



136 N. MONROE STREET, WATERLOO, WI 53594  
PHONE (920) 478-3025  
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**CITY OF WATERLOO COUNCIL AGENDA  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET  
Thursday, September 5, 2013  
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) and August 15, 2013
3. CITIZEN INPUT
4. COMMUNICATIONS TO THE COUNCIL
  - a. Published Notice: Application for Class “B” Beer License – Paul Mattson, Agent For VFW Krause/Langer Post #6614, 115 South Monroe Street
  - b. Wisconsin Department Of Administration Estimate Of January 1, 2013 Population
5. CONSENT AGENDA ITEMS
  - a. Approval To Grant Operator’s Licenses For The License Period Beginning July 1, 2013 And Ending June 30, 2015
    - i. Thomas Gates, 834 Lum Avenue, Waterloo
    - ii. Danielle Smith, 515 Hubbell Street, Marshall
    - iii. Riley Zink W11007 Hubbleton Road, Waterloo
6. COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS
  - a. Parks Commission: Resolution #2013-41 Entering Into A Memorandum Of Understanding With The Madison Audubon Society Regarding Waterloo Regional Trailhead Interns
  - b. Public Safety & Health Committee: Trek Cyclocross Collective Cup Special Event Application – September 21 & 22, 2013
  - c. Public Safety & Health Committee: Friends of the Carousel -- Find Your Path Here – Downtown Waterloo Special Event Application – September 14, 2013
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

  
Morton Hansen  
Clerk/Treasurer

Posted and Emailed: August 30, 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**

-CATV Regulatory Board Meeting – July 15, 2013 and August 13, 2013

-Public Safety & Health Meeting – July 18, 2013 and August 1, 2013

-Karl Junginger Memorial Library Board Meeting – July 30, 2013 and August 6, 2013

-Plan Commission Public Hearing and Plan Commission Meeting – July 30, 2013

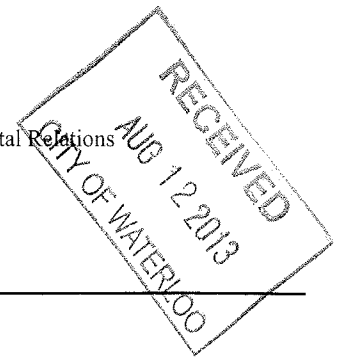
-No Meetings – Public Works and Property Committee – August 1, 2013 and Plan Commission – August 27, 2013



**WISCONSIN DEPARTMENT OF  
ADMINISTRATION**

**SCOTT WALKER**  
GOVERNOR  
**MIKE HUEBSCH**  
SECRETARY

Division of Intergovernmental Relations  
Post Office Box 8944  
Madison, WI 53708-8944  
Voice (608) 266-0288  
Fax (608) 267-6917



0712  
MORTON HANSEN, JR  
CLERK, CITY OF WATERLOO  
136 N MONROE ST  
WATERLOO, WI 53594 - 1198

August 10, 2013

**PRELIMINARY ESTIMATE OF JANUARY 1, 2013 POPULATION**

Dear Municipal Clerk:

The Demographic Services Center's preliminary estimate of the January 1, 2013 population for the CITY OF WATERLOO in JEFFERSON County is **3,321**. This represents a change of - 12 persons (-0.4 percent) since the 2010 Census.

Wisconsin's total population is estimated at 5,716,000 which is a change of 29,014 persons and 0.5 percent.

Following is a summary of the data we used in estimating your population:

	2010 Census Count	2013 Preliminary Estimate
2010 U.S. Census Count	3,333	
January 1, 2013 Estimate		3,321
Motor vehicles registered	4,117	4,031
Percent of vehicles in State	0.079	0.080
Income tax filers	2,356	2,259
Percent of filers in State	0.065	0.066
Filers plus dependents	3,285	3,113
Percent of Filers plus dependents in State	0.067	0.069
Income tax returns	1,639	1,585
Percent of income tax returns in State	0.065	0.065
Institutional Population	0	0

In addition, in response to our housing survey that we sent you earlier this year, your municipality reported a net change of 1 housing units for calendar year 2012. (If we did not receive a survey from you, we estimated your change in housing stock or used other sources.)

