Alder Blanke to the Public Safety Meeting Agenda - January 10.

I had a citizen call to complain about the parking on the North Side of West Main Street from East of Elba Street to Votech Drive.

The complaint stated that both intersections are dangerous due to cars parked on the street making it difficult to see oncoming westbound traffic.

Can we have this put on our agenda for review? I would like some information from streets or engineering to make sure the parking is legal and if there is anything we might do. - Request from Brad Blanke.

Thanks.

Dana Davis

Section 4, Item A.



Parcels

City Limits



City of Watertown Geographic Information System

Scale: 1 inch = 100 feet Printed on: January 4, 2024

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.



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MEMO

TO: Chairperson Dana Davis and Committee Members
FROM: Andrew Beyer, P.E.
DATE: January 4, 2024
RE: Public Safety and Welfare Committee Wednesday, January 10, 2024 at 5:00 p.m.

Review and discuss: drone use within City limits

BACKGROUND:

Review and discuss: drone use within City limits

Chairperson Davis received a request from a resident regarding drone use within City limits. The request from the resident is attached as a reference.

Attachments:
Memo

To; Dana Davis

Good Morning, this correspondence is to inform you of what I would like to put into place in the City of Watertown, as to Drone ordinance's. These Ordinance's would give the Watertown Police Dept. some Teeth to inforce the operation of Drone's in the City Limits of Watertown. There are many municipalities in the State of Wisconsin that do have Ordinance's regulating the use of Drone's in there Cities and Townships. I have been to the Watertown airport to ask some questions about the use of Drone's and they said it was a FAA Area to look at these things, so they gave me a phone number to call, but no one has returned my call as of yet. The reason for this is there is a person Stalking my wife and myself just about on a daily basis, when she is off work this individual is following her home and if that is not Stalking then maybe you have a different word for it, we have had the Watertown Police Dept over to our home and they have observed this so they are aware of this. So the point of this is that this individual has taken away of our Expectation of privacy, and continues to harrasse us. I have attached other Cities Ordinance's to this so there is some starting point. Also would like to attend the safety meeting that will be coming up on Wednesday the 3rd of January so please let me know what other options are available thanks for your attention

Lance & Rhonda Dopke
803 Cheyenne Circle
Watertown Wi 53094
920-248-2559
lance@dopkeins.com

WISCONSIN LAW

The Wisconsin statutes regulate drone use by prohibiting certain activities and limiting others. In general, Wisconsin statutes relating to drones can be divided into two categories: (1) those regulating all aircraft, including drones; and (2) those regulating drones only.

Chapter 114, Stats., governs air transportation and aircraft, which includes drones. The statutes provide that flight of an aircraft over the lands and waters of the state is generally **lawful** unless: (1) at such low altitude as to intentionally interfere with the then existing use to which the land or water, or space over the land or water, is put by the owner; or (2) unless so conducted as to be imminently dangerous or damaging to persons or property lawfully on the land or water beneath. However, the landing of an aircraft on the lands or waters of another, without the person's consent, is **unlawful**, except in the case of a forced landing. The statutes also prohibit operating an aircraft in the air or on the ground or water while under the influence of alcohol or drugs, or in a careless or reckless manner.⁷ [ss. 114.04, 114.05, and 114.09, Stats.]

In addition, certain statutory provisions relate specifically to drones and drone use. The statutes define the term "drone" to mean an aircraft operated without the possibility of direct human intervention from within or on the aircraft. [s. 114.105 (1) (a), Stats.] The Wisconsin statutes prohibit or limit the following uses of a drone:

- **Operation over correctional institutions.** No person may operate a drone over a correctional institution, including any grounds of the institution. [s. 114.045, Stats.]
- **Criminal investigations.** No Wisconsin law enforcement agency may use a drone to gather evidence or other information in a criminal investigation from a place where an individual has a reasonable expectation of privacy without first obtaining a search warrant. This prohibition does not apply to a law enforcement agency's use of a drone in a public place; in an active search and rescue operation; to locate an escaped prisoner; to surveil a place for the execution of an arrest warrant; or if a law enforcement officer has reasonable suspicion to believe that the use of a drone is necessary to prevent imminent danger to an individual or to prevent imminent destruction of evidence. [s. 175.55 (2), Stats.]
- **Photographing or videotaping in a private place.** Use of a drone with the intent to photograph, record, or otherwise observe another individual in a place where the individual has a reasonable expectation of privacy is a Class A misdemeanor. This provision does not apply to a law enforcement officer authorized to use a drone pursuant to a search warrant or an emergency exception, as discussed above. [s. 942.10, Stats.]

