



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, July 7, 2016 – 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, PLEDGE OF ALLEGIANCE AND ROLL CALL
2. MEETING MINUTES APPROVAL: June 16, 2016
3. PUBLIC COMMENT
4. COMMUNICATIONS TO THE CITY COUNCIL
 - a. Published Notice: Notice Of Voting by Absentee Ballot for August 9, 2016 Partisan Primary
5. CONSENT AGENDA ITEMS
 - a. Approval Of Operator's Licenses for License Period Ending June 30, 2017
 - i. Kaia N. Dorn, N8446 County Road O, Waterloo, WI
6. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Public Safety & Health Committee
 - i. Special Event Licenses for Waterloo Chamber of Commerce
 1. Wiener & Kraut Day, September 10, 2016
 2. Wiener & Kraut Day 5K Run/Walk, September 10, 2016
7. UNFINISHED BUSINESS
 - a. Treasurer's Report & Budget Reports for May, 2016 (tabled from June 16, 2016)
 - b. Authorizing A Tax Incremental Finance District #2 Expenditure, Not To Exceed \$6,000, For A 2016 Downtown Street Market (referred to CDA and requested here by Alder Petts)
8. NEW BUSINESS
 - a. Authorizing A Tax Incremental Finance District #2 Expenditure, Not To Exceed \$200 To Construct & Erect A Sign Informing The Public Of Site Redevelopment Plans
 - b. Resolution #2016-29 Authorizing The Redemption Of General Obligation Refunding Bonds, Dated April 15, 2005
9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
10. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

Posted and Emailed: 07/01/2016

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.

-Joint Community Development Authority & Community Development Committee – May 17, 2016
-Finance, Insurance & Personnel Committee – May 19, 2016

CITY OF WATERLOO COMMON COUNCIL
MEETING MINUTES: June 16, 2016

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL. In the Mayor's absence, Council President Springer called the meeting to order at 7:00 p.m. Alderpersons present: Ziaja, Quimby, Springer, Griffin, Stinnett and Petts. Absent: Thomas. Others present: Diane Graff, the Courier; Tammy Krueger with the Watertown Daily Times; Officer Tracy Thom, Maureen Giese, Utility Superintendent Barry Sorenson, WLOO videographers and Clerk/Treasurer Hansen. The Pledge of Allegiance was recited.
2. MEETING MINUTES APPROVAL: June 2, 2016. Moved by Stinnett, seconded by Griffin to approve the minutes as presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT
 - a. Maureen Giese said a letter requesting Waterloo Area Historical Society funding was sent to Alders and Department Heads. She asked for consideration.
 - b. Hansen said James Larrabee, 250 Dickinson St, requested a municipal contribute to a flag fund jointly operated by the municipality and two veterans groups.
4. CONSENT AGENDA ITEMS. MOTION: Moved by Quimby, seconded by Ziaja to approve the consent agenda items. VOICE VOTE: Motion carried.
 - a. Reports Of City Officials And Contract Service Providers
 - i. Parks Coordinator Gabe Haberkorn For May 2016
 - ii. Waterloo Active Fire Department For April & May 2016
 - iii. Building Inspector - Building, Plumbing, And Electrical Permits For May 2016
 - iv. Public Works Director Gary Yerges For May 2016
 - v. Interim Police Chief Lange For May 2016
 - vi. Library Director Kelli Mountford For May 2016
 - vii. Waterloo Water & Light Commission – June 14, 2016
 - viii. Watertown Humane Society For May 2016
 - b. Approval Of Operator's License For License Period Ending June 30, 2017
 - i. Danielle J. Dorn, 217 N. Monroe Street, Unit 307
5. REPORTS OF COMMITTEES, COMMISSIONS AND BOARDS
 - a. Finance, Insurance & Personnel Committee
 - i. Payroll For May 2016 - \$63,936.68. MOTION: Moved by Quimby, seconded by Griffin to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Petts. Noes: None with Thomas absent. Motion carried.
 - ii. General Disbursements – May 20, 2016 Through June 16, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve disbursements as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Petts. Noes: None with Thomas absent. Motion carried.
 - iii. Treasurer's Report & Budget Reports For May 2016. MOTION: Moved by Quimby, seconded by Ziaja to table consideration until July 7th. VOICE VOTE: Motion carried.
 - b. Plan Commission
 - i. Certified Survey Map, Trek Bicycle, 801 West Madison Street. MOTION: Moved by Quimby, seconded by Griffin to approve the certified survey map with the condition that the City Engineer give a final approval. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Petts. Noes: None with Thomas absent. Motion carried.
 - c. Waterloo Water & Light Commission
 - i. Resolution #2016-27 2015 Annual Review - Wastewater Treatment Plant Compliance Maintenance Report. DISCUSSION: Barry Sorenson said big changes were coming up relating to allowable phosphorus discharged from the treatment plant. He said levels have to decrease. MOTION: Moved by Quimby, seconded by Petts to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Petts. Noes: None with Thomas absent. Motion carried.
6. UNFINISHED BUSINESS
 - a. Economic Development Strategic Plan Follow-up Item: Waterloo Street Market. DISCUSSION: Reporting on a Monday meeting Petts said the concept was for a street market, a broader concept than

