



136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
www.waterloowi.us

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**PUBLIC NOTICE OF A COMMITTEE MEETING  
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public & news media, that the following meeting will be held:

**COMMITTEE:** PUBLIC SAFETY AND HEALTH COMMITTEE  
**DATE:** Thursday, May 2, 2019  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Police Training Room, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: April 4, 2019
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
  - a. Considering School Crossing Safety Measures As Proposed By The Waterloo School District \*\*\*
5. NEW BUSINESS
  - a. Application For Special Event Or Entertainment License, Virtumarket \*\*\*
  - b. Amending Chapter 133 Bicycles and Play Vehicles – Ordinance Review
  - c. Requiring Knox Box Systems in Certain Private Structures – Ordinance Draft
  - d. Striking & Recreating Section 120-2 Alarm Systems – Ordinance Draft
  - e. Striking And Recreating Section 120-3 False Alarms – Ordinance Draft
  - f. Striking & Recreating Section 200-4 Burning Regulations – Ordinance Draft
6. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
7. ADJOURNMENT

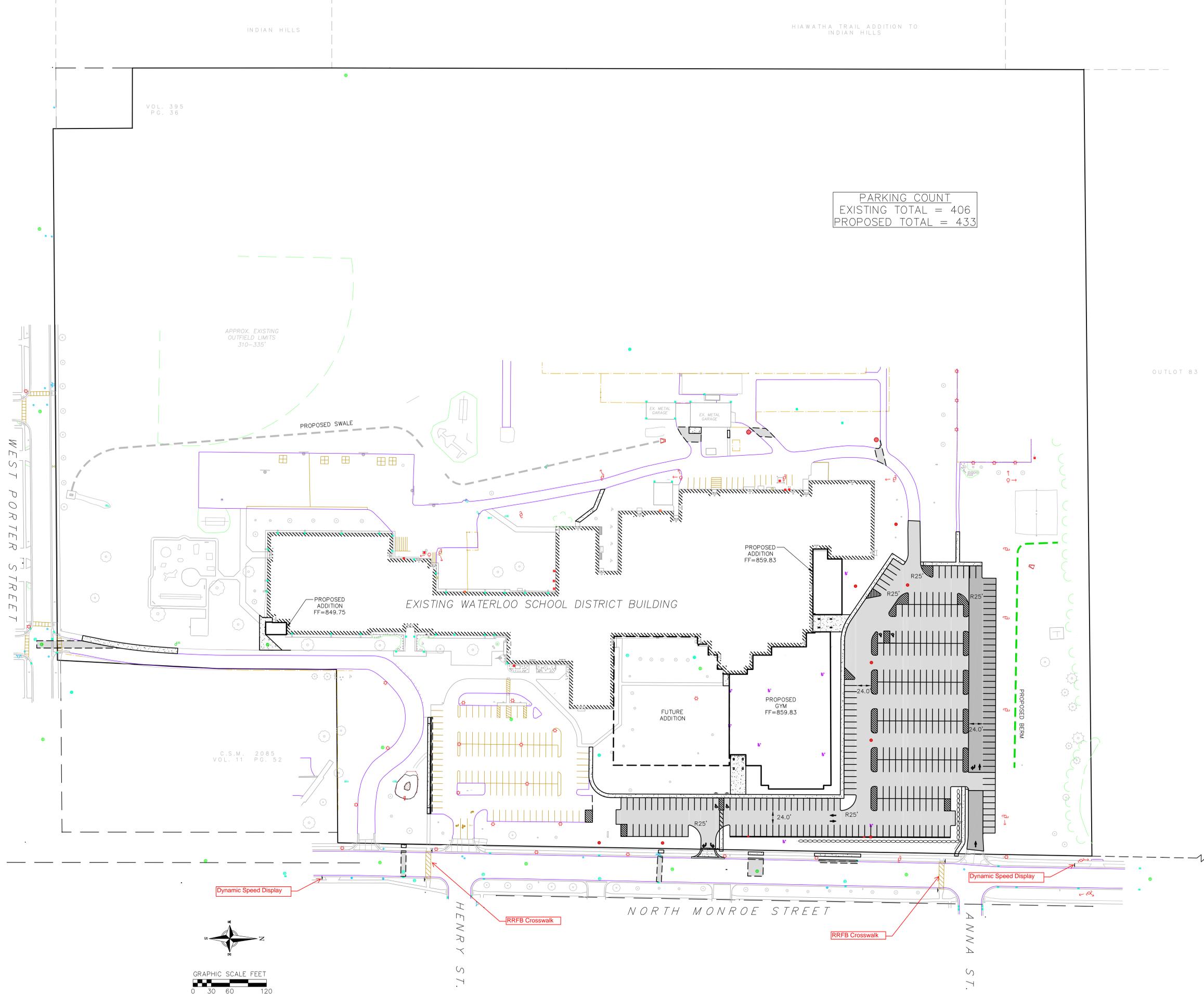
Mo Hansen  
Clerk/Treasurer

\*\*\* Also On Tonight's Council Agenda

Committee Members: Thomas, Griffin and Stinnett

Printed, Posted, E-mailed and Distributed: 04/29/2019

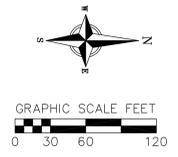
PLEASE NOTE: IT IS POSSIBLE THAT MEMBERS OF AND POSSIBLY A QUORUM OF MEMBERS OF OTHER GOVERNMENTAL BODIES OF THE MUNICIPALITY MAY BE IN ATTENDANCE AT THE ABOVE MEETING(S) TO GATHER INFORMATION. NO ACTION WILL BE TAKEN BY ANY GOVERNMENTAL BODY OTHER THAN THAT SPECIFICALLY NOTICED. ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST SUCH SERVICES PLEASE CONTACT THE CLERK'S OFFICE AT THE ABOVE LOCATION.



PARKING COUNT  
 EXISTING TOTAL = 406  
 PROPOSED TOTAL = 433

VOL. 395  
 PG. 36

C.S.M. 2085  
 VOL. 11 PG. 52



**NOT FOR CONSTRUCTION**

INDIAN HILLS

HIAWATHA TRAIL ADDITION TO INDIAN HILLS

OUTLOT 83

WEST PORTER STREET

EXISTING WATERLOO SCHOOL DISTRICT BUILDING

FUTURE ADDITION

PROPOSED GYM FF=859.83

PROPOSED ADDITION FF=849.75

PROPOSED ADDITION FF=859.83

NORTH MONROE STREET

HENRY ST.

ANNA ST.

PROPOSED SWALE

PROPOSED BERM

Dynamic Speed Display

RRFB Crosswalk

RRFB Crosswalk

Dynamic Speed Display

In Association With

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 planners | engineers | architects  
 Phone: (800) 261-3898

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Des Moines, IA (515) 285-2000  
 Dubuque, IA (562) 563-4900  
 Cedarfield, WI (262) 965-2655  
 www.FEHDESIGN.COM

Sheet Title  
 OVERALL SITE PLAN

Project Title  
**WATERLOO SCHOOL DISTRICT  
 WATERLOO SCHOOL ADDITION  
 AND RENOVATION**  
 813 N. MONROE STREET, WATERLOO, WI

Date Issued 02/08/2019  
 Rev. No. --

Project Number  
 2018301

Sheet  
**C201**

06 Feb 2019 - 1:00p M:\FEH Design\180206\_Waterloo\CADD\180206\_Base.dwg by: szbr

06 Feb 2019 - 1:00p



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021  
cityhall@waterloowis.com

### APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

Any Special Event or Entertainment Event sponsor requesting municipal approvals, services, assistance, and/or other support from the City of Waterloo for a special or entertainment event on public or private property must provide the following information.

