

136 N. MONROE STREET, WATERLOO, WI 53594
PHONE (920) 478-3025
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**PUBLIC NOTICE OF A COMMITTEE MEETING
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

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

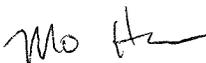
COMMITTEE: Public Safety & Health Committee

DATE: Thursday, July 18, 2013

TIME: 6:15 – 7:00 p.m.

LOCATION: Police Training Room, Municipal Building, 136 N. Monroe Street

1. Call To Order & Roll Call
2. Meeting Minutes Approval: May 2, 2013 and June 6, 2013
3. Citizen Input
4. Unfinished Business
 - a. Redefining Temporary Sign Permits
5. New Business
 - a. Special Event Application – VFW Post #6614, September 14, 2013
6. Future Agenda Items And Announcements
7. Adjourn


Morton Hansen
Clerk/Treasurer

*** See Council Packet

Committee Members: Cotting, Van Holten, and Reynolds

Printed, Posted, Emailed and Distributed: July 15, 2013

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.



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES

May 2, 2013

1. Call to Order

Aldersperson Cotting called the Public Safety Committee meeting to order 6:00 p.m.

2. Roll Call

Present: Alderspersons Cotting, Van Holten, and Reynolds. Others present: Chief Thomas.

3. Approval of The April 4, 2013 Regular Committee Minutes.

Motion by Reynolds and seconded by Van Holten to approve the April 2013 minutes. Motion carried.

4. Citizen Input

None

5. Unfinished Business

- Dance Permit Ordinance.

The Dance ordinance was discussed. Several changes were suggested. Motion by Van Holten and seconded by Reynolds to table to the next committee meeting. Motion carried.

- Redefining Temporary Sign Permit

There was discussion concerning temporary sign permits. It was the opinion of the committee to leave the ordinance intact with the exception of section 385-26C. Motion by Cotting and seconded by Reynolds to recommend to the council to create section 385-2C(4) Residential Development signs advertising the sale of lots in a subdivision up to 32 square feet. Motion carried.

6. New Business

- Parking on Franklin Street.

Complaints were received at the Police Department about vehicle parking on both side of Franklin St. The complaint concerned the street being narrow and reduced to only one lane when vehicles are parked on both sides. The street is a major artery to traffic coming out of the subdivision. This past winter it became necessary to temporarily post the street no parking due to the snow accumulation. Motion by Van Holten and seconded by Reynolds recommend to the council that the south side of Franklin Street be posted No Parking. Motion carried

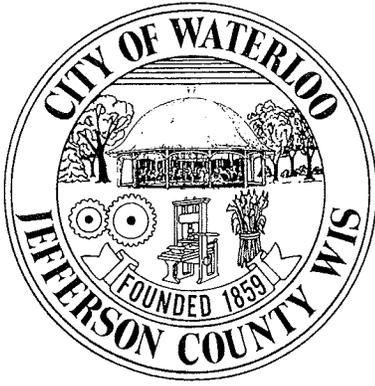
- Parking on Knowlton Street...

Alder Cotting received a complaint from a citizen about vehicles parking on the south side of Knowlton St in the area of Knowlton Wood Apartments. After some discussion it was decided to monitor the number of vehicles parked there and report back to the committee at the next meeting Motion by Van Holten and seconded by Reynolds to table to the next meeting. Motion carried.

7. Future Agenda Items and Announcements

8. Adjourn

Motion by Aldersperson Reynolds and seconded by Van Holten to adjourn at 7:00 PM. Motion carried..



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PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES

June 6, 2013

1. **Call to Order**

Aldersperson Cotting called the Public Safety Committee meeting to order 6:33 p.m.

2. **Roll Call**

Present: Alderspersons Cotting, Van Holten, and Reynolds. Others present: Chief Thomas.

3. **Approval of the May 2, 2013 Regular Committee Minutes.**

Motion by Reynolds and seconded by Van Holten to approve the May 2 2013 minutes. Motion carried.

4. **Citizen Input**

Chief Thomas reported problems with the Tornado Siren by Holy Family School. A company has been called to make repairs.

5. **Unfinished Business**

- **Dance Permit Ordinance.**

Motion by Cotting and seconded by Reynolds to amend Dance permit Ord. 172-1 as discussed. Motion carried.

- **Redefining Temporary Sign Permit**

There was discussion concerning temporary sign permits. It was the opinion of the committee to leave the ordinance intact with the exception of section 385-26C. Motion by Van Holten and seconded by Cotting to recommend to the council to create section 385-2C(4) Residential Development signs advertising the sale of lots in a subdivision up to 64 square feet. Motion carried.