a farmer's market. She asked that \$6,000 be transferred from TID #2 to the CDA for implementation of items outlined in the submitted budget document. She said the concept could be broadened to include support for the Wiener & Kraut Day, the Holiday Parade and other downtown events. She said finding a champion was crucial; a volunteer stipend could serve as the form of compensation; and the person would be responsible for market rules, regulation and other duties listed in the handout. Springer questioned why Sun Prairie paid its market manager \$3,000 and Waterloo needed \$6,000. Petts noted that costs would include a banner and signage. Barry Sorenson said over the banners overhanging the street would only be permitted on a temporary basis. In response to Quimby timing question, Petts said the bulk of produce arrives in July and August. It was noted that a Saturday market competed with Sun Prairie and Jefferson. Petts said sellers could consider an additional sales location with this market. Springer suggest preparing for next year. Quimby said reporting to a committee or group not meeting regularly posed challenges. Stinnett asked if the market would compete with the new flea market on Portland Road? Petts said they should cross pollinate, but not compete. Ziaja said the matter should be taken up by the CDA. MOTION: Moved by Ziaja, seconded by Quimby to refer the matter to the Community Development Authority. VOICE VOTE: Motion carried.

7. NEW BUSINESS

- a. Resolution #2016-25 Approving And Authorizing A Raze Order For 333 Portland Road, Waterloo, Wisconsin. DISCUSSION: Hansen said the City has been very patient regarding property. He said children have been born, grown up and have had children of their own in the time the parcel has been a blighting influence. MOTION: Moved by Stinnett, seconded by Petts to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Stinnett and Petts. Noes: None with Thomas absent and Griffin abstaining. Motion carried.
- b. Resolution #2016-26 Urging The Governor and Legislature To #JustFixItWI. DISCUSSION: It was noted that Alder Quimby had requested the resolution in support of additional funding for local, county and state roads. MOTION: Moved by Quimby, seconded by Stinnett to approve the resolution as presented. ROLL CALL VOTE: Ayes: Ziaja, Quimby, Springer, Griffin, Stinnett and Petts. Noes: None with Thomas absent. Motion carried.
- c. Ordinance #2016-03 Recreating Chapter 140 BUILDING CONSTRUCTION Of The Municipal Code As Recommended By SAFEbuilt. DISCUSSION: Hansen said the Mayor directed the item to the Council. He asked for tabling for a review of what existing ordinances would have to be struck. MOTION: Moved by Ziaja, seconded by Quimby to refer the matter to the Public Safety & Health Committee. VOICE VOTE: Motion carried.
- d. Application For Special Event Licenses, Waterloo Chamber Of Commerce, Wiener & Kraut Day, September 10, 2016. MOTION: Moved by Ziaja, seconded by Griffin refer consideration to the Public Safety and Health Committee. VOICE VOTE: Motion carried.
- e. Resolution #2016-28 Designating The Clerk/Treasurer As The Authorized Representative To File Applications For Financial Assistance From State Of Wisconsin Environmental Improvement Fund. MOTION: Moved by Quimby, seconded by Stinnett to approve the resolution as presented. VOICE VOTE: Motion carried.

8. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.

- a. Alder Ziaja announced a \$370 donation from the Marshall River Alliance to the Maunasha River Alliance for the benefit of the river.
- b. Independence Day Celebrations events were noted.
- c. Economic Development Strategic Plan Meeting, June 21, 2016 at 6:30 pm, noted.

9. ADJOURNMENT. MOTION: Moved by Stinnett, seconded by Quimby to adjourn. Motion carried unanimously. Approximate time: 7:45 pm.

Mo Hansen

Attest:
Mo Hansen
Clerk/Treasurer

**OFFICIAL NOTICE
VOTING BY ABSENTEE BALLOT
FOR AUGUST 9, 2016
PARTISAN PRIMARY ELECTION**

**VILLAGE OF MARSHALL (DANE CO.) WI. - TOWN OF MEDINA (DANE CO.) WI.-
CITY OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF PORTLAND (DODGE CO.) WI. -
TOWN OF WATERLOO (JEFFERSON CO.) WI. - TOWN OF YORK (DANE CO.) WI.**

Any qualified elector who is unable or unwilling to appear at the polling place on Election Day may request to vote an absentee ballot. A qualified elector is any U.S. citizen, who will be 18 years of age or older on Election Day, who has resided in the ward or municipality where he or she wishes to vote for at least 28 consecutive days before the election. The elector must also be registered in order to receive an absentee ballot. **Proof of identification must be provided before an absentee ballot may be issued.**

You must make a request for an absentee ballot in writing.

Contact your municipal clerk and request that an application for an absentee ballot be sent to you for primary or election or both. You may also submit a written request in the form of a letter. Your written request must list your voting address within the municipality where you wish to vote, the address where the absentee ballot should be sent, if different, and your signature. You may make application for an absentee ballot by mail or in person.

Making application to receive an absentee ballot by mail

**The deadline for making application to receive an absentee by mail is:
5 pm on the fifth day before the election, THURSDAY, AUGUST 4, 2016**

Note: Special absentee voting application provisions apply to electors who are indefinitely confined to home or a care facility, in the military, hospitalized, or serving as a sequestered juror. If this applies to you, contact the municipal clerk regarding deadlines for requesting and submitting an absentee ballot.

Voting an absentee ballot in person

You may also request and vote an absentee ballot in the clerk's office or other specified location during the days and hours specified for casting an absentee ballot in person. **Proof of identification must be provided before an absentee ballot may be issued.**

**The first day to vote an absentee ballot in the clerk's office is:
MONDAY, JULY 25, 2016**

**The last day to vote an absentee ballot in the clerk's office:
FRIDAY, AUGUST 5, 2016 5:00 P.M.**

No in-person absentee voting may occur on a weekend or legal holiday.

Village of Marshall - Lindsey Reno, Clerk
130 S. Pardee St., Box 45
Marshall, WI. 53559-0045
Phone # (608) 655-4017 ext. 202
Mon-Thurs: 8:00 a.m. - 4:30 p.m.; Fri: 8:00 a.m.-1:00 p.m.
Friday, August 5, 2016 8:00 a.m. – 5:00 p.m.

Town of Medina - Patrick LeMahieu, Clerk
5347 Missouri Road
Marshall, WI. 53559
Phone # (608) 886-8691
Available by Appointment, Mon-Fri: 8:00 a.m. – 5:00 p.m.

Town of Portland - Nancy Thompson, Clerk
N120 Hickory Lane
Waterloo, WI. 53594
Phone # (920) 478-3724
Available by Appointment, Mon-Thurs: 8:00 a.m. – 7:00 p.m.
Friday, August 5, 2016 by appointment: 8:00 a.m.- 5:00 p.m.

City of Waterloo – Morton Hansen
136 North Monroe Street
Waterloo, WI. 53594
Phone #(920) 478-3025
Mon-Fri: 8:00 a.m. - 4:30 p.m.
Friday, August 5, 2016 8:00 a.m. – 5:00 p.m.

