



136 North Monroe Street
Waterloo, WI 53594-1198
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www.waterloowi.us

**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, August 4, 2016
TIME: 6:30 p.m.
LOCATION: Municipal Building Police Training Room, 136 N. Monroe Street

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: July 7, 2016
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. Permission to advertise for new squad car bids
 - b. Madcross Promotions, LLC, Application For Special Event License, Trek CXC Cup, September 16 through 18, 2016***
 - c. "No Parking" on the north side of Industrial Lane during the Flea Market
 - d. Citizen request to move the 25 mph speed limit sign to the north one post for south bound traffic (State speed study and approval)
5. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
6. ADJOURNMENT

Mo Hansen

Mo Hansen
Clerk/Treasurer

*** See Council Packet, Also On Tonight's Council Agenda

Committee Members: Thomas, Griffin and Petts

Printed, Posted, E-mailed and Distributed: 07/28/2016

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.

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
July 7, 2016

1. Call to Order:
The Public Safety Committee meeting was called to order by Alderperson Thomas at 6:30PM
2. Roll Call:
Committee members present — Alderperson Thomas, Griffin, Petts, and Interim Chief Lange.
3. Approval of Public Safety Committee Minutes of June 2, 2016. Motion by Alderperson Petts, second by Griffin, motion carried.
4. Citizen Input: None
5. Unfinished Business: (None)
6. New Business: a. How can we get people to use the Sidewalks? Alderperson Thomas explained that they do not have to use the sidewalk, they can be in the roadway as long as they are walking/jogging against traffic. It was also discussed about the trees, bushes and shrubs that overhang on some sidewalks.

b. Special Events License Applications. Wiener & Kraut Day amended application discussed. Present was Lauren Eggert on behalf of Waterloo Chamber of Commerce to discuss the current events planned. Added to existing application are Band(s) and Beer Tent. Plans are to use Taylor Street Parking Lot for Vendors and if needed, the South side of East & West Madison Street. Chamber requested to contact Hurley about access to his property. License & Licensed Bartenders and wristband use discussed. Motioned by Griffin, second by Petts, motion carried.

c. Wiener & Kraut Day 5K Run/Walk. Application reviewed. Benefit Fiends of KJML. Motioned by Petts, second by Griffin, motion carried.
7. Future Agenda Items and announcements: Request to send out Bids for New Squad.
8. Adjourn : Motion to Adjourn by Griffin, Second by Petts, motion carried.

Attest to: 

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:**

<p><u>Renee Callaway</u> Name (please print)</p>	<p><u>Renee Callaway</u> Signature</p>
<p><u>Race Director</u> Signatory Title (if applicable)</p>	<p><u>7-19-2016</u> Date</p>

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: 7/19/2014 Received by: MO HANSEN

Clerk's Office to complete the section below:

via email

Cc:	<u>Approval date or permit number</u>
<input type="checkbox"/> Animal Control	<input type="checkbox"/> Public Works
<input checked="" type="checkbox"/> Fire Department <i>via email</i>	<input type="checkbox"/> Utilities
<input type="checkbox"/> Building & Permits	<input type="checkbox"/> Public Health Inspector
<input checked="" type="checkbox"/> Police Department <i>Randie via email</i>	
<input type="checkbox"/> City Clerk	
<input checked="" type="checkbox"/> Public Property Use <i>DPW</i>	
<input type="checkbox"/> Building Inspector	
<input type="checkbox"/> Certificate of Insurance	
<input type="checkbox"/> Fire Department	
<input 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: _____

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: Trek CXC Cup

DATE (S) OF EVENT: Fri, Sept 16-Sun, Sept 18 HOURS: 8am-6pm

LOCATION/PROPERTY: Trek Bicycles, 801 W Madison St, 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? Staff from Midwest Orthopedic Specialty Hospital

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: Renee Callaway phone # 608-255-8494

2) What time will set up begin: Vendors/teams - Fri, Sept 16 at 8am

3) Name of clean up contact person: Renee Callaway Cell Phone# 608-255-8494

4) Estimated time for clean up after event: Finished by Mon, Sept 19; most done Sunday by 11pm

FEES AND PROCEEDS:

1) Will admission be charged for this event? YES NO Fee to race; free to spectate

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

Children 5 & under _____ Families _____

2) If a participant fee is charged, please indicate the amount: Booth: \$100-\$400

Concessionaire: _____

3) Will alcoholic beverage(s) be sold? YES NO

If yes, what beverage and at what cost? Beer \$5/pint

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Reinvest in future races

(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:

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

Clinics, children's play area, food vendors, expo area, meet the pros event Friday night

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: For the parking lot at the Waterloo trailhead

