



136 N. MONROE STREET, WATERLOO, WI 53594  
PHONE (920) 478-3025  
EMAIL [cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
FAX (920) 478-2021

**CITY OF WATERLOO COUNCIL AGENDA  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET  
Thursday, August 1, 2013  
Immediately Following A Public Hearing Scheduled For 7:00 p.m.**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF PREVIOUSLY UNAPPROVED MEETING MINUTES: March 7, 2013 (Public Hearing), April 4, 2013 (Public Hearing) & July 18, 2013 and Note the Canceled Meeting Minutes of February 21, 2013 and July 4, 2013
3. CITIZEN INPUT
4. COMMUNICATIONS TO THE COUNCIL
  - a. Published Noticed: 1) Public Hearing For Conditional Use Permit, 1311 Oak Street; (2) Public Hearing For Adoption Of The Jefferson County Natural Hazards Mitigation Plan 2013-2017
5. CONSENT AGENDA ITEMS
  - a. Agreement Between City Of Waterloo And Jefferson County Relating To Voting Equipment
  - b. Approval To Grant Operator's License For The License Period Beginning July 1, 2013 And Ending June 30, 2015
    - i. Samantha Jo Braun, 5396 Box Elder Road, Marshall
6. COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS
  - a. Plan Commission: Conditional Use Permit, Nathan Galston, Owner Of The Property Located At 1311 Oak, Requesting A Conditional Use Permit To Allow The Construction Of An Additional 20' X 24' Accessory Building In A Residential District
  - b. Public Safety & Health Committee:
    - i. Special Event Application – VFW Post #6614, September 14, 2013
    - ii. Special Event Application – WPPA 113 Waterloo Professional Police Association, Police Pal 5K Fun Run/Walk, September 29, 2013
    - iii. Resolution #2013-37 Adopting The Jefferson County Natural Hazards Mitigation Plan: 2013-2017
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Morton Hansen  
Clerk/Treasurer

Posted and Emailed: July 29, 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.

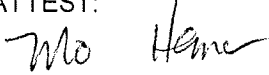
## **Minutes of Municipal Committees, Commissions and Boards Attached**

- Board of Review Meeting – May 21, 2013 and June 10, 2013
- Public Safety & Health Meeting (corrected minutes) – June 6, 2013
- Karl Junginger Memorial Library Board Meeting – July 23, 2013

CITY OF WATERLOO COUNCIL MINUTES  
WATERLOO MUNICIPAL BUILDING - COUNCIL CHAMBER  
July 4, 2013

No meeting held due to 4<sup>th</sup> of July Holiday.

ATTEST:

A handwritten signature in cursive script, appearing to read "Morton Hansen".

Morton Hansen, Clerk/Treasurer



AGREEMENT

WHEREAS, Jefferson County has budgeted funds to purchase new uniform election equipment for all municipalities with election districts in Jefferson County which will be considered by the Board upon the agreement of the municipalities to continue the same equipment/ownership arrangement used successfully for the past 16 years,

IN CONSIDERATION OF THE PROVISIONS SET FORTH, THE PARTIES AGREE that if Jefferson County contracts to purchase DS200 Precinct Tabulator and Scanner which would become the property of the City of Waterloo, the City of Waterloo will trade in toward the County's purchase price for the new election equipment the City's OPTECH III P Eagle and blue metal stand owned by the City of Waterloo.

IT IS FURTHER AGREED, that the City of Waterloo will properly maintain at its cost the equipment provided by the County under this agreement.

IT IS FURTHER AGREED, that the City of Waterloo will exclusively use the new elections equipment for a period of at least 10 years from the first election occurring after delivery of the equipment, unless released from this obligation by the County.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2013.

City of Waterloo:

\_\_\_\_\_  
Chairperson/President

\_\_\_\_\_  
Clerk

Dated this \_\_\_\_ day of \_\_\_\_\_, 2013.