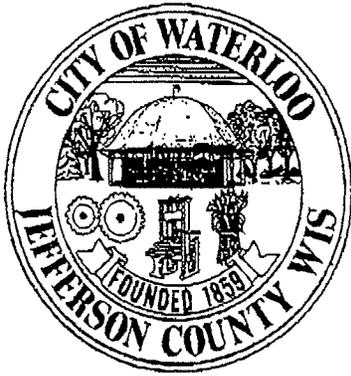
Town of Waterloo - Cindy Schroeder, Clerk
N7874 Hwy 89
Waterloo, WI. 53594
Phone #(920) 648-3230
Available by Appointment, Mon-Fri: 8:00 a.m. – 5:00 p.m.

Town of York – Nicole Bronkhorst, Clerk
398 Sun Prairie Rd
Waterloo, WI. 53594
Phone # (608) 516-0828
Available by Appointment, Mon-Fri: 8:00 a.m. – 5:00 p.m.

The municipal clerk will deliver voted ballots returned on or before Election Day to the proper polling place or counting location before the polls close on August 9, 2016. Any ballots received after the polls close will be counted by the board of canvassers if postmarked by Election Day and received no later than 4:00 p.m. on the Friday following the election.

2016-07-07 COUNCIL APPROVAL 2015-2017 OPERATOR'S LICENSES

LAST NAME	FIRST NAME	M	HOUSE	STREET NAME	CITY	VIOLATIONS	NEW/RENEW	LICENSE #	EMPLOYER
DORN	KAIA	N	N8446	CTY RD O	WATERLOO		NEW	111"OP"2015/2017	FIREMEN'S PARK



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

STATUS: (circle one) unincorporated Incorporated Individual other Non-profit

CONTACT NAME: Nicole Forster

PHONE NUMBER: 920-478-2850 , 920-478-8231 , 920-478-3768
DAYTIME EVENING FAX

EMAIL ADDRESS: nicole@waterloofamilydental.com

NAME OF EVENT: Weiner & Krawt Day

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

PURPOSE OF EVENT: Community Celebration

DATE OF EVENT: Saturday September 10, 2016

EVENT HOURS: 9-4 SET UP HOURS 7-9 BREAKDOWN 4-6

DESCRIPTION OF EVENT: Community Celebration

SITE/ADDRESS FOR EVENT (list if multiple locations) Intersections of Madison and S. Monroe Street, continuing to Taylor St, parking lots

PROJECTED ATTENDANCE: 3500 PAST ATTENDANCE: 3500

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 100

RAIN POLICY: none

DATE APPLICATION MADE 5/26/2016

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:

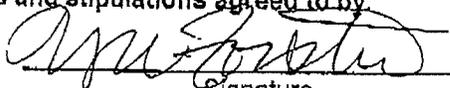
Whereas the Special or Entertainment Event Sponsor agrees to use the public property at S Monroe St. and Taylor St. in Waterloo, Wisconsin, known as, for staging of the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of Sept 10, 2016 through _____ 20__ . 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:**

<u>Nicole Forster</u>	<u></u>
Name (please print)	Signature
<u>Chamber of Commerce President</u>	<u>5/25/16</u>
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: 5/27/2016 Received by: E-mail

Clerk's Office to complete the section below:

Cc:

Approval date or permit number

Animal Control

Public Works

Fire Department

Utilities

Building & Permits

Public Health Inspector

Police Department

City Clerk

Public Property Use

Building Inspector

Certificate of Insurance

Fire Department

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: _____

Date Paid: _____

Received by: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Weiner and Kroat Days

DATE (S) OF EVENT: Sept. 10, 2016 HOURS: 9-14

LOCATION/PROPERTY: intersections of Madison St and S. Monroe to Taylor 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? 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: Nicole Forster phone # 262-909-2527
478-2850

2) What time will set up begin: 7am

3) Name of clean up contact person: Pamela Lantry Cell Phone# _____

4) Estimated time for clean up after event: 5pm

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: \$15 for Non Chamber

Concessionaire: \$20 for Electrical Hookup

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?
Support Community with other Chamber Events

(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 Band + BB
High School Band

2) Describe other entertainment / activities planned for your event: Winer day parade,
Food vendors, arts and crafts vendors, raffle

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

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES NO
Purpose of barricades: Block entrance to S. Monroe St.