Submittal of application does not constitute approval. All applications must be reviewed.

NAME OF SPONSOR (Applicant): VirtuMarket

STATUS: (circle one) unincorporated incorporated individual other \_\_\_\_\_

CONTACT NAME: Nicole Tuttle

PHONE NUMBER: 608.332.6434 / Same / \_\_\_\_\_  
DAYTIME EVENING FAX

EMAIL ADDRESS: nicole@virtumarket.net

NAME OF EVENT: Waterloo Producer's Market

TYPE OF EVENT: (circle one) Festival Parade Caravan Rally March  
Race Tag Day Other Producer's Market

PURPOSE OF EVENT: to promote Waterloo/area farmers & producers

DATE OF EVENT: Sundays: May 26 - Oct. 13

EVENT HOURS: 10am - 3pm SET UP HOURS 9am BREAKDOWN 4pm

DESCRIPTION OF EVENT: Farmer & Producer Market

SITE/ADDRESS FOR EVENT (list if multiple locations): turn around portion of the 100 block of South Monroe street (cul de sac)

PROJECTED ATTENDANCE: 50-100 PAST ATTENDANCE: N/A

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: ~ 6

RAIN POLICY: in the event of severe weather, market will be cancelled that week

DATE APPLICATION MADE 4/25/2019

Pursuant to Section 12.06 Waterloo Municipal Code  
Application for Special Event or Entertainment License

Form created: 03/11/2004

**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, \_\_\_\_\_ 20\_\_ to the City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_ 20\_\_\_. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

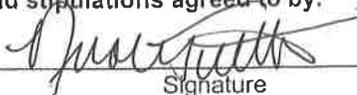
**LIABILITY WAIVER:**

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

Nicole Tuttle  
Name (please print)

  
Signature

\_\_\_\_\_  
Signatory Title (if applicable)

4/25/2019  
Date

Pursuant to Section 12.06 Waterloo Municipal Code  
Application for Special Event or Entertainment License

Form created: 03/11/2004

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN NINETY DAYS (90) PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street, Waterloo, WI. 53594**. A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Clerk's Office to complete the section below:

Cc:

\_\_\_\_\_ Police Department

\_\_\_\_\_ Council Approval \_\_\_\_\_  
Date

\_\_\_\_\_ Fire Department

\_\_\_\_\_ Public Works

\_\_\_\_\_ Certificate of Insurance

\_\_\_\_\_ Waterloo Utilities

**Fee for Profit Events = \$50.00 per event.**

***Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.***

Fee Paid: \_\_\_\_\_

Date Paid: \_\_\_\_\_

Received by: \_\_\_\_\_

**Attachment 1**

**CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS**

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.

2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

**\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.**

3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.

4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.

5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.

**6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: VirtuMarket : Waterloo Producer's Market

DATE (S) OF EVENT: Sundays May 26 - Oct 13 HOURS: 10 am - 3pm

LOCATION/PROPERTY: turn around @ the end of 100 block S. Monroe St.

**SAFETY PROCEDURES:**

1) Will you be providing private on-site security? YES  NO

If yes, list security company name. \_\_\_\_\_

Where will security be needed? \_\_\_\_\_

What times will security be needed? \_\_\_\_\_

Will WPD officers be required? YES  NO

Municipal estimation of cost: \_\_\_\_\_ WPD Personnel @ \$ \_\_\_\_\_ /hour = \$ \_\_\_\_\_

2) What are your plans for medical assistance? basic first aid @ market booth; other more serious: 911

Municipal estimation of cost: \_\_\_\_\_ WFD equipment/personnel @ \_\_\_\_\_ \$ hours = \$ \_\_\_\_\_

3) Will there be fireworks at your event? YES  NO

Date of fireworks \_\_\_\_\_ Time of Fireworks \_\_\_\_\_

Name/Address of company supplying fireworks \_\_\_\_\_

Fire Marshall must be contacted for approval and consultation.

**SET UP / CLEAN UP PROCEDURES:**

1) Name of person in charge of set up: Nicole Tuttle phone # 608.332.4434

2) What time will set up begin: 9 am

3) Name of clean up contact person: Nicole Tuttle Cell Phone# 608.332.4434

4) Estimated time for clean up after event: no more than 1 hr.

**FEES AND PROCEEDS:**

1) Will admission be charged for this event? YES  NO

If yes, how much: Adult \_\_\_\_\_ Seniors \_\_\_\_\_ Students \_\_\_\_\_

Children 5 & under \_\_\_\_\_ Families \_\_\_\_\_

2) If a participant fee is charged, please indicate the amount: Booth: \$ 10/week

Concessionaire: \$ 10/week

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? \_\_\_\_\_

4) What does the Sponsor intend to do with any revenue over and above the expenditures? \_\_\_\_\_

re-invest in market advertising/promotion

(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)

**ENTERTAINMENT AND PROMOTIONS:**

2) List names of performers and entertainment groups:

TBD

2) Describe other entertainment / activities planned for your event: themed weeks / kids

events: face painters, craft activities for kids

3) How will your event be promoted? Television Radio Newspapers Posters Flyers

other Social media

**PUBLIC PROPERTIES PROCEDURES:**

If you are requesting city services, please complete the following area:

1) Will you need barricades? YES NO

Purpose of barricades: to prevent traffic entry into designated market area

Location of placement: @ beginning of turn-around Amount needed 1-2

Date barricades needed each Sunday Time of placement @ market setup

Name of company providing service if other than City \_\_\_\_\_

2) Will you require electrical service(s) YES\* NO \*possibly for vendors

Entertainment: number of amps \_\_\_\_\_ = \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: TBD

Location \_\_\_\_\_ Entainer name \_\_\_\_\_

Entertainment: number of amps \_\_\_\_\_ = \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_ Entainer name \_\_\_\_\_

Concessions: \_\_\_\_\_ amps= \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_

Concessions: \_\_\_\_\_ amps= \_\_\_\_\_ lines @ \$20 Cost \$ \_\_\_\_\_

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_

Name of company providing service if other than City: \_\_\_\_\_

3) Will you need fencing installed? YES  NO

Purpose of fencing: \_\_\_\_\_

Location: \_\_\_\_\_ Amount: \_\_\_\_\_

Date needed \_\_\_\_\_ Time needed \_\_\_\_\_

Estimated costs: \_\_\_\_\_ locations @ \$100. = \$ \_\_\_\_\_ Total costs

4) Will parking considerations be needed YES  NO

Type(s) \_\_\_\_\_

Location: \_\_\_\_\_ Amount \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_

5) Will picnic tables be needed?  YES NO

Location edge of turnaround/outer perimeter Amount 2-3

Date needed: each Sunday Time needed @ beginning of market (9am)

Estimated cost(s) \_\_\_\_\_ Picnic tables @ \$5.00 per table = \$ \_\_\_\_\_

6) Is a street sweeper needed? YES  NO

Location \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Estimated cost(s) \_\_\_\_\_ hours @ \_\_\_\_\_ = \$ \_\_\_\_\_ total cost

Name of company providing service, if not City: \_\_\_\_\_

7) Will you need additional trash bins?  YES  NO

If yes how many requested? Cardboard trash bins \_\_\_\_\_ Barrels 2

Where do you want them placed? edge of turnaround / outer perimeter

Name of disposal company if other than the City: \_\_\_\_\_

Where will dumpster be place: \_\_\_\_\_

8) Will water connection be needed?