⁷ The statutes also address liability for damages caused by aircraft and generally provide that the liability of an aircraft owner for injury or damages to persons or property beneath are determined by the laws applicable to torts on land. [s. 114.05, Stats.]

LOCAL NEW YEAR, NEW CAREER!! Save \$100 on Part 107 test prep and become a certified drone pilot

These are drone laws that apply only to certain regions, cities, or counties within the state of Wisconsin, and were created by various authorities within the state.

Town of Greenfield—Municipal Ordinance // 2017
(https://library.municode.com/wi/greenfield/codes/code_of_ordinances?nodeId=CH10PUPEGOOR_10.35UNAEVEUA.CR2884)

No person shall launch or land a drone outside of their visual line of sight; within one-hundred (100) feet of any person except the operator and assistant operator; within five hundred (500) feet of any festival, event, picnic, protest or public assembly of more than one-hundred (100) people; in a manner so as to endanger the safety of any person or property; within five hundred (500) feet of any emergency vehicle which is operating its emergency lights or siren, to any active police, fire or emergency response incident, to schools that are in session, and jails.

City of Hudson—Municipal Ordinance // 2017 (<http://www.woodburybulletin.com/news/government-and-politics/4369588-council-approves-drone-ordinance-hudson>)

The Hudson Common Council has approved an ordinance regulating unlawful use of drones. The ordinance prevents the use of a drone with the intent to photograph, record or observe someone in a place where they have a reasonable expectation of privacy, like in their backyard or their residence, and imposes a fine of \$200 for violations. Though State of Wisconsin already regulates use of drones in this manner, the city ordinance makes it easier for local law enforcement to enforce.

City of Chetek—Municipal Law // 2016 (<http://uavs.insct.org/wp-content/uploads/2016/04/Chetek-WI-Cod-Ordinances-118-89.pdf>)



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MEMO

TO: Chairperson Dana Davis and Committee Members
FROM: Andrew Beyer, P.E.
DATE: January 4, 2024
RE: Public Safety and Welfare Committee Wednesday, January 10, 2024 at 5:00 p.m.