Location of placement: intersection of Monroe + Madison Amount needed _____

Date barricades needed day of event Time of placement 7am

Name of company providing service if other than City _____

2) Will you require electrical service(s) YES NO determining
Entertainment: number of amps _____ = _____ lines @ \$20 Cost \$ Details

Equipment being used: _____ with Waterloo
Location _____ Entertainer name _____ Utilities.

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

Equipment being used: _____
Location: _____ Entertainer 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 S. Monroe at Taylor st. Amount 10 tables

Date needed: 9/10/10 Time needed at set up

Estimated cost(s) 10 Picnic tables @ \$5.00 per table = \$ 50

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 adjacent to S. Monroe

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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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 _____

CONTACT NAME: Kelli Mountford

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

EMAIL ADDRESS: kmountford@waterloo.lib.wis.us

NAME OF EVENT: Wieners + Kraut 5K Run/Walk

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

PURPOSE OF EVENT: Fundraising + draw people to Wieners + Kraut

DATE OF EVENT: 9/10/16

EVENT HOURS: 9:30-11AM SET UP HOURS 7-9:30AM BREAKDOWN 11AM-12PM

DESCRIPTION OF EVENT: Race around Waterloo

SITE/ADDRESS FOR EVENT (list if multiple locations) Streets of Waterloo (see map)
starts and ends at Waterloo Public Library, 625 N. Monroe St

PROJECTED ATTENDANCE: 20-40 PAST ATTENDANCE: 20

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 5

RAIN POLICY: Rain or shine

DATE APPLICATION MADE 6/15/16

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:

Same as Wiener + Kraut →

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 9-10-16 through sep 10 2016. 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:**

Kelli Mountford
Name (please print)
Secretary of Chamber
Signatory Title (if applicable)

Kelli A Mountford
Signature
6-13-2016
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: ~~02/22/2016~~ Received by: db

6/16/2016

Clerk's Office to complete the section below:

Cc:

Approval date or permit number

Animal Control

Public Works

Fire Department

Utilities

Building & Permits

Public Health Inspector

Police Department

City Clerk

Public Property Use

Building Inspector

Certificate of Insurance

Fire Department

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: _____ Date Paid: _____

Received by: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Wieners & Kraut 5K Run/Walk

DATE (S) OF EVENT: 9/10/16 HOURS: 7am-12pm

LOCATION/PROPERTY: See map Begins at Waterloo Public Library

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? 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: Angie Stinnett phone # 920-809-1755

2) What time will set up begin: 7am

3) Name of clean up contact person: Angie Stinnett Cell Phone# (920)809-1755

4) Estimated time for clean up after event: 11am-12pm

FEES AND PROCEEDS:

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

If yes, how much: Adult 25 Seniors 25 Students 25

Children 5 & under N/A Families N/A

2) If a participant fee is charged, please indicate the amount: Booth: _____

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? _____

It will go to the Friends of the KJML

(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:

N/A

2) Describe other entertainment / activities planned for your event: N/A

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

other Internet

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

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

Equipment being used: _____

Location _____ Entertainer name _____

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

Equipment being used: _____

Location: _____ Entertainer name _____

Waterloo, WI

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 _____ Amount _____

Date needed: _____ Time needed _____

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 _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

