



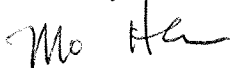
136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

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**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, August 6, 2015 – 7:00 p.m.**

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

1. Call to Order, Roll Call and Pledge of Allegiance
2. Meeting Minutes Approval: July 16, 2015
3. Public Comment
4. Consent Agenda Items
  - a. Approval of Operator's Licenses For the License Period Ending June 30, 2017
    - i. Deppe, Lori Ann, Waterloo (renewal)
    - ii. Hansen, Peggy, Waterloo (new)
  - b. Communications and Announcements
    - i. Jefferson County Economic Development Consortium - July Meeting Report
5. Reports of Committees, Commissions and Boards
  - a. Public Safety & Health Committee
    - i. Special Event License – Waterloo Chamber of Commerce – Wiener & Kraut Day, September 12, 2015
    - ii. Special Event License – Waterloo Chamber of Commerce – Wiener & Kraut Day, 5K Run, September 12, 2015
    - iii. Ordinance #2015-05 An Ordinance Amending Section §278-8 Of The Municipal Code Creating An Exception Allowing For The Consumption Of Alcohol Beverages At The Waterloo Regional Trailhead
6. New Business
  - a. Offer to Purchase 257 Mill Street Submitted by Jeff Kennel. – [Note: The Council may convene in closed session. The statutory exception for the closed session is Wis. Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons requires a closed session." Upon conclusion of the closed session the Council will reconvene in open session.]
  - b. Resolution: 2015-17 Authorizing the Creation of a Public Works Department Limited Term Employment Position and Directing the Public Works Director to Fill the Position
7. Adjournment

  
Mo Hansen  
Clerk/Treasurer

Posted and Emailed: 8/03/2015

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.

-Parks Commission – April 28, 2015, May 19, 2015 and May 28, 2015

**CITY OF WATERLOO COMMON COUNCIL**  
**MEETING MINUTES: JULY 16, 2015**

1. Call to Order, Roll Call and Pledge of Allegiance. Council President Springer called the meeting to order at 7 p.m. in the Mayor's absence. Alderpersons present: Ziaja, Quimby, Springer, Griffin, and Stinnett. Absent – Thomas and Reynolds. Others present: Diane Graff, The Courier; Police Chief Denis Sorenson; WLOO videographer, Eugene Weihert and Barry Sorenson with Waterloo Utilities, Tom Hanrahan, WPPI and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. Meeting Minutes Approval: May 7, 2015 (closed session) and July 2, 2015. MOTION: Moved by Griffin, seconded by Stinnett to approve meeting minutes as listed and presented. VOICE VOTE: Motion carried with Quimby and Ziaja noted as absent from the July 2<sup>nd</sup> meeting.
3. Public Comment. None.
4. Consent Agenda Items. MOTION: Moved by Stinnett, seconded by Quimby to approve the consent agenda items as listed and presented. VOICE VOTE: Motion carried.
  - a. Reports of City Officials and contract service providers
    - i. Waterloo Active Fire Department for June 2015
    - ii. Building Inspector - Building, Plumbing, and Electrical Permits for June 2015
    - iii. Public Works Director Gary Yerges for June 2015
    - iv. Police Chief Denis Sorenson for June 2015
    - v. Library Director Kelli Mountford for June 2015
    - vi. Waterloo Water & Light Commission - July 7, 2015
    - vii. Watertown Humane Society for June 2015
  - b. Approval of Operator's Licenses for the period ending June 30, 2017
    - i. Bates, Charisa, Waterloo (new)
    - ii. Hubred, Chad, Fitchburg (renew)
  - c. Approval of Sign Permit Application, Waterloo Chamber of Commerce
  - d. Resolution #2015-13 Celebrating 35 Years of Municipal Joint Action for Public Power Utilities
  - e. Resolution #2015-14 Review of the annual Wastewater Treatment Plant Compliance Maintenance Report
5. Reports of Committees, Commissions and Boards
  - a. Finance, Insurance & Personnel Committee
    - i. Payroll for June 2015 - \$68,890.07. MOTION: Moved by Quimby, seconded by Griffin to approve payroll for June 2015 in the amount of \$68,890.07. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin and Stinnett. Noes: none with Thomas and Reynolds absent. Motion carried.
    - ii. General Disbursements – June 19, 2015 through July 16, 2015. MOTION: Moved by Quimby, seconded by Griffin to approve general disbursements as stated and presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin and Stinnett. Noes: None, with Thomas and Reynolds absent. Motion carried.
    - iii. Treasurer's Report & Budget Reports for June 2015. MOTION: Moved by Griffin, seconded by Quimby to approve the reports as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin and Stinnett. Noes: None with Thomas and Reynolds absent. Motion carried.
6. Communications and announcements
  - a. Jefferson County final action withdrawing from Mid-Wisconsin Federated Library System effective January 1, 2016. Noted. No action taken.
7. New Business
  - a. Resolution #2015-15 Recognizing and thanking Eugene Weihert for 38 years of service at

Waterloo Water & Light. MOTION: Moved by Quimby, seconded by Stinnett to approve the resolution as presented. VOICE VOTE: Motion carried. NOTE: The Council President presented Weihert with a medallion.