County of Jefferson:

\_\_\_\_\_  
Barbara A. Frank  
Jefferson County Clerk

Please return this document to Jefferson County Clerk, 320 S Main Street, Room 109, Jefferson, WI 53549, no later than August 11, 2013.

## Jefferson County Election Equipment Purchase

- ❖ Retirement: Jefferson County purchased 34 OPTECH IIIPE for the total cost of \$196,295 in 1996. 1990 technology outdated with 20 year lifetime. These are provided to 25 of our municipalities holding 42 elections. The Optechs have been under maintenance and have had very few problems.
- ❖ Outdated: WindowsXP software required for programming software will not be supported after April 2014
- ❖ Reliability: No replacement parts available for the OPTECH and very expensive to replace. Not sure if replacement parts will be certified by state.
- ❖ Unique: Wisconsin is one of the few states still using the OPTECH and therefore less software (programming) support available.

### DS200 advantages:

- ❖ Voter Friendly: Voters benefit from instant, on-line alerts regarding questionable ballots
- ❖ Compatibility: with Automark (ADA machines).
- ❖ Multiple Wisconsin counties with same system: LaCrosse County purchase in 9/2013; Brown County, Rock County, Dane County,
- ❖ Cost Savings: Will not need \$45 infrared ink cartridges for automarks savings \$90/polling place/election or \$2700/election
- ❖ Programmer Friendly: software enhancements to make work flow smoother

### Fiscal Impact:

The 2009 appropriation \$211,225 for purchase of 35 new ballot machines has been carried forward and is available for the purchase.

2013 estimated cost is \$248,600 for 38 new ballots machines. \$37,375 will be requested to be transferred from contingency fund. Cost increases due to 3 additional voting machines, additional jump drives, and 4 year old quote.

2014 maintenance hardware warranty are included (saving \$4275).

August 8, 2013 Finance Committee Funding

August 13, 2013 Government Accountability Board (GAB) Modem Approval

September 10, 2013 County Board Approval

# ***COUNCIL APPROVAL 08-01-13***

# ***2013-2015 OPERATOR'S LICENSES***

<b>LAST NAME</b>	<b>FIRST NAME</b>	<b>MI</b>	<b>HOUSE #</b>	<b>STREET NAME</b>	<b>CITY</b>	<b>VIOLATIONS</b>	<b>NEW/RENEW</b>	<b>LICENSE #</b>	<b>EMPLOYER</b>
BRAUN	SAMANTHA	JO	5396	BOX ELDER RD	MARSHALL		NEW		THE END ZONE







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**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS OF CHAPTER 385-10(B) (7) AND 385-21 OF THE ZONING CODE OF THE CITY OF WATERLOO, JEFFERSON COUNTY WISCONSIN.**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter 385-10(B)(7) and 385-21 of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application for a conditional use permit received from Nathan Galston, owner of the property located at 1311 Oak Street, Waterloo.

The applicant is requesting a conditional use permit to allow the construction of an additional 20' X 24' (480 square feet) accessory building. The applicant currently has an attached garage. A conditional use permit is required for an additional garage or accessory building exceeding 144 square feet in a residential district.

The property is described as follows:

Tax Parcel: #290-0813-0544-029

Legal Description: Lot 17, Heritage Hills, City of Waterloo, Jefferson County, Wisconsin

Street Address: 1311 Oak Street

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning this conditional use permit application at a public hearing. The public hearing will be held at 7:00 p.m. on Tuesday, ~~July 23, 2013~~ **JULY 30, 2013** in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial, or conditional approval of the conditional use permit to the Common Council. The City Council will act on the Plan Commission's recommendation at its regularly scheduled meeting on Thursday, August 1, 2013.