Review and take possible action: lighting upgrades on E. Horseshoe Road

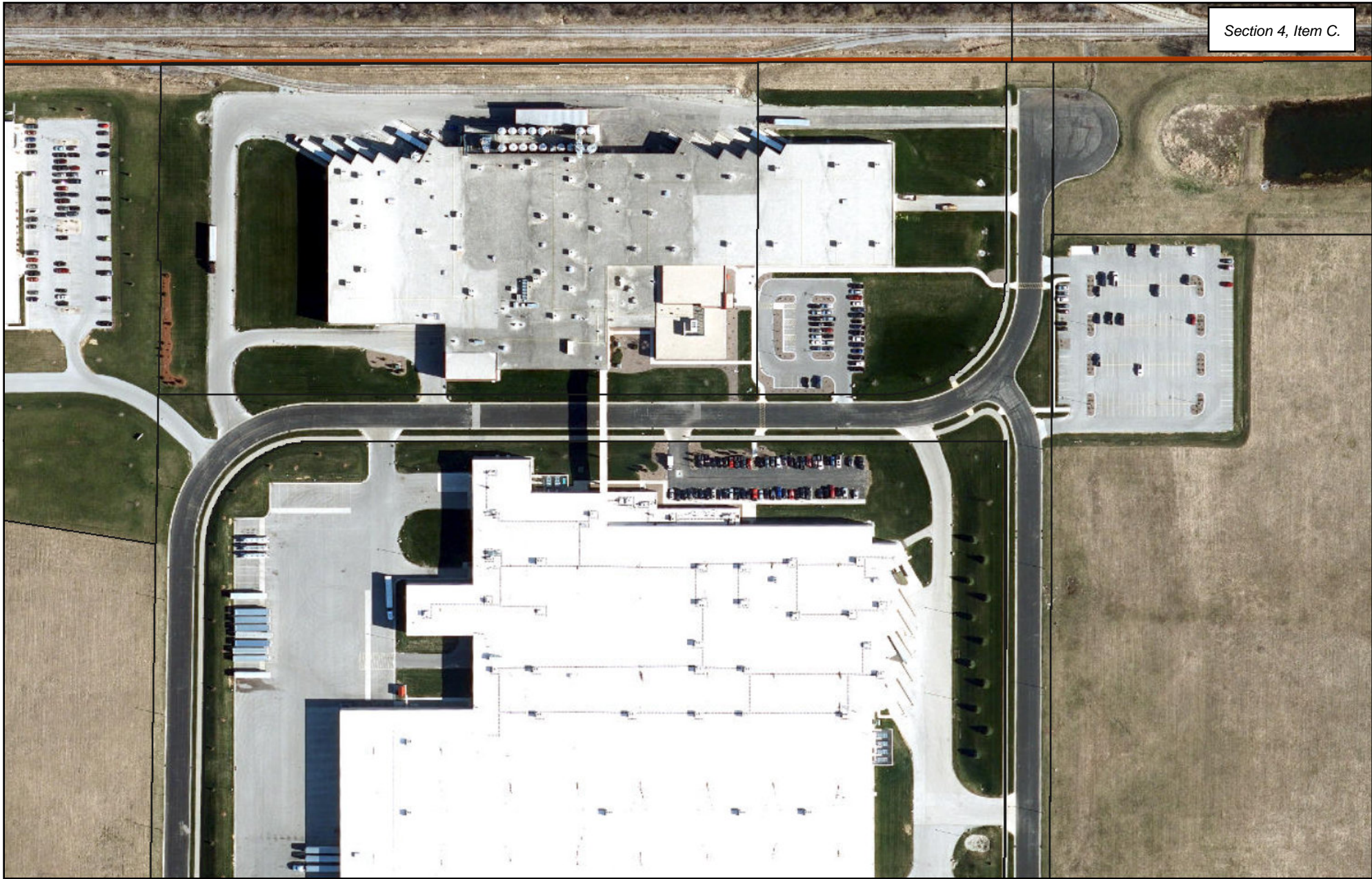
BACKGROUND:

Review and take possible action: lighting upgrades on E. Horseshoe Road

The Public Works Department received a request from Clasen Quality Chocolate to upgrade streetlights to LED bulbs on E. Horseshoe Road near employee parking areas citing safety concerns. Funding hasn't been designated in the 2024 budget to upgrade the lights in this area. The streetlight request checklist is attached for Committee use.

Attachments:

- Streetlight Request Checklist



Parcels

City Limits



City of Watertown Geographic Information System

Scale: 1 inch = 200 feet
 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.

STREET LIGHT CRITERIA

BACKGROUND: Typically WE Energies or lighting professionals study and determine via "lumines" and other criteria the location and proper number of street lights that are needed. When we add additional lights, there is a potential to create an imbalance or nuisance.

Guiding Principles:

For alley street lights: no more than up to two per block

On street street lights: Subject to Engineering and/or WE Energies study

Any street light request, if approved, shall be placed in the following year's Fund #1 budget

The check list below represents steps/considerations to be completed prior to the request getting placed on the committee agenda:

ITEM	RESPONSE
Requested location (on street, parking lot, alley, shared use path)	
Has the requester added additional lighting on their property? Yes/no	
Documented police reports supporting need for added street light? Yes/no	
Nearest existing public street light to requester's property (Measured distance)	
What is needed? A pole, a lamp, electricity, a transformer, etc?	

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

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

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

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

~~§ 428-7 Special events.~~

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

A. Definitions

1. **Applicant** – The person or authorized representative of the event organizer who signs an application for a special event and who will be responsible under the permit, if issued, for ensuring that the event will be conducted in accordance with the provisions of this Chapter. Where a purported application is not a legal entity or organization, the applicant will be the individual signing the permit application.