- b. WPPI Energy 2016 update, Tom Hanrahan, WPPI Energy General Counsel. DISCUSSION: Hanrahan made a presentation referencing meeting handouts. Hanrahan presented the Council with a framed poster celebrating the 35 years of membership in WPPI. No action taken.
- c. Resolution #2015-16 Updating the Farmers & Merchants State Bank Corporate Authorization Resolution for Waterloo Utilities. MOTION: Moved by Ziaja, seconded by Quimby to approve the resolution as presented. VOICE VOTE: Motion carried.

- 8. Adjournment. MOTION: Moved by Griffin, seconded by multiple members to adjourn. VOICE VOTE: Motion carried. Approximate time was 7:36 pm.

Attest:



Mo Hansen  
Clerk/Treasurer

# COUNCIL APPROVAL 08-06-2015 2015-2017 OPERATOR'S LICENSES

| LAST NAME | FIRST NAME | MI | HOUSE # | STREET NAME | CITY     | VIOLATIONS | NEW/RENEW | LICENSE #        | EMPLOYER   |
|-----------|------------|----|---------|-------------|----------|------------|-----------|------------------|------------|
| DEPPE     | LORI ANN   | M  | N9370   | PESCHEL RD  | WATERLOO |            | RENEW     | 080"OP"2015/2017 | NONE       |
| HANSEN    | PEGGY      | A  | 112     | HICKORY LA  | WATERLOO | 1991-DUI   | NEW       | 081"OP"2015/2017 | THE MT BAR |

**TO:** Mayor, City Council and Community Development Authority  
**FROM:** Clerk/Treasurer  
**SUBJECT:** Jefferson County Economic Development Consortium (JCEDC) – July 23<sup>rd</sup> Meeting Report  
**DATE:** July 27, 2015

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Mike Strasser has relinquished his role as Waterloo representative on the JCEDC. I have assumed those duties.

#### MEETING SUMMARY:

1. Director's Report (Genevieve Borich): Communication, marketing, positive business climate, workforce development and facilitation & coordination are focal points. JCEDC website traffic was reviewed. Notice given that a County-wide EPA Brownfield grant process was continuing.

2. Glacial Heritage Area: County staff are to meet with DNR staff on the Glacial Heritage Area (GHA). A DNR GHA position has been cut effective the end of August. The County seeks to encourage a DNR focus on this designated priority area for outdoor recreational growth. Waterloo is located in the geographic center of the GHA.

3. Railroads and the Wisconsin River Rail Transit Commission: County and municipal individuals are part of the multi-county commission which is the owner of the railroad line through Waterloo. It is leased to Wisconsin & Southern. Watertown Mayor David said partial train tie replacements would begin this year from Watertown to Madison with completion in 2016.

A county led prioritization meeting on local railroads and economic development is to be scheduled for August. Let me know if you would like to participate and your thoughts and rail as an economic development opportunity.

4. County Growth Analysis: Genevieve Borich and Andy Erdman gave a Jefferson County Growth Analysis presentation. Numerous items from this presentation can be folded into a Waterloo strategy. "Local job growth, but what type of jobs?" "Retail opportunity gaps." "Target companies that want to stay." Others....

5. Home buyer Programs: The JCEDC staff leads on local home buyer programs. For this calendar year 72 participants have participated, seventeen home buyers received assistance -- none from Waterloo. The average purchase price of homes with grants has been \$106,821.50.

6. Affordable Housing: The JCEDC staff leads on affordable housing development projects. The Movin'Out Project (217 North Monroe St) participated in this project in 2014 and 2015.

Next Meeting: August 27<sup>th</sup>



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): Waterloo Chamber of Commerce Inc.