YES

NO

Location \_\_\_\_\_ Amount \_\_\_\_\_

Date \_\_\_\_\_ Time \_\_\_\_\_

Estimated costs: \_\_\_\_\_ connection(s) @ \$20.00 = \$ \_\_\_\_\_ Total water costs

**VirtuMarket Waterloo Producer's Market**  
2019 Season Vendor/Producer  
Application and Agreement

Thank you for your interest in the 2019 season of the Waterloo Producer's Market! Our season will begin the fourth Sunday in May and continue through the second Sunday in October (May 26 through October 13). This is a total of 21 weeks, each Sunday from 10:00 am to 3:00 pm. Your cost to participate will be \$170 for the season if paid in full up front (the equivalent of 4 free weeks) or \$10 per occasion if paid each week. The Waterloo Producer's Market will be held in the turn-around, at the end of the 100 block of South Monroe Street. Attached in the packet, please find a map of the anticipated booth locations. Please indicate on your application your preference for your 2019 booth location, and we will try to accommodate your request. VirtuMarket, the manager of the Waterloo Producer's Market, must receive a completed application, Wisconsin Temporary Event Form and payment (if paying for the season) from participating vendors prior to the start of the market, to guarantee preferential placement of your booth for the 2019 season. **Note: Applications for the market will be accepted throughout the 2019 season.** The Producer's Market Manager will review all applications for approval of acceptance into the Waterloo Producer's Market. Upon approval, you will receive notification of your booth location. If you have questions, concerns or suggestions, please contact Nicole Tuttle at [Nicole@VirtuMarket.net](mailto:Nicole@VirtuMarket.net) or 608-332-6434. Your input is important. Suggestions and concerns brought to the attention of the Market Manager are always appropriate. All complaints and concerns are welcome but should be directed to the Market Manager. The Waterloo Producer's Market is organized by VirtuMarket, members of your community dedicated to the enhancement, growth and success of Waterloo and its residents and businesses. The Waterloo Producer's Market Manager is responsible for the decisions governing the Producer's Market. The Market Manager considers comments received throughout each season in setting directions for the betterment of the Producer's Market as a whole. Please direct any questions about the enclosed application procedures, product standards, rules and regulations to Market Manager: Nicole Tuttle at (608) 332-6434 or [Nicole@VirtuMarket.net](mailto:Nicole@VirtuMarket.net) Send your completed application with payment to:

**VirtuMarket Waterloo**  
**PO Box 53**  
**Waterloo WI 53594-0053**

Thank you!



Nicole Tuttle  
VirtuMarket Waterloo Producer's Market Manager.  
Any questions? Contact Nicole at 608-332-6434 or [Nicole@VirtuMarket.net](mailto:Nicole@VirtuMarket.net)

**WATERLOO PRODUCER'S MARKET**  
**Sundays, May 26<sup>th</sup> through October, 13<sup>th</sup>**  
**10:00 am-3:00 pm**

**2019 VENDOR APPLICATION FORM**  
**(Applications accepted throughout entire season)**  
**PLEASE PRINT CLEARLY**

Vendor Name(s): \_\_\_\_\_  
Farm/Business Name: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Farm Address (required for produce): \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Cell: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_ Land Line: (\_\_\_\_\_) \_\_\_\_\_ - \_\_\_\_\_  
E-mail Address: \_\_\_\_\_  
License Plate Number(s): \_\_\_\_\_  
Preferred Booth Number: \_\_\_\_\_

List *all* items (description) that you will be offering for sale: (attach additional sheets if needed).  
If you wish to add items during the market season, you must have them pre-approved by the  
Market Manager.

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10' x 10' space (approx.) / Season Rate: \$170 per booth / Daily Rate: \$10 per booth - - *Note:*  
When you pay a seasonal rate of \$170, you get the equivalent of 4 free weeks!

**Electricity:** Season Rate: \$15, Daily Rate: \$1 (electrical availability is limited)

Indicate your starting and ending date (Season is May 26 thru Oct. 13):

Start \_\_\_\_\_ End \_\_\_\_\_

Booth assignments will be emailed to you prior to May 26, 2019.

**Documents to include: ALL vendors must complete and return, along with this application, the attached Wisconsin Temporary Event Form.** Vendors selling or processing any kind of food or beverage (does not include raw produce) must adhere to Jefferson County Health Department Guidelines and regulations. Copies of permits must be submitted. **Note: Please contact the Jefferson County Health Department at 920-262-8094 for permit information.**

**I, the vendor, have read, understand and agree to abide by the Producer's Market rules and regulations.** I agree to crop/production inspection by the VirtuMarket Waterloo Producer's Market Manager or appropriate staff. To the fullest extent permitted by law, I agree to defend, pay on behalf of, indemnify and hold harmless the elected and appointed officials, employees and volunteers, and others working on behalf of VirtuMarket Waterloo Producer's Market or the City of Waterloo, against any and all claims, demands, suits, or loss, including all costs

connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Waterloo and/or VirtuMarket, by reason of personal injury, including bodily injury or death and/or property damage, including the loss of use thereof, which arises or is in any way connected or associated with the Producer's Market.

**All applicants must file a new application every year.**

**Applicant's Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Please return your application form and Wisconsin Temporary Event form, with a check\* payable to VirtuMarket to reserve your space(s). Mail to:**

**VirtuMarket Waterloo**

**PO Box 53**

**Waterloo, WI 53594-0053**

\*Checks returned Non-Sufficient Funds (NSF) will be assessed a \$25 returned check fee by VirtuMarket

**Market Manager Phone number: 608-332-6434 email: Nicole@VirtuMarket.net**

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**ADMINISTRATIVE USE ONLY:**

Seasonal Vendor \_\_\_\_\_ Daily Vendor \_\_\_\_\_

Insurance: \_\_\_yes\_\_\_no

Permits Received: \_\_\_\_\_

Payment: \$ \_\_\_\_\_ check # \_\_\_\_\_ cash \_\_\_\_\_

Date Received \_\_\_\_\_

Approved \_\_\_\_\_ Declined \_\_\_\_\_

Booth Number \_\_\_\_\_

## WATERLOO PRODUCER'S MARKET 2019 RULES & REGULATIONS

Please keep for your records

### Market Dates, Times and Location

- The market season begins Sunday, May 26, 2019 and ends on Sunday, October 13, 2019, for a total of 21 weeks in 2019. The market operates on Sundays, from 10:00 am until 3:00 pm.
- The market is held in the turn-around portion of the 100 block of South Monroe Street, Waterloo.

### Rental Payment

- Cost per booth is \$210 for the season, unless paid in full at the beginning of the season, in which case a discount equal to 4 free weeks will be given, bringing the prepaid total to \$170. The daily rate is \$10.
- **Daily vendors must pay BEFORE they are assigned a booth on the day of the market and must have contacted the Market Manager by the day prior to that Market;** booth location may vary from week to week.
- Vendors shall make available for inspection the lands or areas where their crops or products are grown or produced.
- Artisans/crafters shall make available for inspection the production of any item being sold at the market.

### Market Booth Assignments

- Each market booth will be approximately 10' x 10' along the perimeter of the cul de sac, with four approximately 10' x 10' booths in the center of the cul de sac. Booths will be located & marked off by the Producer's Market Manager. Vendors must stay within these boundaries.

### Market Set Up Procedures

- Please contact the Market Manager at 608-332-6434 or [Nicole@VirtuMarket.net](mailto:Nicole@VirtuMarket.net) by 8 am on market day **if you will be arriving late**, or it will be assumed that you are not attending, and your space may be made available for a daily vendor at the discretion of the Market Manager, whose decision is final.
- Vendors who consistently set up late may lose their assigned booth location at the discretion of the VirtuMarket Waterloo Producer's Market Manager.