~~1.~~ **City Property** – All municipal buildings, parks, athletic fields and complexes, streets, and other rights-of-way, parking lots, boating and docking facilities and any other property owned, leased or controlled by the City of Watertown.

2.

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

2. **Extraordinary Services** – Reasonable and necessary services provided by the City which specifically result from the special event. Extraordinary services result in measurable financial costs which are above and beyond the normal levels of public health and safety services on a nonevent day. Extraordinary services will normally be those services requiring City employees to be specifically assigned to tasks in support of the special event and/or those services resulting in overtime pay or similar costs which result from the event. Examples of extraordinary services may include police protection, traffic control, fire monitoring, dedicated paramedic service, parks services, and other services necessary to ensure the protection of participants and citizens, the proper functioning of City services, and the proper administration of this ordinance and policy.

3.

4. **Organizer** – The applicant and any other individual who assists in the planning arrangement or organization of any Special Event.

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

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

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

C. Exemptions

1. The requirement under Section 428-7 shall not apply to any regularly established place of worship, stadium, athletic field, arena, auditorium, coliseum or other permanently established place of assembly for special events for which it is reasonably anticipated that the number of persons attending will not exceed the maximum seating capacity of the structure where the assembly is held.

2. Funeral processions.

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

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

D. Extraordinary services.

1. In addition to permit and license fees, applicant ~~shall be is~~ responsible for reimbursement of extraordinary services including, but not limited to, personnel services, equipment and facilities provided for the event when municipal services were increased or disrupted because of the event. The Common Council ~~will shall~~ approve by resolution each year a list of standard fees and charges by department which will be used to determine the amount of charges attributed to extraordinary services provided to special events by the City. The resolution may provide for standard hourly charges ~~of fr~~ flat-fee charges for services provided and may specify tasks ~~that~~ that may or may not be subject to extraordinary services charges.

~~2.~~ Applicants ~~shall be is~~ liable for and ~~must shall~~ pay to the City Clerk the actual cost of all extraordinary services provided by the City. If the special event has more than one person or entity organizer, then each of the organizers are liable to the City for the total amount due, regardless of how the multiple organizers may separately agree to divide these expenses. If the City is a co-organizer of a Special Event, the cost of the extraordinary services the City is responsible for will be based upon the level of City involvement, and that amount ~~shall will~~ be deducted from the total cost for the extraordinary services provided by the City. The costs for extraordinary services charged to event organizers ~~shall must~~ not exceed the actual costs of providing these services.

~~2.~~ —

~~1.3.~~ Prior to any approval of a special event permit, the Police and Fire Departments, along with all other departments potentially affected by the proposed special event, ~~shall will~~ review the application and report to the City Clerk their respective findings as to an estimate of the costs reasonably expected to be incurred by the City for providing extraordinary services at or for the special event. Department Estimates will be provided to the Clerk’s office within 30 days of the Clerk providing notice of the event to the Department Heads. The City will make reasonable efforts to adjust the schedules of employees to minimize the requirement for overtime pay or other costs for extraordinary services where sufficient advanced notice of the event is provided, a minimum of 60 days. The Special Event application ~~shall be is~~ required to provide enough detail to allow the City departments and to determine the level of extraordinary services required and their associated costs for the special event. The estimates provided by City departments ~~shall will~~ provide enough detail to allow the event organizer to reasonably understand the extraordinary services that are expected to be necessary.

4. The Applicant(s) is required to pay 50% of the estimated extraordinary services prior to the Special Event. An itemized invoice will be sent to the applicant(s) and such amount will be due to the City Clerk on or before 10 business days prior to the Special

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Event. Failure to pay 50% of the estimated extraordinary services voids the Applicant's Special Event Permit.

5. Final cost incurred for extraordinary services, less the amount of services already paid, will be itemized, invoiced, and mailed to the applicant(s) within 30 days of the conclusion of the Event with net ~~30-30-day~~ terms. Failure to pay the final extraordinary services amount will result in future Special Event applications being denied.