STATUS: (circle one) unincorporated incorporated individual other (non profit)

CONTACT NAME: Lauren M. Eggert

PHONE NUMBER: 478-1000 / 1920-478-1002  
DAYTIME EVENING FAX

EMAIL ADDRESS: lauren@eggert-law.com

NAME OF EVENT: Weiner + Kraut Day

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

PURPOSE OF EVENT: community celebration

DATE OF EVENT: Sep 12 2015

EVENT HOURS: 9-5 SET UP HOURS 7-9am BREAKDOWN 5-7p.m

DESCRIPTION OF EVENT: community celebration

SITE/ADDRESS FOR EVENT (list if multiple locations) Downtown Waterloo  
South Monroe area

PROJECTED ATTENDANCE: 1,500 PAST ATTENDANCE: same

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 30-100

RAIN POLICY: None

DATE APPLICATION MADE \_\_\_\_\_

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 S. Monroe St \_\_\_\_\_ 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 Sept 12 2015 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:**

Lauren M. Eggert \_\_\_\_\_ Lauren M Eggert \_\_\_\_\_  
Name (please print) Signature  
Chamber Secretary \_\_\_\_\_ \_\_\_\_\_  
Signatory Title (if applicable) 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: 6/26/2015 Received by: John A. M. Baird  
Deputy City Clerk

Clerk's Office to complete the section below:

| Cc:  | <u>Approval date or permit number</u>            |
|--|--|
| <input type="checkbox"/> Animal Control                      | <input checked="" type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> Fire Department          | <input checked="" type="checkbox"/> Utilities    |
| <input type="checkbox"/> Building & Permits                  | <input type="checkbox"/> Public Health Inspector |
| <input checked="" type="checkbox"/> Police Department        |  |
| <input checked="" type="checkbox"/> City Clerk               |  |
| <input type="checkbox"/> Public Property Use                 |  |
| <input type="checkbox"/> Building Inspector                  |  |
| <input checked="" type="checkbox"/> Certificate of Insurance |  |
| <input type="checkbox"/> <del>Fire Department</del>          |  |
| <input checked="" type="checkbox"/> Council Approval         |  |

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: [Signature] Date Paid: [Signature]  
Received by: [Signature]

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

Form created: 03/11/2004

## 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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/26/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

| <b>PRODUCER</b><br>Service Insurance Agency<br>139 N Monroe Street<br>PO Box 173<br>Waterloo WI 53594 | <b>CONTACT NAME:</b> Tim A Haldiman<br><b>PHONE (A/C No, Ext):</b> 920-478-2585<br><b>FAX (A/C, No):</b> 920-478-4057<br><b>E-MAIL ADDRESS:</b> tim@serviceinsurance.us  |                               |        |   |  |            |  |            |  |            |  |            |  |            |
|---|--|-------------------------------|--------|---|--|------------|--|------------|--|------------|--|------------|--|------------|
|   | <table border="1"> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: West Bend Mutual Insurance Company</td> <td></td> </tr> <tr> <td>INSURER B:</td> <td></td> </tr> <tr> <td>INSURER C:</td> <td></td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table> | INSURER(S) AFFORDING COVERAGE | NAIC # | INSURER A: West Bend Mutual Insurance Company |  | INSURER B: |  | INSURER C: |  | INSURER D: |  | INSURER E: |  | INSURER F: |
| INSURER(S) AFFORDING COVERAGE   | NAIC #   |                               |        |   |  |            |  |            |  |            |  |            |  |            |
| INSURER A: West Bend Mutual Insurance Company   |  |                               |        |   |  |            |  |            |  |            |  |            |  |            |
| INSURER B:  |  |                               |        |   |  |            |  |            |  |            |  |            |  |            |
| INSURER C:  |  |                               |        |   |  |            |  |            |  |            |  |            |  |            |
| INSURER D:  |  |                               |        |   |  |            |  |            |  |            |  |            |  |            |
| INSURER E:  |  |                               |        |   |  |            |  |            |  |            |  |            |  |            |
| INSURER F:  |  |                               |        |   |  |            |  |            |  |            |  |            |  |            |
| <b>INSURED</b><br><br>Waterloo Chamber of Commerce<br>PO Box 1<br>Waterloo WI 53594                   |  |                               |        |   |  |            |  |            |  |            |  |            |  |            |

