



136 N. MONROE STREET, WATERLOO, WI 53594
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CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, March 6, 2014
7:00 p.m.

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: February 20, 2014
3. CITIZEN INPUT
4. COMMUNICATIONS TO THE COUNCIL
5. COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS
 - a. Public Works & Property Committee: Resolution #2014-16 Awarding A Contract To Krause Excavating Inc. of Markesan Wisconsin In The Amount Of \$301,034.82 For Railroad Avenue Improvements
 - b. Public Safety & Health Committee: Application For Special Event or Entertainment License – Midwest Athletes Against Childhood Cancer Inc. (MACC Fund) On June 7, 2014
6. NEW BUSINESS
 - a. Resolution #2014-17 Amending The 2014 Municipal Budget – Creating Fund 225 Waterloo Regional Trailhead
 - b. Resolution #2014-18 Entering Into A 2014 Service Agreement With the Watertown Humane Society
7. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
8. ADJOURNMENT

Morton Hansen
Clerk/Treasurer

Posted and Emailed: March 3, 2014

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 – January 29, 2014
- Community Development Authority – numerous from 2013
- Community Development Committee – numerous from 2013
- Finance, Insurance & Personnel Committee – numerous from 2013
- Karl Junginger Memorial Library Board of Trustees – February 18, 2014
- Parks Commission – January 15, 2013 and February 19, 2013
- Plan Commission Public Hearing and Plan Commission (no meeting) – February 25, 2014
- Public Safety & Health Committee – January 16, 2014
- Waterloo Fire Department Board of Trustees Treasurer's Report – January 2014

CITY OF WATERLOO COUNCIL MINUTES
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, February 20, 2014

1. **CALL TO ORDER AND ROLL CALL.** Mayor Thompson called the meeting to order at 7:00 p.m. Alderpersons present – Quimby, Springer, Van Holten, Cotting, Stinnett and Reynolds. Absent – Ziaja. Others present – Tom Fleming, Police Lieutenant Sorenson, Diane Graff of the Courier, Tammy Krueger of the Watertown Daily Times, videographers and Clerk/Treasurer Hansen.
2. **APPROVAL OF MEETING MINUTES: February 6, 2014. Motion:** Moved by Quimby, seconded by Van Holten to approve the February 6, 2014 meeting minutes. **Voice vote:** Motion carried.
3. **CITIZEN INPUT.** None.
4. **COMMUNICATIONS TO THE COUNCIL**
 - a. **Published Notices: (1) Advertisement For Bids – Railroad Avenue Improvements; (2) Public Hearing For Conditional Use Permit, 1042 E. Madison Street, Accessory Building; (3) Wisconsin Department Of Natural Resources Public Notice Of Intent To Reissue A Wisconsin Pollutant Discharge Elimination System Permit, 401 Hendricks Street**
 - b. **2013 Real Estate And Personal Property Taxes Collected As Of January 31, 2014.** Noted.
5. **CONSENT AGENDA ITEMS. Motion:** Moved by Van Holten, seconded by Cotting to approve all consent agenda items as presented below. **Roll call vote:** Ayes: Quimby, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Ziaja absent. Motion carried.
 - a. **Reports Of City Officials & Contract Service Providers**
 - i. **Waterloo Active Fire Department For December 2013**
 - ii. **Waterloo Active Fire Department For January 2014**
 - iii. **Building Inspector - Building, Plumbing, And Electrical Permits For January 2014**
 - iv. **Public Works Director Gary Yerges For January 2014**
 - v. **Police Lieutenant Denis Sorenson For January 2014**
 - vi. **Library Director Kelli Mountford For January 2014**
 - vii. **Waterloo Water & Light Commission – 02/11/2014**
 - viii. **Watertown Humane Society For January 2014**
 - b. **Approval To Grant Operator's Licenses For A Period Ending June 30, 2015**
 - i. **Jennifer N. Powers, 767 E. Madison Street, Waterloo**
 - ii. **Vanessa M. Morales, 208 N. Warren Street, Watertown**
 - iii. **Marie A. Breese, W9511 Veith Road, Waterloo**
6. **COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS**
 - a. **Public Works & Property Committee: Ordinance #2014-02 Amending Chapter 332 Trees Of The Municipal Code Relating To Planting And Removal Of Trees In The Public Right-Of-Way.** **Discussion:** Springer reviewed the ordinance. **Motion:** Moved by Springer, seconded by Stinnett to approve the ordinance as presented. **Voice vote:** Motion carried.
 - b. **Public Works & Property Committee: Ordinance #2014-03 Amending Chapter 324 Streets And Sidewalks Of The Municipal Code Relating To Snow And Ice Removal From Sidewalks And A Process For Removal By The City If Not Cleared.** **Discussion:** Springer said the ordinance establishes in writing the process for municipal action in clearing walks. **Motion:** Moved by Springer, seconded by Stinnett to approve the ordinance as presented. **Voice vote:** Motion carried.
 - c. **Finance, Insurance & Personnel Committee: Reports Of The Clerk/Treasurer**
 - i. **Payroll For January - \$66,265.20. Motion:** Moved by Springer, seconded by Quimby to approve payroll in the stated amount. **Roll call vote:** Ayes: Quimby, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Ziaja absent. Motion carried.
 - ii. **Pay Vouchers – January 17, 2014 through February 20, 2014. Motion:** Moved by Springer, seconded by Quimby to approve the pay vouchers as submitted. **Roll call vote:** Ayes: Quimby, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Ziaja absent. Motion carried.
 - d. **Finance, Insurance & Personnel Committee: Resolution #2014-13 Adoption Of A Policy On Capitalization Of Capitalized Assets.** **Motion:** Moved by Springer, seconded by Quimby to approve the resolution as submitted. **Roll call vote:** Ayes: Quimby, Springer, Van Holten, Cotting, Stinnett and