### Daily Vendors

- Please contact the Market Manager at 608-332-6434 by the Saturday prior to the market day (the day before) if you wish to reserve a booth at the VirtuMarket Waterloo Producer's Market.
- Daily vendors **MUST PAY BEFORE THEY ARE ASSIGNED A BOOTH** on the day of the market, and must have contacted the Market Manager by the day before the market.
- Daily vendors must meet with the Market Manager **no earlier than 9:00 am** at the Market Information Booth for your booth location on the day of the market. **Booth locations may vary week to week.**

### Parking

- Vendors may park near their booth location to unload. Vehicles **MUST** be moved **immediately after unloading and before setup begins**, to provide adequate space for other unloading vendors, and later, for customers.
- Parking is available in the city lot adjacent to the Market Location, or in the city lot behind City Hall.

- Vendors with special needs must make arrangements with the Market Manager on an individual basis prior to market day.

#### Additional Information

- Booths are not transferable.
- Vendors must furnish their own booth items such as tent, tent weights, tables and chairs.
- Vendors making use of a tent are strongly encouraged to have adequate weights to secure it, as to prevent injury and/or damage.
- Picnic tables are for public use, not vendor use.
- When setting up, do not extend into adjoining spaces
- All products sold at the market must be displayed and sold in a manner which meets Jefferson County regulations.
- Vendors may only sell the products that have been **described on their application**. Additional items require approval from the VirtuMarket Manager prior to bringing product to the market.
- **Some electrical outlets are available; if you need electricity, please state this on your application.**
  - There will be a \$15 seasonal and a \$1 daily surcharge for use of electricity at the market. All generators must be of the “whisper quiet” variety.

#### Market Opening and Closing Procedures

- The Market hours will be 10:00 am to 3:00 pm, May through October.
- Set up time for seasonally-paid vendors can begin at 9:00 am. Note: Unloading can begin at 8:30 am, but **no set up, including equipment, will be allowed before 9:00 am**. Daily vendors can check-in at 9:00 am at the Market Manager booth for payment and location (booth location may vary week to week).
- No vendor may leave early **unless arrangements have been made with the VirtuMarket Manager**.
  - **Note:** Any vendor **setting up prior to 9:00 am or leaving prior to 3:00 pm** will be grounds for consideration of vendor removal from the VirtuMarket Waterloo Producer’s Market at the discretion of the Market Manager.
- The Market will be held every Sunday from May 26 through October 13, for a total of 21 weeks.
- The booth space must be cleaned up, taking all waste and garbage with you. Vendors will be charged a minimum fee of \$30 for any items left behind that require clean-up.
- The Market will be held each Sunday **rain or shine**; however, severe weather (high winds, heavy thunderstorms, tornado warnings, etc.) will close the market.
- If the Market Manager closes the Market for any reason, there is no refund and vendors must leave. If a vendor chooses to stay, they stay at their own risk without endorsement.

#### Customer Items Left Behind

- Any items discovered should be immediately given to the Market Manager or one of the Market staff. Contact the Market Manager immediately at 608-332-6434 to arrange for pick up if you are too busy to return the item to the Market Manager Booth yourself.

#### Insurance

- VirtuMarket Waterloo Producer’s Market does not carry insurance coverage for individual vendors. All vendors will be held liable for damage caused by their product, equipment, etc. **We highly encourage each vendor to carry personal liability and product liability insurance.**

### Vendor Approval Guidelines

- All vendors will require approval by VirtuMarket Waterloo Producer's Market Manager prior to entering the Market.
- The VirtuMarket Waterloo Producer's Market Manager reserves the right to refuse an application at any time for any reason, and without explanation.
- The VirtuMarket Waterloo Producer's Market Manager has the right to reject any articles deemed not appropriate for the Market.

### Produce Vendors

- All produce **must be locally grown and cultivated by the vendor** in the state of Wisconsin.
- A copy of all permits, licenses and Certificate of Insurance, as required by the county and state, must be on file with VirtuMarket Waterloo Producer's Market.

### Art Vendors

- All art and craft items must be handmade by the vendor.

### Food/Drink Vendors

- A copy of all permits, licenses and Certificate of Insurance, as required by the county and state, must be on file with VirtuMarket Waterloo Producer's Market.
- Vendors must have a copy of the Jefferson County Health Department permit with them at the Market.
- All foods and beverages must follow Jefferson County Health Department Guidelines and be sold by the vendor preparing it.
- All products sold will be reviewed and approved by the VirtuMarket Waterloo Producer's Market Manager prior to selling the product.

### Non-profit Organizations

- A number of free spaces are allotted to non-profit organizations each week. If you would like to reserve a space you **must contact** the Market Manager at 608-332-6434 or [Nicole@VirtuMarket.net](mailto:Nicole@VirtuMarket.net) by the Saturday before the market.
- The Market Manager will make all determinations for free booth space; decisions are final.
- All information displayed and shared with the public, as well as any items for sale, must be approved by the Market Manager.
- **Absolutely no active solicitation** of passers-by will be allowed.

### Entertainers and Performers

- Entertainers and performers must be approved by VirtuMarket Waterloo Producer's Market Manager prior to the Friday of the next market day. No monetary funds are available for entertainers/performers; however, we welcome entertainers to perform pro gratis and we do allow you to sell your merchandise and busk for donations while you perform. Booth fees are waived for pro gratis performers, but performers **must be pre-approved** with the Market Manager prior to the date(s) you wish to perform.

### Termination

- The VirtuMarket Waterloo Producer's Market Manager will handle any problems related to the administration of these rules and regulations.
- Repeated or continued violations of Market Rules and Regulations will be grounds for immediate termination of vendor from this market. If termination occurs, no refund will be awarded.

## Market Map

(please note, measurements of booths on map are approximate)



## Mo Hansen

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**From:** City of Waterloo, Mayor <mayor@waterloowi.us>  
**Sent:** Friday, April 26, 2019 10:46 AM  
**To:** 'Chief Denis Sorenson'; 'Mo Hansen'  
**Subject:** RE: Citizen request for ordinance change / prohibition on downtown sidewalks

Thanks Chief!

Mo, do you have something we can mark up? Pull off of Lake Mills?

Jenifer Quimby  
Mayor 2019

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**From:** Chief Denis Sorenson <dpsorenson@waterloowi.us>  
**Sent:** Friday, April 26, 2019 9:51 AM  
**To:** 'City of Waterloo, Mayor' <mayor@waterloowi.us>  
**Subject:** RE: Citizen request for ordinance change / prohibition on downtown sidewalks

No use of bicycles, in-line skates, skateboards, and other similar, nonmotorized play vehicles is permitted. Lake Mills ordinance spelled out enhancing what is not allowed. Ours only describes skateboards and bikes downtown.. It can be brought up as simply adding scooters to the prohibition to the down town sidewalks if the committee and council so chooses.

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**From:** City of Waterloo, Mayor [<mailto:mayor@waterloowi.us>]  
**Sent:** Friday, April 26, 2019 8:50 AM  
**To:** [mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)  
**Cc:** [dpsorenson@waterloowi.us](mailto:dpsorenson@waterloowi.us)  
**Subject:** RE: Citizen request for ordinance change / prohibition on downtown sidewalks

Please add this to the May plan commission meeting as either new business or a future agenda item.

Chief – can you advise what you'd like to see added? Is there another community that already has language on this subject?

If we can have this information to the commission, at a minimum of a week in advance, gives them time to review the ordinance so we can potentially make a recommendation on changing this. Otherwise this will have to go on the agenda as a 'future' item to be discussed in June.

Thanks,

Jenifer Quimby  
Mayor 2019

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**From:** [mhansen@waterloowi.us](mailto:mhansen@waterloowi.us) <[mhansen@waterloowi.us](mailto:mhansen@waterloowi.us)>  
**Sent:** Wednesday, April 24, 2019 9:53 AM  
**To:** City of Waterloo, Mayor <[mayor@waterloowi.us](mailto:mayor@waterloowi.us)>  
**Cc:** [dpsorenson@waterloowi.us](mailto:dpsorenson@waterloowi.us)  
**Subject:** Citizen request for ordinance change / prohibition on downtown sidewalks

Mayor Quimby,

After the 4/23 Plan Commission meeting Paul Sillman (680A Knowlton Street; 920-478-2524) reported a recent near-collision involving non-motorized scooters and himself on downtown sidewalks. Understanding the challenges related to enforcement, he requested a broadening of the definitions used in Chapter 133 to include non-motorized scooters.