E. Regulations.

1. Duration and hours of operation. The duration of any special event ~~shall~~must not exceed four consecutive days and any permit issued under this section ~~shall~~must specify the days upon which the event shall occur. No special event ~~shall~~is to be open to the public except between the hours of 5:00 a.m. and 11:00 p.m. on any day of the week, occurring within the duration of the special event. Such permit ~~shall~~must also specify the hours during which pre-event setup and post-event takedown operations may occur and no such operations may be conducted other than as so specified.
2. Maximum attendance. A special event permit ~~shall~~will specify the maximum peak number of people to attend the special event. The permit holder ~~shall~~must not sell tickets to nor allow the attendance of more people at the special event at any time than as specified in the permit. Any tickets sold or advertisement made prior to the grant of a permit under this section and the satisfaction of all conditions of such permit ~~shall~~will include therein in like medium, a statement that "the occurrence of the [special event] remains subject to the approval of the City of Watertown."
3. Parking on park property. Any special event that requires parking on park property, other than a public roadway or parking area, ~~shall~~must apply to the Parks and Recreation Director as provided in Watertown Municipal Code § **398-5B**.
4. Sanitary facilities and potable water. All sanitary facilities and potable water facilities ~~shall~~will be provided for the special event by the event organizer.
5. Solid waste. The event organizer ~~shall~~be is responsible for the holding, collection and disposing of solid waste material.
6. Illumination. If the special event is to continue during hours of darkness, illumination ~~shall~~must be sufficient to light the entire area of the event at the rate of at least five lumens, without the spillage of such illumination unreasonably beyond the boundaries of the special event premises.
7. Noise. No permit holder ~~shall~~is to permit any sound created by the special event activity to carry unreasonably beyond the boundaries of the special event premises. Applicants ~~shall~~must obtain necessary amplified sound permits from the Parks and Recreation Department.
8. Fire protection. A permit holder ~~shall~~must provide all fire protection applicable to the special event activities and premises as required by the municipal Fire Prevention Code (Chapter **303**) and the Wisconsin Administrative Code (DSPA 314), including alarms, extinguishing devices, fire lanes and fire escapes.
9. Compliance with other Code provisions. No special event ~~shall~~is to occur unless all other necessary municipal permits, licenses and approvals applicable to the special event activities have been

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granted and any permit granted under this subsection ~~shall~~must be conditioned upon the applicant obtaining all such other licenses, permits and approvals.

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

F. Permitting Procedures

1. Filing

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

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

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

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

- (1) The full name, address, telephone number and email address of the applicant; or if the applicant is an organization, group, or association, the name, address, home and business telephone numbers, and email addresses of the authorized representatives of the organization who will be responsible for the event.
- (2) The full name, address, telephone number and email address of the event coordinator, if different from the applicant.
- (3) The nature of the event.
- (4) The date(s), hours of operation, and hours of set-up and clean-up for the event.
- (5) The location of the proposed event, including proposed parking locations, and streets to be used, if applicable.
- (6) Mapped routes. All permit applications for special events, including road closures, runs, rides, walks, or parades, shall include a detailed map of the proposed route. Routes for annual events must be submitted with the application regardless of whether previously submitted. Alteration of proposed routes may be made by the City prior to approval of the permit. In the event that the organizers or sponsors of any special event deviate from the route submitted

without approval from the City, the organizers or sponsors of such special events may be denied a permit for the following calendar year.

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

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

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

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

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

(12) Food Vendors. A list of all food vendors must be included along with the vendor's contact information, Food Permit ID and Wisconsin Seller Permit number. A final list of food vendors ~~shall~~must be submitted to the City Clerk 10 business days prior to the event.

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

(14) Health, Safety and Security. - Applicants ~~shall be required to~~must submit ~~an Emergency~~an Emergency Action Plan. The plan will include response to Fire, Medical, Severe Weather, Lost Child, Crowd Control, Pedestrian Safety, and other emergency situations. Applicants ~~shall also be required to~~must submit a list of the legal names of all employees, volunteers, and hired/volunteer entertainers who are responsible for the supervision or care of minors, or whose duties would require close contact and/or alone time with minors at the event. The Applicant will verify that names on the list have been checked against the online national sex offender public website and disqualify anyone who is listed in the registry.