Reynolds. Noes: none with Ziaja absent. Motion carried.

- e. **Community Development Committee: Resolution #2013-14 In Support Of A Waterloo – UW-Milwaukee Applied Planning Workshop Partnership.** **Discussion:** UW-Milwaukee student Tom Fleming said there would be no cost and that the team was very interested in working in the community. **Motion:** Moved by Van Holten, seconded by Reynolds to approve the resolution as submitted. **Roll call vote:** Ayes: Quimby, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Ziaja absent. Motion carried.

7. UNFINISHED BUSINESS

- a. **Resolution #2014-07 Amending The Performance Development Agreement With Lang Group LLC And Approving A Guaranty Agreement.** **Discussion:** Hansen noted that he and the City Attorney had requested documentation from the developer. Hansen read from a letter from the City Attorney. **Motion:** Moved by Van Holten, seconded by Cotting to approve the resolution contingent upon as submitted of information requested by the City Attorney and Clerk/Treasurer. **Roll call vote:** Ayes: Quimby, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Ziaja absent. Motion carried.

8. NEW BUSINESS

- a. **Resolution #2014-15 Entering Into An Idle Industrial Sites Redevelopment Grant Agreement Between The Wisconsin Economic Development Corporation And City Of Waterloo.** **Motion:** Moved by Van Holten, seconded by Springer to the approve the Resolution as submitted. **Roll call vote:** Ayes: Quimby, Springer, Van Holten, Cotting, Stinnett and Reynolds. Noes: none with Ziaja absent. Motion carried.
- b. **Establishing Negotiating Parameters With Multiple Businesses Expressing Interest In Land Acquisition And Developer Incentives In Tax Incremental District No. 3** **Note:** [The Council may convene to closed session. The statutory exception for the closed session is Wis. Statute 19.85(1)(e) "Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business whenever competitive or bargaining reasons requires a closed session." Upon conclusion of the closed session the Council will reconvene in open session.] **Motion:** Moved by Cotting, seconded by Quimby to the convene to closed session. **Voice vote:** Motion carried. **Note:** Upon conclusion of the closed session the body reconvened in open session.

9. **FUTURE AGENDA ITEMS AND ANNOUNCEMENTS.** ## Cotting urged all to take note of the cable station updates.

10. **ADJOURNMENT.** **Motion:** Moved by Springer, seconded by Quimby to adjourn. **Voice vote:** Motion carried. The time was approximately 7:55 p.m.

Attest:



Morton Hansen
Clerk/Treasurer



136 North Monroe Street, Waterloo, Wisconsin 53594-1198
Phone (920) 478-3025
Fax (920) 478-2021

RESOLUTION #2014-16

Awarding A Contract To Krause Excavating Inc. of Markesan Wisconsin In The Amount Of \$301,034.82 For Railroad Avenue Improvements

Whereas, public bids for 2014 improvements to Railroad Avenue in the City of Waterloo were publically read aloud on February 28, 2014 at 10 a.m. in the Council Chamber with seven firms submitting bids as specified in bid documents published by Kunkel Engineering, and;

Whereas, Project Manager Mitch Leisses of Kunkel Engineering has recommended awarding work to the lowest responsible bidder, Krause Excavating Inc, in his March 3, 2014 letter to the City, and;

Whereas, the Public Works and Property Committee has reviewed the bid tabulations and the award recommendation at its regularly scheduled March 6, 2014 meeting.