Below is a link to the municipal code text. This morning, Chief Sorenson said the text could be broadened. Please advise on how you want Paul Sillman's request to be addressed.

City of Waterloo, WI Code

Chapter 133: Bicycles and Play Vehicles

§ 133-1: Bicycles.

<https://www.ecode360.com/9838058>

Mo Hansen | Clerk/Treasurer | [City of Waterloo](#) | 920.478.3025

# CITY OF WATERLOO CURRENT MUNICIPAL CODE

## Chapter 133 Bicycles and Play Vehicles

[**HISTORY:** Adopted by the Common Council of the City of Waterloo 10-19-1987 by Ord. No. 87-6 as §§ 7.16, 7.17, 7.171 and 7.18(3) of the 1987 Code. Amendments noted where applicable.]

### GENERAL REFERENCES

Minors — See Ch. 247.

Parks and recreation — See Ch. 273.

Snowmobiles — See Ch. 309.

Streets and sidewalks — See Ch. 324.

Vehicles and traffic — See Ch. 350.

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### § 133-1 Bicycles.

- A. Definition. The term "bicycle," as used in this section, shall mean a device propelled by the feet acting upon pedals and having wheels, any two of which are not less than 14 inches in diameter.
- B. Registration required. No resident of the City shall ride or use a bicycle with wheels of 20 inches or more upon any street in the City unless the same shall have been registered and tagged as herein provided.
- C. Registration. Registration shall be made by filing an application with the Police Department setting forth the name and address of the owner, together with a complete description of the bicycle, and paying the registration fee hereinafter provided. No bicycle shall be registered which is not in safe mechanical condition. Upon registration, the Police Department shall issue a serially numbered identification tag which shall be affixed to the bicycle in a place determined by the Police Department. Such identification tag shall remain so affixed to the bicycle unless removed by order of a court or for retagging upon reregistration.
- D. Registration fee and term. The registration fee for each bicycle shall be as stated in the City of Waterloo Fee Schedule, and the registration shall not expire during the period the bicycle is owned by the registrant or a member of the registrant's immediate family.
- E. Registration transfer. Within two days after any bicycle registered hereunder shall have changed ownership, the purchaser of the bicycle shall report such information to the Police Department and register the bicycle.
- F. Removal of tags prohibited. Except for the purpose of reregistration, no person shall remove, deface or destroy any identification tag.
- G. Conditions of operation. Every person operating a bicycle upon a public street shall be subject to the provisions of this chapter and all state laws applicable to the operator of any such vehicle, except those provisions which, by their nature, shall have no application. In addition:
  - (1) Every child under eight years of age is prohibited from operating a bicycle upon any street designed for motor vehicle traffic.

- (2) Every child under 10 years of age is permitted to ride and operate a bicycle upon the sidewalks, except in the business district as defined in § 350-7I. **[Amended 9-20-2007 by Ord. No. 2007-18]**
- (3) Every person who may legally operate a bicycle upon a sidewalk must ride such bicycle in single file and give the right-of-way to all pedestrians.

**§ 133-2 Skateboards.**

**[Amended 9-20-2007 by Ord. No. 2007-18]**

No person shall operate a skateboard on the sidewalks in the business district as defined in § 350-7I.

**§ 133-3 In-line skates.**

**[Added by Ord. No. 95-3; amended 9-20-2007 by Ord. No. 2007-18]**

No person may ride upon in-line skates on any City street, and no person may ride upon in-line skates on any sidewalk in the business district as defined in § 350-7I.

**§ 133-4 Violations and penalties.**

The penalty for violations of this chapter shall be as provided in Chapter 1, § 1-4, of this Code.

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

**§ 350-7 Parking restrictions.  
[Amended by Ord. No. 88-2]**

- A. Stopping, standing and parking regulated. Pursuant to § 349.13, Wis. Stats., the authority to regulate the stopping, standing and parking of vehicles is delegated to the Chief of Police, subject to control of the Council. The Chief, with the cooperation of the Director of Public Works, is hereby authorized to designate and sign streets, or portions thereof, where the stopping, standing or parking of vehicles is prohibited at all times or during certain designated hours.
- B. Parking on certain streets prohibited. Unless specifically otherwise provided, no person shall park a vehicle at any time upon the following streets or portions thereof:
- (1) On both sides of South Jackson Street, from its intersection with West Madison Street south to its intersection with Polk Street.
  - (2) On the east side of Harrison Street, from its intersection with West Madison Street south to its intersection with Taylor Street.
  - (3) On the south side of West Madison Street, from its intersection with South Jackson Street west 144 feet.
  - (4) On both sides of STH 19, from its intersection from the west line of Central Avenue extended northerly across STH 19 to its intersection with the east line of Grove Street extended northerly through STH 19. **[Added by Ord. No. 91-4]**
  - (5) On the south side of West Porter Street, from Monroe Street to Minnetonka Way. **[Added by Ord. No. 93-7]**
  - (6) On both sides of West Madison Street, from Canal Road to Minnetonka Way. **[Added by Ord. No. 95-10]**
  - (7) On the north side of Knowlton Street, from its intersection with South Monroe Street west to its intersection with McKay Way. **[Added by Ord. No. 1-01; amended by Ord. No. 02-6; 4-5-2012 by Ord. No. 2012-02]**
  - (8) On the north side of McKay Way, from its intersection with STH 19 east to Knowlton Street. **[Added by Ord. No. 1-01; amended by Ord. No. 02-6; 4-5-2012 by Ord. No. 2012-02]**
  - (9) On the East side of Minnetonka Way, from its intersection with East Indian Hills Drive to 175 feet north of West Madison Street between the hours of 4:00 p.m. and 7:00 p.m., except Saturdays, Sundays and holidays. **[Added 8-4-2005 by Ord. No. 2005-2]**
  - (10) On the south side of East Madison Street, from its intersection with Adams Street to 105 feet west of Adams Street. **[Added 1-3-2008 by Ord. No. 2008-01]**
  - (11) On the west side of South Jackson Street, from its intersection with Polk Street south to its intersection with Knowlton Street. **[Added 7-16-2009 by Ord. No. 2009-13]**
  - (12) On the west side of South Washington Street, from a point 200 feet north of Leschinger Street south to its intersection with Knowlton Street. **[Added 11-5-2009 by Ord. No. 2009-16]**
  - (13) On the south side of Franklin Street, from its intersection with Edison Street east to its intersection with North Monroe Street. **[Added 6-6-2013 by Ord. No. 2013-02]**