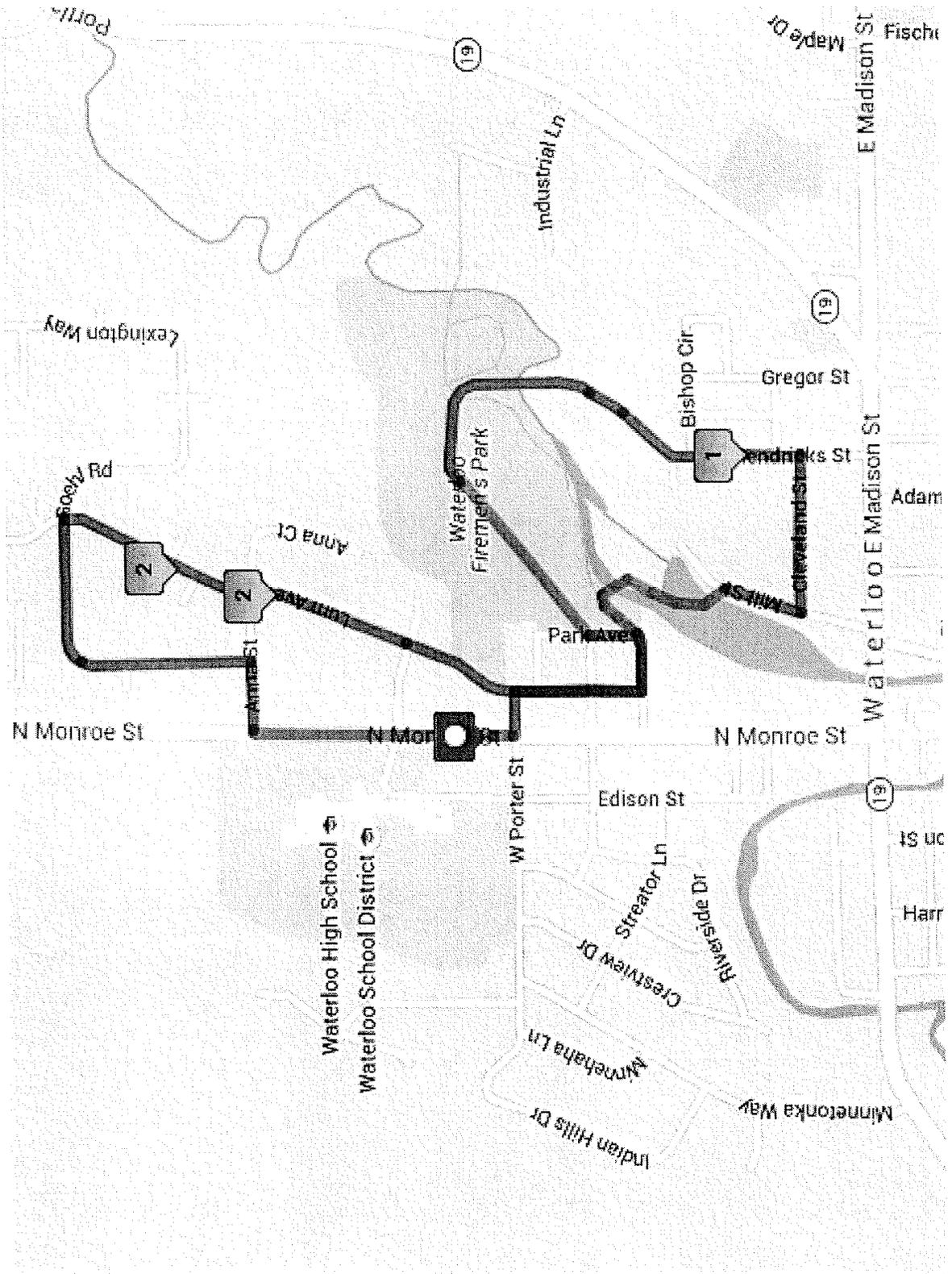
YES

NO

Location _____ Amount _____

Date _____ Time _____

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



Mo Hansen

From: Mo Hansen <cityhall@waterloowi.us>
Sent: Thursday, June 16, 2016 3:21 PM
To: City of Waterloo, Mayor; Bob Thompson Traveling (zip53594Mayor@hotmail.com)
Subject: FW: Considering paying off additional debt
Attachments: 2016-06-15Ehler's debt spreadsheets.pdf

Bob,
View the attachment from THIS email. The previous was incomplete.
-Mo

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Thursday, June 16, 2016 3:16 PM
To: City of Waterloo, Mayor <mayor@waterloowi.us>; Bob Thompson Traveling (zip53594Mayor@hotmail.com) <zip53594Mayor@hotmail.com>
Subject: Considering paying off additional debt

Bob,

Most bonds don't allow for prepayment up until one or two years remain before maturity. The first page of the attached shows our General Obligation Debt. I show in yellow what we recently paid off. The green highlight shows what we can pay off, or prepay. The yellow shows that January 1, 2016 we've eliminated future interest amounting to \$8,324.