Now Therefore Be It Resolved, by the Common Council of the City of Waterloo, Wisconsin, that the City hereby awards a contract to Krause Excavating Inc. of Markesan Wisconsin in an amount not to exceed \$301,034.82 for Railroad Avenue improvements. It further directs that costs related to water and sanitary sewer improvements for this project shall be directed to Waterloo Water & Light so that it shall reimburse the Capital Fund (400) for those specific expenses. It further directs the Project Engineer and the Clerk/Treasurer to complete all necessary documents to execute the contracts. In such case as the Mayor is not available, it directs the Clerk/Treasurer to sign documents on behalf of the City.

PASSED AND ADOPTED this ____ day of _____ 2014.

City of Waterloo

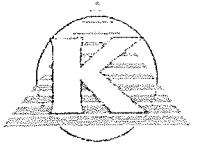
Signed: _____
Robert H. Thompson, Mayor

Attest:

Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – City Engineer

FISCAL EFFECT – Bid is broken out to direct Water and Sanitary Sewer expenses to the Water & Light Utility. The balance of the expense is less than budgeted for in the 2014 capital budget.



KUNKEL
engineering
group

107 Parallel Street
Beaver Dam, WI 53916
(920) 356-9447
fax: (920) 356-9454
kunkelengineering.com

March 3, 2014

Mr. Mo Hansen, Clerk/Treasurer
City of Waterloo
136 North Monroe Street
Waterloo, WI 53594

**Re: City of Waterloo – 2014 Railroad Avenue Street & Utility Improvements
Construction Contract Award – Recommendation**

Dear Mr. Hansen:

Please find accompanying this transmittal the "Bid Tabulation" for the above referenced project, bid on February 28, 2014. As is evident, Krause Excavating, Inc., from Markesan, Wisconsin submitted the low bid in the amount of \$301,034.82. Of the 7 bids received for this project, 3 of them came in below the engineer's cost estimate of \$350,519.00.

Based upon our analysis of the bids received and our understanding of the contractor's past work efforts, we recommend the City of Waterloo award a base bid construction contract to Krause Excavating, Inc., from Markesan, Wisconsin for the 2014 Railroad Avenue Street & Utility Improvements project in the amount of \$301,034.82.

Mo, should you or the City Council and/or Staff have any questions regarding this transmittal, please feel free to contact me at your earliest convenience.

Sincerely,

KUNKEL ENGINEERING GROUP

Mitchell Leisses
Project Manager

cc: Bob Thompson, Mayor
Gary Yerges, Director of Public Works
Gene Weihert, Director of Water & Light
Neil Krause, Krause Excavating, Inc.

Bid Tabulation:
RAILROAD AVE IMPROVEMENTS
 City of Waterloo, Wisconsin

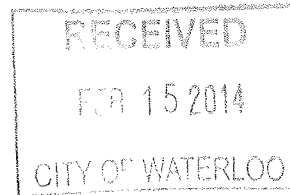
Bid Date: February 28, 2014 at 10:00 a.m.

Kunkel Engineering Group
 Beaver Dam, Wisconsin
 Ph: 920-356-9447 Fax: 920-356-9454