Location of placement: Trailhead entrance Amount needed 2

Date barricades needed Fri, Sept 16 Time of placement Afternoon

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 _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer 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) Last year the City marked McKay Way no parking to make more space for bikes riding to start

Location: McKay Way where it runs by Trek Amount _____

Date: Fri, Sept 16-Sun, Sept 18 Time: 9/16 afternoon-Sun evening

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: Waste Management

Where will dumpster be placed: Trek parking lot

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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

Trek CXC Cup Schedule



Aug 27 and 28	Set up begins with placing stakes.
Sept 3, 4 and 5	Course set up continues.
Sept 10 and 11	All stakes in place and riders begin to arrive to pre-ride
Sept 8-9	Ribbon and snow fence hung on stakes to fully mark the race course.
Sept 16	Pre-ride for all riders
Sept 17 and 18	Racing from 8am-6pm
Sept 18	Course clean up begins immediately at the conclusion of racing
Sept 19	Clean up finished.

Trek CXC Cup Budget

INCOME

Registration	\$ 39,000.00
Sponsorship	\$ 12,000.00
Expo/Team Parking Fees	\$ 1,500.00
Total Income	\$ 52,500.00

EXPENSES

USA Cycling Permits	\$ 3,900.00	
USA Cycling Insurance Fees	\$ 4,000.00	
UCI Race Permits - Sat/Sun	\$ 2,500.00	
Total Permit/Insurance Fees		\$ 10,400.00
Elite Prize Money - Saturday C1	\$ 14,552.00	
Elite Prize Money - Sunday C2	\$ 3,630.00	
Total Prize Money		\$ 18,182.00
City Permit/Traihead Fee	\$ 435.00	
Race Official Fees & Lodging	\$ 4,000.00	
Registration Services	\$ 500.00	
Finish Line Services	\$ 4,800.00	
Total Other Fees		\$ 8,800.00
Racer Numbers	\$ 700.00	
Event Posters	\$ 100.00	
Portapotties	\$ 1,600.00	
Volunteer Food	\$ 400.00	
Water Truck	\$ 125.00	
Race Supplies	\$ 2,500.00	
Garbage/Recycle Dumpster	\$ 1,000.00	
Finish Line Signage	\$ 1,065.00	
Signage	\$ 1,000.00	
Metal Fencing	\$ 7,000.00	
Race Radio Rental	\$ 500.00	
Total Misc Expenses		\$ 15,290.00
Total Expenses		\$ 52,672.00

Raynelle

From: Tim Thomas <thomastr2000@yahoo.com>
Sent: Thursday, July 28, 2016 7:54 AM
To: Mo Hansen
Subject: Re: North Monroe Street / changing speed limit

That's fine. I plan on voicing the same at the meeting anyway

Tim Thomas

On Thursday, July 28, 2016 7:36 AM, Mo Hansen <cityhall@waterloowi.us> wrote:

Tim,
If OK as an agenda item, we'll include this email thread in the meeting packet.
-Mo

From: Tim Thomas [mailto:thomastr2000@yahoo.com]
Sent: Wednesday, July 27, 2016 7:35 PM
To: Mo Hansen <cityhall@waterloowi.us>; Jeanette Petts <Jeanette.petts@yahoo.com>; Ron Griffin <griffinrepair@gmail.com>
Cc: Randie Lange <rrlange@waterloowi.us>
Subject: Re: North Monroe Street / changing speed limit

North Monroe St is a State Highway and it is controlled by the state. We would have to make a request to get the speed limit reduced. they will come out and do a speed study and review their guidelines for speed limits. The city does not have the authority to change it.

Tim Thomas

On Wednesday, July 27, 2016 4:39 PM, Mo Hansen <cityhall@waterloowi.us> wrote:

FYI Public Safety & Health Committee Members
-Mo

From: Mo Hansen [mailto:cityhall@waterloowi.us]
Sent: Wednesday, July 27, 2016 4:39 PM
To: Randie Lange (rrlange@waterloowi.us) <rrlange@waterloowi.us>
Cc: Robert Crosby <rlcrosbycmr@yahoo.com>
Subject: North Monroe Street / changing speed limit

Randie,

After Tuesday's Plan Commission meeting Waterloo resident Bob Crosby (275 North Monroe St; 920-478-3206; rlcrosbycmr@yahoo.com) made the following request:

Understanding that it is a state highway, he is seeking a reduction in the speed limit on North Monroe Street for a limited segment of the street. He is asking that the existing 25 speed limit sign be moved one post north from where it now is posted for south bound traffic.

Can this request be added to the Public Safety and Health Committee agenda? Bob Crosby will not be able to attend August 4th.

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

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