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

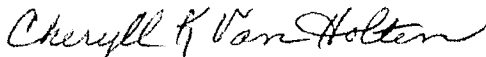
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE  | ADDL INSR | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <b>GENERAL LIABILITY</b><br><input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |           |          | NST 1803632   | 06/13/2015              | 06/13/2016              | EACH OCCURRENCE \$ 1,000,000                       |
|          |  |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,500 |
|          |  |           |          |               |                         |                         | MED EXP (Any one person) \$ Excluded               |
|          |  |           |          |               |                         |                         | PERSONAL & ADV INJURY \$ 1,000,000                 |
|          |  |           |          |               |                         |                         | GENERAL AGGREGATE \$ 1,000,000                     |
|          |  |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$ 1,000,000                |
|          |  |           |          |               |                         |                         | \$   |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS   |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$             |
|          |  |           |          |               |                         |                         | BODILY INJURY (Per person) \$                      |
|          |  |           |          |               |                         |                         | BODILY INJURY (Per accident) \$                    |
|          |  |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                  |
|          |  |           |          |               |                         |                         | Medical Payments \$                                |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED    RETENTION \$  |           |          |               |                         |                         | EACH OCCURRENCE \$                                 |
|          |  |           |          |               |                         |                         | AGGREGATE \$                                       |
|          |  |           |          |               |                         |                         | \$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N       | N/A      |               |                         |                         | WC STATUTORY LIMITS    OTH-ER                      |
|          |  |           |          |               |                         |                         | E.L. EACH ACCIDENT \$                              |
|          |  |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$                      |
|          |  |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$                     |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)

Clubs - Civic, Service or Social  
 Special Events

**CERTIFICATE HOLDER****CANCELLATION**

|  |   |
|--|---|
| City of Waterloo<br>136 N. Monroe St.<br>Waterloo WI 53594 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><br>AUTHORIZED REPRESENTATIVE<br> |
|--|---|

ACORD 25 (2010/05)

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**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: Weiner & Kraut Day

DATE (S) OF EVENT: SEP 12 2015 HOURS: 9-5

LOCATION/PROPERTY: Downtown Waterloo

**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? First Aid Kit; 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: Ann Renforth  
Lauren Eggert phone # 920-253-1111  
Pam Lannoy

2) What time will set up begin: 7 a.m.

3) Name of clean up contact person: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

4) Estimated time for clean up after event: 5:00 p.m.

**FEEES 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: \$15 per booth if non member  
Concessionaire: \_\_\_\_\_

Waterloo, WI

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? \_\_\_\_\_

use it to support other community events sponsored by the chamber.

(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:

City & High School Bands

2) Describe other entertainment / activities planned for your event: weiner dog parade; vendors; high school band; raffle

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

other internet, mail.

**PUBLIC PROPERTIES PROCEDURES:**

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

1) Will you need barricades?

YES

NO

Purpose of barricades: \_\_\_\_\_

Location of placement: \_\_\_\_\_ Amount needed \_\_\_\_\_

Date barricades needed \_\_\_\_\_ Time of placement \_\_\_\_\_

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

2) Will you require electrical service(s)

YES

NO

TBD

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

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

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

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

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

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

Waterloo, WI

TBD

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 ? We either need a fence or barricade at the dead end.

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 S. Monroe at circle Amount 5 tables

Date needed: 9/12/14 Time needed pm after road is closed

Estimated cost(s) 5 Picnic tables @ \$5.00 per table = \$ 25.00

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 \_\_\_\_\_

Where do you want them placed? \_\_\_\_\_

Name of disposal company if other than the City: Veolia

Where will dumpster be placed: small parking lot adjacent to circle.

Waterloo, WI

8) Will water connection be needed?

YES

NO

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

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

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

Allocation of our spending on W&K Day:

\$285.00 for a dumpster

\$283.00 for advertising

\$350.00 for Kraut

\$4,638.00 for wieners, buns, pop, chips & condiments

\$200.00 for tent

**TOTAL: \$5,756.00**





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

**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): Waterloo Chamber of Commerce

STATUS: (circle one) unincorporated incorporated individual other Community Group

CONTACT NAME: Mary Parsons

PHONE NUMBER: 920-478-3344 / 920-988-7509 / 920-478-2351  
DAYTIME EVENING FAX

EMAIL ADDRESS: mparsons@mwfls.org

NAME OF EVENT: Wiener and Kraut 5K

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

PURPOSE OF EVENT: Bring people to town

DATE OF EVENT: September 12, 2015

EVENT HOURS: 9:30-11 SET UP HOURS 8AM BREAKDOWN 11AM

DESCRIPTION OF EVENT: 5K run through Waterloo

SITE/ADDRESS FOR EVENT (list if multiple locations) streets of Waterloo

PROJECTED ATTENDANCE: 50 PAST ATTENDANCE: Not known

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 10

RAIN POLICY: rain or shine

DATE APPLICATION MADE 7/29/15

**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 September 12 through September 12 20 15. 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:**

Mary Parsons

Name (please print)

Mary Parsons

Signature

7/23/15

Date

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

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. Clerk's Office to complete the section below:

Cc:

Approval date or permit number

Fire Department

Public Works

Police Department

Utilities

City Clerk

Public Property Use

Certificate of Insurance

Council Approval

Date application received: 7/29/2015 Received by: Alicia M. Baniel  
Deputy Clerk/Treas

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: W Baniel  
7/29/2015 LB