No.	Bid Items	Unit	Krause Excavating, Inc Markesan, WI		Town & Country Underground Mayville, WI		G.M.S. Excavators Edgerton, WI		Maddrell Excavating LLC Monroe, WI		Corex Excavation & Const. LLC Sun Prairie, WI		S&L Underground & Trucking Merrimac, WI		Corporate Contractors, Inc Beloit, WI	
			Unit Price	Bid	Unit Price	Bid	Unit Price	Bid	Unit Price	Bid	Unit Price	Bid	Unit Price	Bid	Unit Price	Bid
1)	8" Sanitary Sewer	640 LF	\$35.27	\$22,572.80	\$37.00	\$23,680.00	\$50.00	\$32,000.00	\$71.00	\$45,440.00	\$48.00	\$30,720.00	\$41.50	\$26,560.00	\$50.25	\$32,160.00
2)	Sanitary Sewer Manhole	4 EA	\$2,433.45	\$9,733.80	\$2,000.00	\$8,000.00	\$1,800.00	\$7,200.00	\$2,870.00	\$11,480.00	\$3,020.00	\$12,080.00	\$2,542.00	\$10,168.00	\$2,695.00	\$10,780.00
3)	6" Sewer Service Lateral	240 LF	\$29.52	\$7,084.80	\$17.00	\$4,080.00	\$47.00	\$11,280.00	\$25.00	\$6,000.00	\$43.00	\$10,320.00	\$44.30	\$10,632.00	\$56.75	\$13,620.00
4)	Granular Backfill, San Sewer	640 LF	\$6.70	\$4,288.00	\$10.55	\$6,752.00	\$2.00	\$1,280.00	\$1.00	\$640.00	\$1.00	\$640.00	\$1.00	\$640.00	\$17.50	\$11,200.00
5)	8" Watermain	625 LF	\$55.92	\$34,950.00	\$61.00	\$38,125.00	\$75.00	\$46,875.00	\$73.50	\$45,937.50	\$82.00	\$51,250.00	\$76.00	\$47,500.00	\$89.00	\$51,875.00
6)	6" Watermain	80 LF	\$42.56	\$2,553.60	\$80.00	\$4,800.00	\$90.00	\$5,400.00	\$70.00	\$4,200.00	\$66.00	\$3,960.00	\$82.00	\$4,920.00	\$77.45	\$4,647.00
7)	8" Gate Valve & Box	3 EA	\$1,889.12	\$5,067.36	\$1,708.00	\$5,124.00	\$1,600.00	\$4,800.00	\$1,800.00	\$5,400.00	\$1,990.00	\$5,970.00	\$1,945.00	\$5,835.00	\$2,365.00	\$7,095.00
8)	6" Gate Valve & Box	1 EA	\$1,245.00	\$1,245.00	\$1,275.00	\$1,275.00	\$1,250.00	\$1,250.00	\$1,500.00	\$1,500.00	\$1,415.00	\$1,415.00	\$1,453.00	\$1,453.00	\$1,730.00	\$1,730.00
9)	Hydrant w/Aux Valve & 6" Lead	2 EA	\$4,418.28	\$8,836.56	\$4,400.00	\$8,800.00	\$4,200.00	\$8,400.00	\$4,600.00	\$9,200.00	\$5,880.00	\$11,760.00	\$6,370.00	\$12,740.00	\$6,630.00	\$13,260.00
10)	Connect to Exist Watermain	3 EA	\$1,687.00	\$5,061.00	\$850.00	\$2,550.00	\$1,000.00	\$3,000.00	\$3,000.00	\$9,000.00	\$1,970.00	\$5,910.00	\$1,211.00	\$3,633.00	\$3,075.00	\$9,225.00
11)	1" Water Service & Fittings	110 LF	\$34.20	\$3,762.00	\$76.00	\$8,360.00	\$50.00	\$5,500.00	\$28.00	\$3,080.00	\$42.00	\$4,620.00	\$47.25	\$5,197.50	\$55.00	\$6,050.00
12)	2" Water Service & Fittings	40 LF	\$68.67	\$2,746.80	\$116.00	\$4,640.00	\$85.00	\$3,400.00	\$60.00	\$2,400.00	\$48.00	\$1,920.00	\$98.00	\$3,920.00	\$72.45	\$2,898.00
13)	Metering Manhole @ STA 14+36.6	1 EA	\$1,698.00	\$1,698.00	\$4,700.00	\$4,700.00	\$2,900.00	\$2,900.00	\$2,970.00	\$2,970.00	\$2,410.00	\$2,410.00	\$2,020.00	\$2,020.00	\$1,685.00	\$1,685.00
14)	Granular Backfill, Watermain	640 LF	\$6.70	\$4,288.00	\$5.00	\$3,200.00	\$2.00	\$1,280.00	\$1.00	\$640.00	\$1.00	\$640.00	\$0.90	\$576.00	\$22.65	\$14,496.00