- (14) On the south side of Taylor Street, from its intersection with Harrison Street to 142 feet east of Harrison Street. **[Added 11-7-2013 by Ord. No. 2013-04]**
- (15) On the east side of Lexington Way, south from its intersection with Derby Lane, 422 feet to 436 feet. **[Added 6-18-2015 by Ord. No. 2015-04]**
- C. Limited time parking at all times. Unless specifically otherwise provided, no person shall park a vehicle for any longer than two hours upon the following streets or portions thereof:
- (1) On the west side of Harrison Street, from its intersection with West Madison Street south to its intersection with Taylor Street.
  - (2) On the south side of West Madison Street, from its intersection with Harrison Street east 238 feet.
  - (3) On the south side of McKay Way, from its intersection with Knowlton Street west to a point 258 feet east of STH 19. **[Added 4-5-2012 by Ord. No. 2012-02]**
- D. Limited time parking during certain hours. Unless specifically otherwise provided, between the hours of 8:00 a.m. and 5:00 p.m., except on Sundays and legal holidays, no person shall park a vehicle for any longer than two hours upon the following streets or portions thereof:
- (1) On the south side of East Madison Street, from its intersection with South Monroe Street easterly to its intersection with South Washington Street, except the first parking stall east of South Monroe Street which shall have a fifteen-minute time limit. **[Amended 6-16-2011 by Ord. No. 2011-03]**
  - (2) On the north side of East Madison Street, from its intersection with North Monroe Street easterly to its intersection with Mill Street.
  - (3) On both sides of South Monroe Street, from its intersection with East and West Madison Streets southerly to Taylor Street.
  - (4) On North Monroe Street, from its intersection with East and West Madison Streets northerly to and including 176 North Monroe Street.
  - (5) On West Madison Street, from its intersection with North and South Monroe Streets westerly to North and South Jackson Streets.
- E. Parking in parking lots regulated. No person shall park any vehicle in any public parking lot for more than 24 hours without the permission of the Police Department or by permit as hereinafter set forth. **[Amended by Ord. No. 93-1]**
- (1) Unlimited parking by permit only shall be permitted on a year-round basis in 10 individually assigned stalls located on the south end of the parking lot behind the Municipal Building on North Monroe Street and five individually assigned stalls located on the east end of the Taylor Street Parking Lot which is located immediately west of 211 South Monroe Street. The permit shall be issued for a calendar year for a permit fee as stated in the City of Waterloo Fee Schedule. Permits issued after the month of January will be prorated starting with the month of application through the balance of the calendar year. **[Amended by Ord. No. 5-00; 2-7-2008 by Ord. No. 2008-02; 1-7-2010 by Ord. No. 2010-02]**
  - (2) Permits shall be issued on a first-come-first-served basis, with a maximum of 15 permits being available. Applications shall be obtained, completed and paid for at the office of the Clerk-Treasurer. **[Amended by Ord. No. 5-00; 2-7-2008 by Ord. No. 2008-02; 1-7-2010 by Ord. No. 2010-02]**
  - (3) Reserved parking stalls shall be designated by signs installed at the direction of the Police Department, and the Police Department shall be authorized to tow any nonpermitted vehicles, the

**Commented [1]:** Editor's Note: The Fee Schedule is on file at the office of the City Clerk-Treasurer.

cost of towing to be paid by the operator/owner in addition to the forfeiture for parking violation.

- (4) Permit holders are responsible for complying with rules set forth by the Department of Public Works. Failure to comply shall result in revocation of a parking permit. **[Amended by Ord. No. 5-00]**
- (5) The permit must be displayed as required on the permit whenever a vehicle is parked in the reserved parking space. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.
- F. All-night parking on certain streets regulated. No person, except a licensed physician on an emergency call, shall park a vehicle between 3:00 a.m. and 5:00 a.m. on any day on the following streets or parking lots: **[Amended by Ord. No. 93-1; Ord. No. 93-2]**
  - (1) On Monroe Street, from the railway track north to and including 176 Monroe Street.
  - (2) On Madison Street, from Mill Street to Jackson Street.
  - (3) In the municipal parking lot on North Monroe Street adjacent to the Municipal Building, except by permit as set forth in Subsection E above. **[Amended 3-15-2007 by Ord. No. 2007-06]**
- G. Winter parking regulations. No person shall park in any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except by permit as set forth in Subsection E above or as hereinafter set forth: **[Amended by Ord. No. 93-1]**
  - (1) Overnight parking on City streets may be allowed by permit only. The permit fee shall be as stated in the City of Waterloo Fee Schedule for each winter season from November 15 to April 1.
  - (2) Permits for winter on-street parking shall be issued only on the basis of unusual need for vehicles owned by City residents residing on property which does not have a driveway, lacks sufficient space to provide for off-street parking and does not have a reasonable alternative for overnight parking.
  - (3) Permit applications are to be obtained, completed and paid for at the office of the Clerk-Treasurer. Applications shall be submitted to the Council for review and granting or denial.
  - (4) The permit shall be displayed as required on the permit whenever a vehicle is parked on the City street overnight from November 15 to April 1. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.
- H. Truck parking regulations.
  - (1) No person shall, at any time, park, stop or leave standing, whether attended or unattended, any trailer or semitrailer, whether or not attached or connected to a truck tractor or road tractor, on any street in any district zoned residential.
  - (2) No person shall park, stop or leave standing, with the engine running, any unattended truck tractor or road tractor on any street in any district zoned residential.
- I. Parking in alleys regulated. All parking in alleys is prohibited, except in alleys in the business district for the purpose of loading or unloading freight. The business district is defined as East and West Madison Street from Mill Street to South Jackson Street, and North and South Monroe Street from 176 North Monroe Street south to the river. **[Amended 9-20-2007 by Ord. No. 2007-18]**
- J. Parking in driveways prohibited. No person shall park or leave standing any motor vehicle in any private driveway without the permission of the owner or lessee of the property upon which such

**Commented [2]:** Editor's Note: The Fee Schedule is on file at the office of the City Clerk-Treasurer.

driveway is located, whether or not such driveway is posted to prohibit parking.

- K. Street maintenance or temporary snow removal. Whenever it is necessary to clear or repair a City street or any part thereof, the Department of Public Works shall post such streets or parts thereof with appropriate signs prohibiting parking. Such signs shall be erected at least two hours prior to the time that street maintenance work is to be commenced. No person shall park a motor vehicle in violation of such signs. **[Amended 9-20-2007 by Ord. No. 2007-18; 4-17-2008 by Ord. No. 2008-06]**
- L. Parking reserved for City employees. **[Amended by Ord. No. 90-6; Ord. No. 4-00]**
  - (1) No person, except City employees, shall park in any parking stall designated by signs stating "City Employees Only" in the Municipal Building parking lot between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday, exclusive of holidays.
  - (2) No person, except police personnel, shall park in any parking stall designated by signs stating "Police Parking Only" in the municipal parking lot at any time.
- M. Temporary parking restrictions for special events. Pursuant to the provisions of § 349.13, Wis. Stats., the Chief of Police is authorized to direct that temporary "No Parking" signs be erected by the Department of Public Works during parades, festivals and other authorized events that require the regulating of vehicle stopping, standing or parking on City roadways. The temporary regulation shall be limited to the time the event exists or is likely to exist. **[Amended 9-20-2007 by Ord. No. 2007-18]**
- N. Designated parking spaces. The Chief of Police, with the cooperation of the Director of Public Works, shall cause lines or markings to be painted upon the curb and/or upon the street or parking lot surface for the purpose of designating a parking space. It shall be unlawful to park any vehicle across any line or marking or to park a vehicle in such position that the same shall not be entirely within the area designated by such lines or markings.
- O. Removal of chalk marks prohibited. In order to monitor the continuous length of time that a vehicle is parked in a parking space or zone subject to parking time restrictions, it is necessary that the Police Department place a chalk mark or other mark on one or more tires of parked vehicles. It shall be unlawful to remove, erase or alter, or attempt to remove, erase or alter, any chalk mark or other mark of any kind placed upon any tire of a vehicle parked in any parking zone or space subject to parking time restrictions.
- P. Legal holidays designated. For purposes of enforcement of parking restrictions in the City, the following days shall be defined as legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; provided, however, that in the event any of said days falls on a Sunday, the following Monday shall be deemed to be the legal holiday.