SHOULD WE FURTHER PAYOFF DEBT?

If we cashed in two of our CD's we could pay off \$335,000 in principle now saving 2017 interest of \$7,055. We make 1% on the CD interest, but pay about 3%+ on the bond.

In this pay off now scenario, the money pulled from the CDs would be returned to a new CD in February of 2017 when we collect tax proceeds. The net effect would be to free up an additional \$12,000 (estimate) that would have otherwise have gone towards interest payments in 2017.

Let me know how you would like to proceed.

Mo Hansen
Clerk/Treasurer
City of Waterloo
office: 920.478.3025
CityHall@Waterloowi.us

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CITY OF WATERLOO, WISCONSIN
Schedule of Bonded Indebtedness
General Obligation Debt
(As of 7/15/16)

	PAID OFF STF Loan		ELIGIBLE TO PAY OFF G.O. Ref Bonds Series 2005		G.O. Bonds Series 2007		STFL (BAB)		PAID OFF STFL (BAB)		G.O. Ref Bonds Series 2010		STFL							
Dated Amount	9/2/2004 \$126,048		4/15/2005 \$1,735,000		9/26/2007 \$760,000		11/5/2009 \$1,084,570		8/5/2010 \$135,430		11/29/2010 \$1,835,000		7/1/2013 \$900,000							
Maturity	3/15		12/1		9/1		3/15		3/15		8/1		3/15							
Fiscal Year Ending	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Principal	Interest	Total Principal	Total Interest	Principal & Interest	Principal Outstanding	Principal %Paid	Year
2016			165,000	6,951	55,000	8,885					90,000	21,223			310,000	37,059	347,059	3,261,102	8.68%	2016
2017	12,149	1,009	170,000	7,055	60,000	15,570	132,777	18,744	14,113	2,717	100,000	40,825	85,475	17,874	574,514	103,794	678,308	2,686,589	24.77%	2017
2018	7,074	371			60,000	13,110	138,752	12,769	14,748	2,082	275,000	38,725	87,826	15,524	583,398	82,581	665,979	2,103,190	41.11%	2018
2019					60,000	10,650	144,995	6,525	15,411	1,418	285,000	32,400	90,241	13,109	595,648	64,102	659,749	1,507,543	57.78%	2019
2020					65,000	8,190			16,103	727	265,000	25,275	92,693	10,656	438,796	44,848	483,644	1,068,746	70.07%	2020
2021					65,000	5,460					320,000	18,385	95,271	8,078	480,271	31,923	512,195	588,475	83.52%	2021
2022					65,000	2,730					325,000	9,425	97,891	5,458	487,891	17,613	505,505	100,583	97.18%	2022
2023													100,583	2,766	100,583	2,766	103,350	0	100.00%	2023
	19,223	1,381	335,000	14,006	430,000	64,595	416,524	38,037	60,375	6,943	1,660,000	186,258	649,981	73,465	3,571,102	384,685	3,955,787			

**A JOINT MEETING OF THE
WATERLOO COMMUNITY DEVELOPMENT AUTHORITY & WATERLOO COMMUNITY DEVELOPMENT COMMITTEE
MEETING MINUTES: May 17, 2016**

