



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

May 1, 2025

TO: Members of the Public Safety & Welfare Committee

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

Watertown Riverfest Inc for Riverfest to be held on August 7 – August 10, 2025, at Riverside Park. Including amendment for proposed designated smoking areas during the event.

Total estimated extraordinary charges for this event are \$53, 678.84.

Please see estimated extraordinary charges document for details.

Respectfully Submitted,

Megan Dunneisen, City Clerk



Event: RIVERFEST

Permit # 2025-04

Event Date: 08/10/25

8/7/2025-8/10-2025

**Extraordinary Service Fees for Special Events
Estimate of Charges****Payment Due no later
than: 07/31/25**SAVED AS OF
MAY 1 2025

Department	Regular Cost Per Hour	Overtime Cost Per Hour	Flat Fee Cost	Anticipated Qty	Sub Total
POLICE					
Police Chief/ Deputy	\$73.72			16	1,179.52
Police Captain	\$62.15			46	2,858.90
Police Sergeant	\$60.01				-
Police Sergeant		\$90.02		87.25	7,854.25
Police Officer	\$54.76				-
Police Officer		\$82.14		334.25	27,455.30
Auxiliary Officer	\$16.56			256.25	4,243.50
Special Equipment					-
STREETS					
Street Manager/Supervisor	\$57.72				-
Street General Labor	\$40.18				-
Street General Labor		\$60.27		4	241.08
Solid Waste General Labor	\$37.42			2	74.84
Solid Waste General Labor		\$56.13			-
Placement of Temporary Signs			\$2 per sign	148	296.00
Traffic Cones			\$1 per Cone		-
Class I & II Barricades			\$5 each	65	325.00
Class III Barricades & Signs			\$12 each	21	252.00
Special Equipment-			At Cost	1 ton garb @ \$53.46, Garb truck for 2 hrs @ \$93.30/hr, 1-ton truck for signs 32 hrs @ \$16.48/hr	767.42
PARK & RECREATION					
Recreation Managers	\$44.60				-
Parks General Full Time	\$39.31			4	157.24
Parks General Full Time		\$58.97			-
Parks General Part Time	\$13.00			53	689.00
Picnic Tables			\$10.00	75	750.00
Banquet Tables			\$10.00	15	150.00
Benches			\$4.00	30	120.00
Trash Cans			\$4.00	100	400.00
Portable Bleachers			\$60.00 per set	2	120.00
Grey Folding Tables			\$15.00	10	150.00
Orange Boards			\$6.00	40	240.00
Screens (Upper Pavilion)			\$10.00	100	1,000.00
Snow Fence Standard			\$10.00	20	200.00
Snow Fence (50ft Roll)			\$20.00	10	200.00
Estimated Supplies				Trash Liner, Paper Towel, Toilet Paper, Hand soap, Grass Seed, Fertilizer, Dirt, Straw, De-greaser, Caution tape, Squeeeter Beater, Flying Insect, Poly Fence Wood Lathe Fence	2,000.00
Excessive Cleaning	\$100.00		2 hr min charge		
Special Equipment					
FIRE DEPARTMENT					
Fire Chief/Deputy Chief	\$74.95				-
Fire Battalion Chief	\$45.39				-
Fire Battalion Chief		\$68.09			-
Firefighter	\$36.20				-
Firefighter		\$54.30		36	1,954.80
HEALTH DEPARTMENT					
Health General Labor	\$49.20	\$73.79			-
Health Environmental	\$46.45	\$69.68			-
Health Emergency Prep	\$51.23	\$76.85			-
OTHER PERSONNEL OR CHARGES					
SUBTOTAL OF ESTIMATE					
15% Admin Fee Non-Profit Organization? Enter O (yes) or 1 (no):					0
TOTAL OF ESTIMATE					\$ 53,678.84
50% DOWN PAYMENT DUE 07/31/25					\$ 26,839.42

POLICE TOTAL
\$ 43,591.46**STREETS TOTAL**
\$ 1,956.34**PARK AND REC
TOTAL**
\$ 6,176.24**FIRE TOTAL**
\$ 1,954.80

2024 OUTSTANDING RIVERFEST INVOICE

\$ 37,765.59