# LAKE MILLS ORDINANCE EXAMPLE

## Article IX Pedestrian Malls

[Adopted 6-7-2011 by Ord. No. 1080A (Title 7, Ch. 12, of the 2009 Code of Ordinances)]

### § 573-38 **Definition.**

As used in this article, the following terms shall have the meanings indicated:

### **PEDESTRIAN MALL**

A street, road, alley, or public way that has been designated by the City Council for use by pedestrians. Vehicular traffic on such designated pedestrian malls may be restricted or prohibited as determined by the Council through enactment of an ordinance.

### § 573-39 **Pedestrian malls designated.**

- A. Ford Court. The entire right-of-way between East Lake Street and Water Street that is known as "Ford Court" is designated as a pedestrian mall and shall be referred to as "Ford Court Pedestrian Mall."
- B. Main Street. The entire right-of-way of the alley that intersects with the east side of South Main Street, to a point 67 feet east of said intersection, is designated as a pedestrian mall, and said pedestrian mall shall be referred to as "Main Street Pedestrian Mall."
- C. The pedestrian malls designated in this section shall have restrictions on and prohibitions of vehicular traffic as provided in § 573-40.

### § 573-40 **Restrictions and prohibitions of vehicular traffic in pedestrian malls.**

- A. Motor vehicles of all kinds are prohibited in all of the designated pedestrian malls.
- B. The use of bicycles, in-line skates, strollers, wagons, and other similar, nonmotorized play vehicles is permitted in the Ford Court Pedestrian Mall, provided the operators of such vehicles yield the right-of-way to pedestrians.
- C. The use of skateboards in the Ford Court and Main Street Pedestrian Malls is prohibited.
- D. No restriction or prohibition of any type of wheelchair or electric personal assistive mobility device is intended by any of the provisions that restrict or prohibit vehicular traffic in the Ford Court Pedestrian Mall.
- E. No use of bicycles, in-line skates, skateboards, and other similar, nonmotorized play vehicles is permitted in the Main Street Pedestrian Mall due to the construction of stairs and the steep incline on the entire length of the Main Street Pedestrian Mall.

ORDINANCE \_\_\_\_\_

AN ORDINANCE ADDING SECTION \_\_\_\_\_ "KNOX BOX SYSTEMS" OF THE CODE OF ORDINANCES OF THE CITY OF WATERLOO

The City Council of the City of Waterloo, Jefferson County, Wisconsin do ordain as follows:

**Section I:** Section \_\_\_\_\_ of the Code of Ordinances, of the City of Waterloo is added and reads as follows:

**Sec. \_\_\_\_\_ KNOX BOX SYSTEMS**

- (a) **Definition.** The term "Knox Box" shall be defined as a lock box from the Knox Company which allows emergency responders to gain access to secured buildings and perimeters without forceful entry.
- (b) **Buildings Subject to this Section.** The following structures shall be equipped with a Knox Box at or near the main entrance or such other location approved by the Fire Chief or designee:
- (1) Commercial or industrial structures protected by an automatic alarm system or automatic suppression system, or such structures that are secured in a manner that restricts access during an emergency.
  - (2) Multifamily residential structures with Four (4) or more units, that have restricted access through locked doors or have a common corridor for access to the living units.
  - (3) Governmental structures and nursing care facilities.
  - (4) All public and private educational facilities.
  - (5) All buildings over five-thousand (5,000) square feet or with more than two (2) doors, must number or letter their doors (and windows when required by the fire chief or his/her designee). Numbering /lettering must be no less than eight (8) inch in size, reflective and a contrasting color to the door. Numbers/letters shall be placed on each door starting at the main entrance and progressing around the building clockwise. Numbers/letters must be at least five (5) feet above ground level. Where double doors or a grouping of doors exists close together, they may be numbered as one.
  - (6) All newly constructed structures subject to this section shall have the Knox Box installed and operational prior to the issuance of an occupancy permit.
- (c) **Contents.**
- (1) The owner or operator of a structure required to have a Knox Box shall, at all times, keep keys in the box that will allow for access to the following:
    - a. Keys to locked points of ingress or egress, whether on the interior or exterior of such buildings.
    - b. Keys to locked mechanical rooms.
    - c. Keys to elevator controls.
    - d. Keys to rooms containing fire control systems.
    - e. Keys to other areas as directed by the Fire Chief.
  - (2) Each key shall be legibly labeled to indicate the lock that it opens in such a manner as is approved by the Fire Chief or his/her designee.

(3) A floor plan of the rooms within the building may be required at the discretion of the Fire Chief or his/her designee.

**(d) Compliance.** After the effective date of this ordinance, all newly constructed buildings, not yet occupied or buildings currently under construction and all buildings or businesses applying for an occupancy permit shall comply. Existing buildings that are not in compliance on the effective date of this ordinance shall comply with requirements of the ordinance within **three (3) months of the effective date of this section**. Any person who owns or operates a structure subject to this code shall be subject to the penalties set forth in section (g) of this code for any violation of this section.

**(e) Rules and Regulations.** The Fire Chief or his/her designee shall be authorized to implement rules and regulations for the use of the lock box system.

**(f) Brand.** The "Knox" brand will be the only lock box permitted by the City of Waterloo.

**(g) Penalties.** Any person who violates any provision of this section shall be subject to a forfeiture of **\$10.00 (ten dollars) per day, for up to ninety (90) days and then \$20.00 (twenty dollars), per day thereafter.**

**Section II:** This ordinance shall take effect and be in force from and after its passage and posting as provided by law.

Dated

**BY ORDER OF THE CITY COUNCIL OF  
THE CITY OF WATERLOO**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_

Date Adopted: \_\_\_\_\_

Date Posted: \_\_\_\_\_

AN ORDINANCE STRIKING AND RECREATION SECTION 120-2  
OF THE MUNICIPAL CODE ALARM SYSTEMS

The Common Council of the City of Waterloo, Wisconsin does hereby ordain as follows:

**SECTION 1:** Ordinance 120-2 is hereby struck and recreated as follows:

**DEFINITIONS:**

As used in this article, the following terms shall have the meaning indicated:

**ALARM BUSINESS:**

Any business operated by a person for profit which alters, installs, leases, maintains, monitors, replaces, sells, services or responds to an alarm system or which causes any of these activities to take place.

**ALARM RESIDENCIAL:**

1. A single occupant residence that has an automated alarm system that will activate an alarm company.
2. An multi occupancy that is owned by a single person or company for profit.

**ALARM SYSTEM**

One or more devices installed or placed to signal the presence of a hazard requiring urgent attention to which the Fire Department or Police Department is expected to respond.

**ALARM USER**

Any person who owns or rents the premises on which an alarm system is maintained within the City or the Waterloo Fire District.

**FALSE ALARM**

The activation of an alarm system through the negligence of the owner or lessee of an alarm system or of his/her employees or agents, the activation of an alarm system through mechanical failure or malfunction because of improper installation and or use of equipment by the alarm business, but does not include alarms caused by tornadoes, earthquakes or other violent conditions or acts of God.

**FIRE ALARM**

An alarm system signaling the presence of fire or smoke.

City of Waterloo, WI  
Monday, April 8, 2019

## Chapter 120. Alarm Systems

### Article I. Alarm Systems

#### § 120-2. Definitions.

As used in this article, the following terms shall have the meaning indicated:

**ALARM BUSINESS**

Any business operated by a person for profit which alters, installs, leases, maintains, monitors, replaces, sells, services or responds to an alarm system or which causes any of these activities to take place.

**ALARM SYSTEM**

One or more devices installed or placed to signal the presence of a hazard requiring urgent attention to which the Fire Department or Police Department is expected to respond.

**ALARM USER**

Any person who owns or rents the premises on which an alarm system is maintained within the City or the City Fire District.