The verified list must be submitted to the City Clerk no later than 10 days before the event.

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

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

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

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

2-6. Approval or denial of application. Applications for Special Event permits ~~shall~~will be processed in the order of their receipt.

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

b. As soon as practical after the Special Event permit application is submitted, the City Clerk ~~shall~~will present the Special Event ~~Application, estimated~~Application, estimated Extraordinary Fees and supporting documents to the Public Safety and Welfare Committee for review. After reviewing, the Public Safety and Welfare Committee will move to approve, conditionally approve or deny the application.

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

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

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

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and welfare of the community, and of the anticipated costs of holding such an event. Additionally, the Public Safety and Welfare Committee may base their decision on one or more of the following grounds:

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

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3. Issuance. The Public Safety and Welfare Committee ~~shall~~will approve or deny special event permit applications and place conditions upon any permit. Applicants ~~shall~~will be notified of the decision by ~~letter. within~~letter within 10 business days.

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

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

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

J. Appeal of application denial or modification. Any applicant who has been denied a special event permit or has been granted a permit which has been modified may seek review of the decision by the Common Council by filing a request for review of the denial with the City Clerk within 30 days of the Public Safety and Welfare Committee's decision. Any applicant can seek a judicial review of the denial in the form of certiorari review to the Jefferson or Dodge County Circuit Court within 30 days of the ~~Public Safety and Welfare Committee's decision~~Common Council's decision.

K. Enforcement. Any person who violates any provision of this section or who violates any condition upon which a special event permit is granted ~~shall~~will be subject to a forfeiture of not less than \$1,0500 nor more than \$10,000. Each day of violation ~~shall~~will be considered a separate offense. In addition, the City may enforce this section by way of injunctive relief and all other remedies available at law and in equity.

The following section should be a whole new chapter.

428-9 City Sponsored Parades.

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

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

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

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

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

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

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

DRAFT EXTRAORDINARY SERVICES 2024

DEFINITION

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

POSSIBLE EXAMPLES

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

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

DEPARTMENT	REGULAR COST - total annual salaries divided by the total employees in that group, then divided by the annual hours worked - Includes WRS, Payroll Tax, Health Insurance, Dental Insurance	REGULAR COST + 15% ADMIN FEE	OVERTIME COST - Regular Cost X 1.5	OVERTIME COST + 15% ADMIN FEE	COST (flat fee)	DESCRIPTION OF COST
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Per Hour Rates

POLICE

Police Chief/Deputy Chief	74.52	85.70				
Police Captain	66.77	76.78				
Police Officer	56.90	65.43	85.35	98.15		Traffic Control, Police Protection
Police Sergeant	57.51	66.14	86.26	99.20		Traffic Control, Police Protection
Auxillary Officer	16.56	19.05				Traffic Control, Police Protection
Equipment use	Cost for Special Equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.					police vehicle usage, such as patrol cars and specialized police vehicles (SWAT Trucks) and their fuel, crowd control gas/pepper spray and other munitions that are expended in defense of life and property, repair/replacement to police vehicles and other damaged/destroyed equipment and gear and uniforms (think riot/protest situations where uniforms/helmets/etc. are torn/bloodied/broken/etc.) and similar actual costs.

STREETS

Street Manager/Supervisor	39.45	45.37				
Street General Labor	36.21	41.64	59.18	68.06		
Solid Waste General Labor	44.45	51.12	54.31	62.45		
Equipment use	Cost for Special Equipment deemed necessary for provisions of services to a Special Event shall be charged to the Event Sponsor at the City's actual cost.					
Placement of temporary signs						No charge for events using less than (10) no parking signs. \$5 fee for events using (10) or more parking signs
Traffic Cones						Charge included in employee wages
Class II Barricades						Fencing in certain areas, smaller in size - charge included in employee wages
Class III Baricades and Signs						Type 3 barricades are most often used for road closings because of their bigger size and visibility. Charge included in employee wages

PARK & REC

Recreation Managers	44.45	51.12				
Parks General Full Time	37.77	43.44	56.66	65.16		

This is an estimate because the Payroll Resolution has not been presented or passed by Council providing the actual wages for PT Parks staff