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Morton J. Hansen  
City Clerk/Treasurer

Pub: The Courier: July 25, 2013

**Please note date change, the Public Hearing will be held on Tuesday, July 30, 2013 at 7:00 p.m.**



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

**APPLICATION FOR CONDITIONAL USE PERMIT**  
(Review and Action by City Plan Commission/Common Council)

PD  
7/12/2013  
Receipt  
#29787  
dz

Number: 2013-02 Date Filed: 7-12-13 Fee Paid: 285.00

Location of Property: 1311 Oak Street Waterloo WI

Applicant: Nathan Galston

Address: 1311 Oak Street Telephone: 608-843-9105

Owner of Property: Nathan Galston

Address: 1311 Oak Street Telephone: 608-843-9105

Contractor: Nathan Galston

Address: 1311 Oak Street Telephone: 608-843-9105

Architect or Professional Engineer: Same as above

Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

Legal Description of Property: lot 17 Hergital Hills

Land Parcel Size: 90' x 140' Present Use: R-1 Zoning District: R-1

Type of Existing Structure (if any): \_\_\_\_\_

Proposed Use of the Structure or Site: Storage shed/shed Number of Employees: \_\_\_\_\_

<u>Terms of Municipal Code</u>	<u>Conditional Use Requested</u>
<u>cuP additional</u>	<u>20 x 24 additional accessory</u>
<u>Accessory Bldg over 144 sq. Ft</u>	<u>building</u>

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)  
For more storage

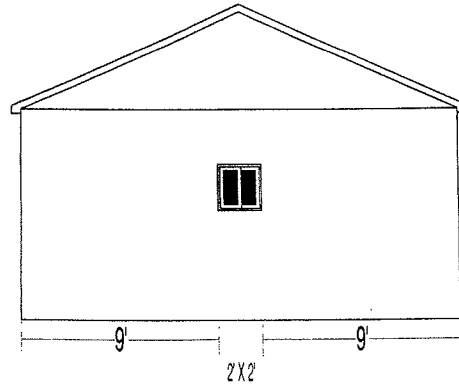
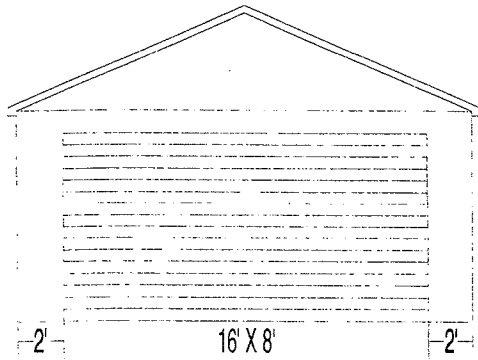
- ATTACH THE FOLLOWING:**
1. Adjoining owners, all names and addresses of all abutting and opposite property owners within 200 feet.
  2. Site Plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 7/12 2013

[Signature]  
Signature of Applicant

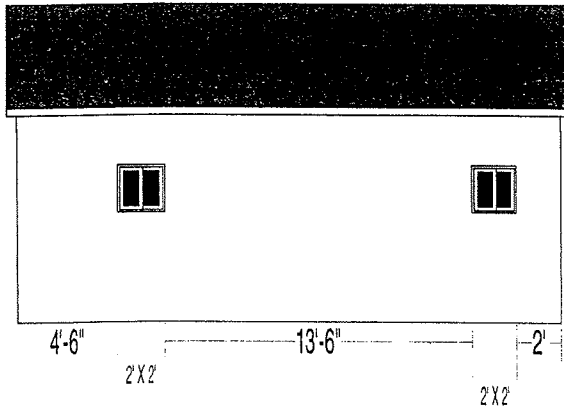
\*\*\* Here are the wall configurations for your design.