**FALSE ALARM**

The activation of an alarm system through negligence of the owner or lessee of an alarm system or of his employees or agents, the activation of an alarm system through mechanical failure or malfunction because of improper maintenance by the alarm user, or the activation of an alarm system because of improper installation and/or use of equipment by the alarm business, but does not include alarms caused by tornadoes, earthquakes or other violent conditions or acts of God.

**FIRE ALARM**

An alarm system signaling the presence of fire or smoke.

AN ORDINANCE STRIKING AND RECREATION SECTION 120-3  
OF THE MUNICIPAL CODE FALSE ALARMS

The Common Council of the City of Waterloo, Wisconsin does hereby ordain as follows:

**SECTION 1;** Ordinance 120-3 is hereby struck and recreated as follows:

- A. Fees.** An alarm user shall pay the Waterloo Fire Department within 10 days after notice of activation, the following service fees for false fire alarms which occur within a calendar year (January 1 through December 31)
- (1) First alarm: \$0
  - (2) Second alarm \$100.00
  - (3) Each subsequent false alarm \$300.00
- B. Determination of false alarm.** The Fire Chief shall determine whether or not the activation of an alarm was false alarm as defined in       above.
- C. Correction of alarm deficiencies.** An alarm user shall correct any deficiencies in equipment or operation of his/her alarm system within 15 day following either his/her actual knowledge of such deficiency or the mailing of a written notice for the Waterloo Fire Department, whichever date is earlier. In the event that such deficiency cannot be corrected within the fifteen-day period, the alarm system shall be deactivated until such corrections are completed.
- D. Appeal.** Any person aggrieved by any provision of this section may, within 5 business days, submit a written appeal to the Council. The Council shall hear the matter at a time scheduled by the City Clerk and render its decision, in writing, within three days.

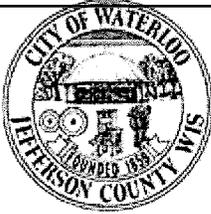
*City of Waterloo, WI  
Monday, April 8, 2019*

## Chapter 120. Alarm Systems

### Article I. Alarm Systems

#### § 120-3. False alarms.

- A. Fees. An alarm user shall pay to the Clerk-Treasurer, within 10 days after activation, the following service fees for false fire alarms which occur within a continuous six-month period.
- (1) First false alarm: \$0.
  - (2) Second false alarm: \$100.
  - (3) Each subsequent false alarm: \$200.
- B. Determination of false alarm. The Fire Chief shall determine whether or not the activation of an alarm was a false alarm as defined in § **120-2** above.
- C. Correction of alarm deficiencies. An alarm user shall correct any deficiencies in equipment or operation of his alarm system within 15 days following either his actual knowledge of such deficiency or the mailing of a written notice from the Clerk-Treasurer, whichever date is earlier. In the event that such deficiency cannot be corrected within the fifteen-day period, the alarm system shall be deactivated until such corrections are completed.
- D. Appeal. Any person aggrieved by any provision of this section may, within five business days, submit a written appeal to the Council. The Council shall hear the matter at a time scheduled by the City Clerk and render its decision, in writing, within three days.



100th Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
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**ORDINANCE #2019-XX**

**AN ORDINANCE STRIKING AND RECREATING SECTION 200-4  
OF THE MUNICIPAL CODE BURNING REGULATIONS**

The Common Council of the City of Waterloo, Wisconsin does hereby ordain as follows:

**SECTION 1:** Ordinance §200-4 is hereby struck and recreated as follows:

- A. Outdoor burning prohibited. No person shall cause, allow or permit outdoor burning of refuse, garbage, plant life, leaves or other combustible material within the City, except as permitted under Subsection C.
- B. Incinerators prohibited. It shall be unlawful for any person to operate and maintain or cause to be operated and maintained any incinerator within the City, except as permitted under Subsection C.
- C. Exceptions.
  - 1) Outdoor burning in connection with the preparation of food.
  - 2) The burning of refuse in a properly designed, operated and maintained incinerator, duly licensed by the Wisconsin Department of Natural Resources to be effective for the purpose of air pollution control, or outdoor burning by the City of Waterloo pursuant to a permit by the Wisconsin Department of Natural Resources.
  - 3) Small outdoor flames for welding, acetylene torches, safety flares, heating tar or similar applications.
  - 4) Any outdoor burning for which a person has obtained a permit from the Waterloo Fire Department.
  - 5) A fire set for the purpose of training public or private firefighting personnel.
  - 6) A fire set or required by a public officer for the abatement of nuisances and which is necessary in carrying out public health functions.
- D. Permit required.
  - 1) The Waterloo Fire Department shall issue a permit for outdoor fires (apply at Waterloo City Hall):
    - a) When it can be shown by the applicant that such outdoor burning is necessary and not contrary to the interests of public health; or
    - b) When the fire is a campfire or a fire used solely for recreational purposes or for ceremonial occasions.

- 2) No permit shall be issued within one year of the date of a prior revocation of an outdoor fire permit previously obtained by the applicant.
- 3) This permit shall expire on December 31 of the year issued.
- 4) This permit does not allow for the installation of a heating source for any building.
- 5) There shall be no annual permit fee.

E. Responsibility of permit holder. The permit holder shall have the following responsibilities:

- 1) To adhere to all health and fire prevention codes.
- 2) To have adult (18 years of age or older) supervisory personnel present at the site of the outdoor burning.
- 3) To comply with the following conditions, which shall be set forth on the permit issued to the applicant:
  - a) Any fire deemed to be a public health nuisance by the Fire Chief or his or her designee shall be extinguished.
  - b) This permit shall apply to all manufactured burning rings, fireplaces, fire pits, chimneys or like devices.
  - c) No manufactured device shall be placed on any combustible surface.
  - d) The fire must be completely extinguished before the fire location may be left unsupervised.
  - e) The fire shall be no larger than three feet in diameter, subject to the exceptions listed below.
  - f) No flammable liquids shall be used to start or support the burning.
  - g) Only virgin wood and charcoal fuel will be allowed to be burned. "Virgin wood" means wood and other wood products, such as bark, but not to include sawdust, which have had no chemical treatments or finishes applied.
  - h) Under no circumstances shall plastics, trash, garbage, oils, hydrocarbon fuels, furniture, fabrics, leaves, yard waste, synthetic materials of any kind, pressure-treated wood or wood that has been finished with paints, varnishes, laminates or a similar finish be burned.
  - i) The fire shall be located at least 10 feet from property lines and at least 20 feet from any building or structure. This does not apply to manufactured devices.
  - j) A functional extinguishing aid must be present, such as a fire extinguisher, garden hose, etc.
- 4) Exceptions. A bonfire exceeding the size restrictions set forth in Subsection E(3)(e) will be permitted for churches, organized schools, and civic organizations and only if application for site review has been made and approved by the Waterloo Fire Department. Such bonfire shall be no more than 10 feet in diameter or 10 feet by 10 feet square and no more than six feet high and must comply with all other provisions of the permit.

F. Emergency provisions. Notwithstanding any other provision of this section, the Fire Chief, in times of extreme dryness or drought, deficiency in the water supply or by reason of any other emergency, is authorized to prohibit the setting of any fires upon any lands within the City by providing published notice of the declared emergency and the scope of the

declaration in the local newspaper on the date that the emergency is declared to begin and by providing published notice broadcast through local radio or cable television.

**SECTION 2:** This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a regular meeting of the Common Council on \_\_\_\_\_.

City of Waterloo

Signed \_\_\_\_\_,  
Mayor

Attest:

\_\_\_\_\_  
Morton J. Hansen  
City Clerk/Treasurer

Date Adopted:

Date Published: The Courier,

*City of Waterloo, WI  
Tuesday, April 2, 2019*

## Chapter 200. Fire Prevention

### § 200-4. Burning regulations.

No person shall burn any leaves, trash or rubbish within the City without the permission of the Fire Chief.