Parks General Part Time 14.00 16.10
The below are usually charged by Park and Rec with a Park Reservation - See separate Park and Rec Policy

Park Rental					
Picnic Tables (each)				10.00	if extra needed
Benches (each)				3.00	if extra needed
Trash Cans					
Excessive Cleaning	100.00				2 -hour minimum charge

FIRE DEPT

Fire Chief/Deputy Chief	73.50	84.52			Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Battalion Chief	43.68	50.23	65.52	75.35	Dedicated Paramedic Service, Fire Monitoring, First Aid
Firefighter	32.54	37.42	48.81	56.13	Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Inspector	27.55	31.68			Fire Inspection of the special event area

HEALTH DEPT

Health General Labor	48.51	55.78	72.76	83.67
Health Environmental	44.56	51.25	66.85	76.87
Health Emergency Prep	49.22	56.60	73.83	84.90

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

CLERK

Finance Manager/Supervisor	60.15	69.17			administration of the ordinance
Finance Staff	40.46	46.52	60.68	69.78	administration of the ordinance

OTHER PERSONNEL

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

DRAFT EXTRAORDINARY SERVICES 2024

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

DEPARTMENT	REGULAR COST - total annual salaries divided by the total employees in that group, then divided by the annual hours worked - Includes WRS, Payroll Tax, Health Insurance, Dental Insurance	OVERTIME COST - Regular Cost X 1.5	COST (flat fee)	DESCRIPTION OF COST
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Per Hour Rates

POLICE				
Police Chief/Deputy Chief	74.52			Traffic Control, Police Protection
Police Captain	66.77			Traffic Control, Police Protection
Police Officer	56.90	85.35		Traffic Control, Police Protection
Police Sergeant	57.51	86.26		
Auxillary Officer	16.56			

STREETS				
Street Manager/Supervisor	39.45			
Street General Labor	36.21	59.18		
Solid Waste General Labor	44.45	54.31		
Equipment use	Cost for Special Equipment deemed necessary for provisions of			
Placement of temporary signs				No charge for events using less than (10) no parking signs. \$5 fee for events using (10) or more parking signs.
Traffic Cones				Charge included in employee wages
Class II Barricades				Fencing in certain areas, smaller in size - charge included in employee wages
Class III Baricades and Signs				Type 3 barricades are most often used for road closings because of their bigger size and visibility. Charge included in employee wages

PARK & REC				
Recreation Manager	44.45			
Parks General Full Time	37.77	56.66		
Parks General Part Time	14.00			This is an estimate because the Payroll Resolution has not been presented or passed by Council providing the actual wages for PT Parks staff.
The below are usually charged by Park and Rec with a Park Reservation - See separate Park and Rec Policy				
Park Rental				
Picnic Tables (each)			10.00	if extra needed
Benches (each)			3.00	if extra needed
Trash Cans				
Excessive Cleaning	100.00			2 -hour minimum charge

FIRE DEPT				
Fire Chief/Deputy Chief	73.50			Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Battalion Chief	43.68	65.52		Dedicated Paramedic Service, Fire Monitoring, First Aid
Firefighter	32.54	48.81		Dedicated Paramedic Service, Fire Monitoring, First Aid
Fire Inspector	27.55			Fire Inspection of the special event area

HEALTH DEPT				
Health General Labor	48.51	72.76		
Health Environmental	44.56	66.85		
Health Emergency Prep	49.22	73.83		
Health Department primary responsibility is food inspections/licensing SEE SEPARATE FEE SCHEDULE				

CLERK				
Finance Manager/Supervisor	60.15			administration of the ordinance
Finance Staff	40.46	60.68		administration of the ordinance

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

GENERAL PERMIT AMOUNTS

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

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

Section 4, Item D.

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

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

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

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

4. **Special Events and Services**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**DRAFT
RESOLUTION TO
APPROVE SPECIAL EVENTS FEE SCHEDULE FOR
EXTRAORDINARY SERVICES**

**SPONSOR:
FROM:**

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

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

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

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

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

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

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

ADOPTED Type meeting date

CITY CLERK

APPROVED Type meeting date

MAYOR