Approximately 2,472 of the estimated population for the CITY OF WATERLOO are of voting age. This courtesy estimate helps you to comply with Wisconsin Statute 5.66, which requires municipal clerks to approximate the number of electors prior to elections. The voting age population was calculated by applying the census proportion of persons over 18 to the preliminary January 1 estimate, and then multiplying the result by a state-wide factor to account for the general aging of the population. Please note that, if you have an adult correctional facility in your municipality, its population is included in this voting-age estimate.



# **COUNCIL APPROVAL 09-05-13 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>
GATES	THOMAS	A	834	LUM AVE	WATERLOO		NEW		VFW POST #6614
SMITH	DANIELLE	M	515	HUBBELL ST	MARSHALL		RENEW		STUBBY'S BOWL
ZINK	RILEY	J	W11007	HUBBLETON RD	WATERLOO		NEW		VFW POST #6614





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): Madcross Promotions LLC

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

CONTACT NAME: Renee Calhoun

PHONE NUMBER: 608-255-8494 / 608-255-8494  
 DAYTIME EVENING FAX

EMAIL ADDRESS: reneec@trekccup.com

NAME OF EVENT: Trek Cyclocross Collective Cup

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

PURPOSE OF EVENT: Cyclocross bike race

DATE OF EVENT: Fri, Sept 20 - Sun, Sept 22

EVENT HOURS: 8am - 5:30pm SET UP HOURS \_\_\_\_\_ BREAKDOWN Sun, 5:30pm

DESCRIPTION OF EVENT: National level cyclocross bike race

SITE/ADDRESS FOR EVENT (list if multiple locations): Trek headquarters and  
~~Emation Park~~ (M.H.)

PROJECTED ATTENDANCE: 500 PAST ATTENDANCE: 500

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 125

RAIN POLICY: Rain or shine

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

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: 8/30/2013 Received by: Mo Hen

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 type="checkbox"/> Fire Department	<input type="checkbox"/> Utilities
<input type="checkbox"/> Building & Permits	<input type="checkbox"/> Public Health Inspector
<input type="checkbox"/> Police Department	
<input type="checkbox"/> City Clerk	
<input type="checkbox"/> Public Property Use	
<input type="checkbox"/> Building Inspector	
<input type="checkbox"/> Certificate of Insurance - <u>Pending 8/30</u>	
<input type="checkbox"/> Fire Department	
<input type="checkbox"/> Council Approval	

Pending 8/30

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 Cyclocross Collective Cup

DATE (S) OF EVENT: Fri, Sept 20 - Sun, Sept 22 HOURS: 8am - 5:30pm

LOCATION/PROPERTY: Trek Headquarters @ Knowlton Park

**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? Personnel from Midwest Orthopedic Speciality Hospital on site

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: John Ericsson phone # 608-438-8852

2) What time will set up begin: \_\_\_\_\_

3) Name of clean up contact person: John Ericsson Cell Phone # 608-438-8852

4) Estimated time for clean up after event: Sun starting at 5:30pm, Mon as needed

**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: \$500 for expo space

Concessionaire: \_\_\_\_\_

Race Entry Fee - \$35 (\$18 jrs)

Waterloo, WI

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

If yes, what beverage and at what cost? Beer - cost to be determined

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Invest in next year's event

(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: Trek will have area in their parking lot w/ bouncy house, face painting, kids bike cars, etc

3) How will your event be promoted? Television  Radio   Newspapers  Posters  Flyers  
other online media and 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: Close small section of Knoxville St

Location of placement: Yetter Fox St, Bobo Motor Amount needed 4

Date barricades needed Fri, Sept 20 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 \_\_\_\_\_

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 Trek Amount 10

Date needed: Fri, Sept 20 - Sun, Sept 22 Time needed 10am Fri, Sept 20

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: Trek dumpsters

Where will dumpster be place: Trek w/ barrels throughout raco area.

8) Will water connection be needed?

YES

NO

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

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

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