1. ROLL CALL AND CALL TO ORDER. Ziaja called the joint meeting to order at 6:30 p.m. in the Council Chambers of the Municipal Building. CDA Members present: Ziaja, Norton, Moe, Ziaja, Hermanson, Freund and Tuttle. Absent: Stinnett. CDC members present: Petts, Thomas and Ziaja. Absent: none. Others present: Alan Coates and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: April 19, 2016 & May 9, 2016. MOTION: Moved by Hermanson, seconded by Petts to approve the meeting minutes as presented and listed on the agenda. VOICE VOTE: Motion carried.
3. CITIZEN INPUT. None.
4. PROJECT UPDATES & REPORTS
 - a. Downtown Sub-Committee
 - i. April Storefront Initiative. Taken up below.
 - ii. Cinco de Mayo Event – May 28th. Linda Norton gave a report describing event planning and event donations.
 - iii. Sue Moe said a Canvass Painting Party would be held at Stubby's Bowl on July 10th at 3 pm.
 - b. 203 East Madison Street - Reuse Concept, Funding Update. Hansen noted two pending grant applications.
 - c. UW-Whitewater Graduate Student Internship – Foreign Trade Zone #41 Feasibility Study. Hansen said said Gisela Helder Sanchez-Lopez was starting this week. He said a second graduate student from Oklahoma had expressed interest in the topic.
 - d. Fund 600 - Monthly Financial Review. Hansen said the matter of resolving the Fund 600 deficit was before the Council on 5/19.
 - e. 2016 Capital Project Status Tracking. Noted.
5. UNFINISHED BUSINESS
 - a. April Storefront Initiative – Next Steps. Tuttle said she would provide a copy of a Columbus Hold Harmless document. She said compiling a list of art resources and local civic groups would be a next step. Norton encouraged the seeking of grants from the Jefferson County Arts Board
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
 - a. Laurie Freund resigned suggesting Michelle Soter as a replacement.
7. ADJOURNMENT. By unanimous consent the meeting adjourned. Approximate time: 7:00 pm.

Attest:



Mo Hansen
Clerk/Treasurer

CITY OF WATERLOO FINANCE, INSURANCE & PERSONNEL COMMITTEE: MEETING MINUTES
May 19, 2016

1. CALL TO ORDER AND ROLL CALL. Committee Chair Springer called the meeting to order at 6:00 p.m. Committee members present: Springer, Quimby and Griffin. Absent: none. Others attending: Mayor Thompson, Fire Chief Vern Butzine, Interim Police Chief Randie Lange, Jason Butzine and Clerk/Treasurer Hansen.
2. MEETING MINUTES APPROVAL: APRIL 21, 2016. MOTION: Moved by Quimby, seconded by Griffin to approve the meeting minutes as listed and presented. VOICE VOTE: Motion carried.
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. Payroll For April 2016 - \$66,811.20. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of payroll in the stated amount. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - b. General Disbursements – April 22, 2016 Through May 19, 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of general disbursements as presented. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - c. Treasurer's Report & Budget Reports For April 2016. MOTION: Moved by Quimby, seconded by Griffin to recommend Council approval of the April reports. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - d. Police Chief Vacancy due to Military Leave of Absence
 - i. Interim Police Chief Compensation. MOTION: Moved by Springer, seconded by Griffin to recommend to Council temporarily elevating the salary of the Interim Chief to that of the Chief. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - e. Employee Handbook Changes.
 - i. Fire Department Holiday Schedule Change. MOTION: Moved by Griffin, seconded by Quimby to recommend to Council changes in the employee handbook matching the Fire Chief May 16 letter as submitted. ROLL CALL VOTE: Ayes: Quimby, Springer and Griffin. Noes: none. Motion carried.
 - f. Public Works Director Request For An Additional Full-Time Position. No action. Springer instructed that the item be dropped as an agenda item.
 - g. Multi-year budgeting – Operating Expenses. DISCUSSION: Hansen made available the April handout and suggested that more attention to General Fund budgeting would benefit the City. No action taken.
 - h. League of Wisconsin Municipalities Mutual Insurance. NOTE: Handouts were reviewed. No action taken.
 - 2016 Proxy Statement/Annual Meeting Notice. See above.
 - 2015 Annual Report. See above
 - i. Computer Software and Conversion Services Proposal. DISCUSSION: Hansen reviewed the proposal. He said the item was not a budgeted 2016 item. He suggest delaying consideration until staffing arrangements are better known. MOTION: Moved by Griffin, seconded by Quimby to table consideration of the proposal. VOICE VOTE: Motion carried.
5. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.
6. ADJOURNMENT. MOTION: Moved by Quimby, seconded by Griffin to adjourn. VOICE VOTE: Motion carried. Approximate time: 6:35 p.m.

Attest:



Mo Hansen
Clerk/Treasurer