Illustration May Not Depict All Options Selected

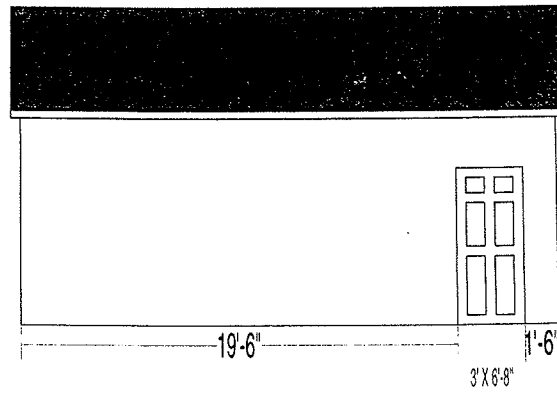


Gable Front View  
(1) - M5EST 16X8 EZ-SET WHITE M5EST NONINS

(1) - 24X24 WHITE VINYL UTILITY WINDOW



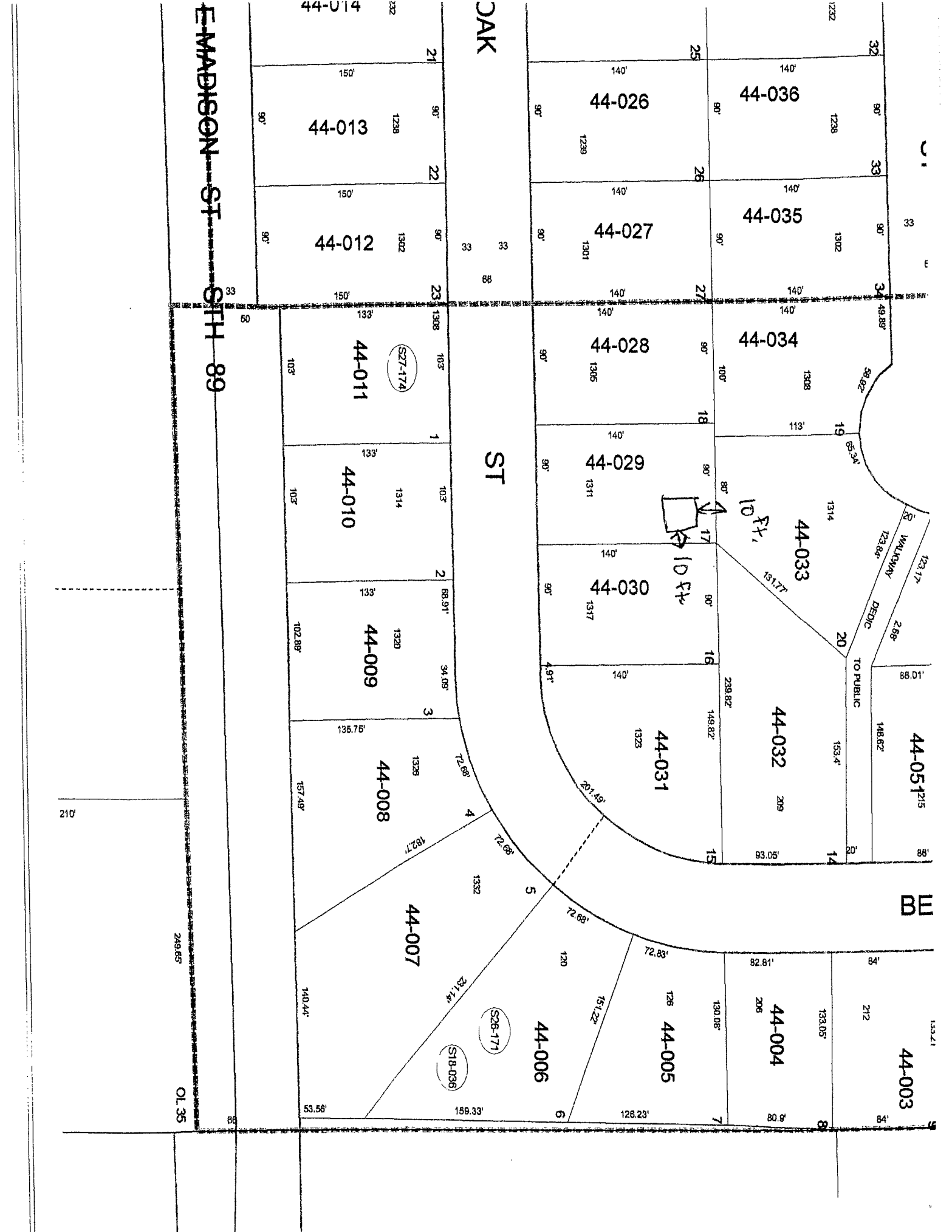
Eave Front View  
(2) - 24X24 WHITE VINYL UTILITY WINDOW