- **Parking on Knowlton Street**

Parking in the 500 and 600 block of the south side of Knowlton Street was discussed. A resident in the area requested the committee review and possibly prohibit parking in the area. It was decided to take no action.

- **Waterloo Regional Trailhead, Security System Enhancements**

6. **New Business**

- **Waterloo Swim team Special event License (Waterloo Fit City Triathlon) August 11, 2013.**

Motion by Van Holten and seconded by Cotting to approve the Waterloo Swim Team Special Event License. Motion carried.

7. **Future Agenda Items and Announcements**

8. **Adjourn**

Motion by Aldersperson Van Holten and seconded by Reynolds to adjourn at 6:58 PM. Motion carried.

Record of Vehicles Parked on Kowlton Steet Between Addresses 530 - 606

Date	8:00 AM	Noon	4:00 PM	8:00 PM	Midnight	5:00 AM
Friday, May 24, 2013			4	6	5	6
Saturday, May 25, 2013	5	4	4	6	7	7
Sunday, May 26, 2013	5	5	7	7	7	5
Monday, May 27, 2013	4	4	4	7	6	6
Tuesday, May 28, 2013	2	2	5		7	7
Wednesday, May 29, 2013	3	2	3	6	5	5
Thursday, May 30, 2013	3	2	3	6	6	6
Friday, May 31, 2013	3	3		5	4	4
Saturday, June 1, 2013	3	4	4	4	6	8
Sunday, June 2, 2013	7	7	7	6	9	8
MONDAY, JUNE 3, 2013	4	2	4	8	8	7
TUESDAY, JUNE 4, 2013	4	2	5	6	7	6
Wednesday, June 5, 2013	4	4	7	9	9	8



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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): VFW Post 6614

STATUS: (circle one) unincorporated incorporated individual other Veterans Org

CONTACT NAME: Paul Mattson

PHONE NUMBER: 920 253 6709
DAYTIME EVENING FAX

EMAIL ADDRESS: VFW6614@gmail.com

NAME OF EVENT: Sportsman Indoor Sale

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

PURPOSE OF EVENT: Sportsman Indoor Sale + Raffle + Sale of Wieners + Kraut

DATE OF EVENT: Sept 14 2013

EVENT HOURS: 10-8 SET UP HOURS 8am BREAKDOWN 9:00 pm

DESCRIPTION OF EVENT: Indoor Sale + Outdoor sale of Wieners + Kraut

SITE/ADDRESS FOR EVENT (list if multiple locations) 115 S Monroe St

PROJECTED ATTENDANCE: 500 PAST ATTENDANCE: 0

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 10-12

RAIN POLICY: Will be held rain or shine

DATE APPLICATION MADE July 12 2013

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: *Attached*

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, 9/10 2013 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 115 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 14 through Sept 14 2013. 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>Paul Mattson</u>	<u><i>Paul Mattson</i></u>
Name (please print)	Signature
<u>Quartermaster VFW 6614</u>	<u>July 12 2013</u>
Signatory Title (if applicable)	Date

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

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: 11/20/13 Received by: Louise M. Raines
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 type="checkbox"/> Public Works
<input checked="" type="checkbox"/> Fire Department	<input 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"/> Fire Department	
<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: Exempt 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: Sportsman Indoor Sale + Raffle

DATE (S) OF EVENT: Sept 14 2013 HOURS: 10am - 8pm

LOCATION/PROPERTY: 115 S Monroe St

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? Call 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: Paul Mattson phone # 920 253 6709

2) What time will set up begin: 8 am

3) Name of clean up contact person: Paul Mattson Cell Phone# 920 253 6709

4) Estimated time for clean up after event: 1 hr

FEES AND PROCEEDS:

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

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

Children 5 & under _____ Families _____

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

Concessionaire: _____

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? Beer inside of VFW #2000 CW

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

Profits will be used for the VFW Scholarship fund & other donations

(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:

DS High Energy (tentative)

2) Describe other entertainment / activities planned for your event: Tables will be sold (rented) to public to sell outdoor items. Outside Wieners + Kraut will be sold.

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

other _____

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades?

YES

NO

Purpose of barricades: To block off 4 parking spaces in front of VFW

Location of placement: On 4 parking spaces Amount needed 4

Date barricades needed 8 am Sept 14 Time of placement 8 am

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 _____

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: Place around 20'x20' tent to allow 1 access point

Location: In front of UFW Amount: 50'

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) Allow No Parking

Location: In front of UFW Amount 4 parking places

Date: Sept 14 2013 Time: 8am - 9pm

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