Eave Back View  
(1) - CM-1 6-PANEL STEEL DOOR 36X80 RH PH

Building Size: 20 feet wide X 24 feet long X 9 feet high  
Approximate Peak Height: 13 feet 7 inches (163 inches)

Menards provided material estimates are intended as a general construction aid and have been calculated using typical construction methods. Because of the wide variable in codes and site restrictions, all final plans and material lists must be verified with your local zoning office, architect and/or builder for building design and code compliance. Menards is a supplier of construction materials and does not assume liability for design, engineering or the completeness of any material lists provided. Underground electrical, phone and gas lines should be located and marked before your building plans are finalized. Remember to use safety equipment including dust masks and sight and hearing protection during construction to ensure a positive building experience.



E-MADISON ST STH 89

DAK

ST

BE

249.65'

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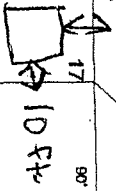
44-051

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(S27-174)

(S26-171)

(S18-036)



WALKWAY DEDIC TO PUBLIC



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): 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 S 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 11 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:**

Paul Mattson  
Name (please print)

*Paul Mattson*  
Signature

Quartermaster UFW 6614  
Signatory Title (if applicable)

July 12 2013  
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: 7/12/2013 Received by: Louise M. Baird  
Deputy City Clerk

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: 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





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/12/2013

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> Christy Lobner (920) 478-2254 302 E Madison St Apt A Waterloo, WI 53594 (038/016)	<b>CONTACT NAME:</b>	
	<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b> Vfw Post 6614 115 S. Monroe Street Waterloo, WI 53594-9663		
<b>INSURER A :</b>		
<b>INSURER B :</b>		
<b>INSURER C :</b>		
<b>INSURER D :</b>		
<b>INSURER E :</b>		
<b>INSURER F :</b>		

**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
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			48-XB4207-02-00	6/26/2013	6/26/2014	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 500,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input checked="" type="checkbox"/> N if yes, describe under DESCRIPTION OF OPERATIONS below		N/A				WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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)

**CERTIFICATE HOLDER****CANCELLATION**

City of Waterloo  
 136 N Monroe St  
 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.

AUTHORIZED REPRESENTATIVE



**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 \$1200.00

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:

DJ 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 8am Sept 14 Time of placement 8am

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





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): WPPA 113 Waterloo Professional Police Association

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

CONTACT NAME: Branden Cedarwall

PHONE NUMBER: 920-988-2401 / 1920-478-4746  
DAYTIME EVENING FAX

EMAIL ADDRESS: bceda642@uwsp.edu

NAME OF EVENT: Police Pal 5K Fun Run/Walk

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

PURPOSE OF EVENT: Fundraiser for food pantry & Scholarship foundation

DATE OF EVENT: September 29, 2013

EVENT HOURS: 8:30 AM - 12:00 PM SET UP HOURS 7:00 AM BREAKDOWN 1:00 PM

DESCRIPTION OF EVENT: 5K Fun Run/Walk

SITE/ADDRESS FOR EVENT (list if multiple locations) Waterloo Fire Station, Firemen Park  
Bike trail, N Monroe st, E Clarkson, Lum Ave, Cochl Rd, Lexington Rd

PROJECTED ATTENDANCE: 100 PAST ATTENDANCE: —

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 12

RAIN POLICY: Continue

DATE APPLICATION MADE 7-19-2013

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

Form created: 03/11/2004