15)	12" Storm Sewer	140 LF	\$31.97	\$4,475.80	\$32.00	\$4,480.00	\$38.00	\$5,320.00	\$45.00	\$6,300.00	\$34.00	\$4,760.00	\$37.50	\$5,250.00	\$52.00	\$7,280.00
16)	15" Storm Sewer	460 LF	\$34.50	\$15,870.00	\$42.00	\$19,320.00	\$41.00	\$18,860.00	\$49.00	\$22,540.00	\$38.00	\$17,480.00	\$40.00	\$18,400.00	\$36.35	\$16,721.00
17)	18" Storm Sewer	10 LF	\$44.10	\$441.00	\$50.00	\$500.00	\$100.00	\$1,000.00	\$60.00	\$600.00	\$70.00	\$700.00	\$47.00	\$470.00	\$141.00	\$1,410.00
18)	4" Drain Tile	1150 LF	\$2.80	\$3,220.00	\$2.50	\$2,875.00	\$6.00	\$6,900.00	\$6.00	\$6,900.00	\$5.00	\$5,750.00	\$6.80	\$7,820.00	\$4.40	\$5,060.00
19)	Storm Sewer Inlet	6 EA	\$1,196.00	\$7,176.00	\$1,000.00	\$6,000.00	\$1,100.00	\$6,600.00	\$1,500.00	\$9,000.00	\$1,420.00	\$8,520.00	\$1,535.00	\$9,210.00	\$1,260.00	\$7,560.00
20)	Yard Inlet	2 EA	\$851.20	\$1,702.40	\$1,000.00	\$2,000.00	\$1,000.00	\$2,000.00	\$1,300.00	\$2,600.00	\$1,360.00	\$2,720.00	\$981.00	\$1,962.00	\$1,210.00	\$2,420.00
21)	Storm Sewer Manhole	1 EA	\$1,856.10	\$1,856.10	\$1,500.00	\$1,500.00	\$1,400.00	\$1,400.00	\$3,800.00	\$3,800.00	\$1,945.00	\$1,945.00	\$1,871.00	\$1,871.00	\$2,535.00	\$2,535.00
22)	Granular Backfill, Storm Sewer	610 LF	\$2.32	\$1,415.20	\$1.50	\$915.00	\$2.00	\$1,220.00	\$1.00	\$610.00	\$0.50	\$305.00	\$0.50	\$305.00	\$4.10	\$2,501.00
23)	Unclassified Excavation	1 LS	\$18,110.00	\$18,110.00	\$11,280.00	\$11,280.00	\$14,000.00	\$14,000.00	\$25,000.00	\$25,000.00	\$21,850.00	\$21,850.00	\$48,500.00	\$48,500.00	\$37,526.00	\$37,526.00
24)	EBS & Sub-Base Course	810 CY	\$15.06	\$12,198.60	\$22.31	\$18,071.10	\$20.00	\$16,200.00	\$17.00	\$13,770.00	\$24.00	\$19,440.00	\$24.00	\$19,440.00	\$25.80	\$20,898.00
25)	Geo-Textile Fabric (Type SAS)	3100 SY	\$1.20	\$3,720.00	\$1.40	\$4,340.00	\$1.80	\$5,580.00	\$1.75	\$5,425.00	\$2.20	\$6,820.00	\$3.20	\$9,920.00	\$1.50	\$4,650.00
26)	Sub-Base Course, 8" Thick	3100 SY	\$4.00	\$12,400.00	\$3.72	\$11,532.00	\$5.00	\$15,500.00	\$4.25	\$13,175.00	\$4.60	\$14,260.00	\$6.10	\$18,910.00	\$4.10	\$12,710.00
27)	Base Aggregate Dense 3/4", 6" Thick	3100 SY	\$2.67	\$8,277.00	\$2.89	\$8,959.00	\$4.40	\$13,640.00	\$2.80	\$8,680.00	\$4.80	\$14,880.00	\$3.00	\$9,300.00	\$3.85	\$11,935.00
28)	HMA Pavement E-1 (5" Thick)	800 TN	\$72.75	\$58,200.00	\$69.90	\$55,920.00	\$72.00	\$57,600.00	\$59.25	\$47,400.00	\$70.00	\$56,000.00	\$70.50	\$56,400.00	\$64.00	\$51,200.00
29)	HMA Driveway Patching	30 TN	\$79.50	\$2,385.00	\$187.50	\$5,625.00	\$120.00	\$3,600.00	\$89.60	\$2,688.00	\$110.00	\$3,300.00	\$75.75	\$2,272.50	\$75.00	\$2,250.00
30)	PCC Curb & Gutter, 30"	1200 LF	\$10.50	\$12,600.00	\$8.82	\$10,584.00	\$10.00	\$12,000.00	\$8.81	\$10,572.00	\$10.00	\$12,000.00	\$11.00	\$13,200.00	\$9.25	\$11,100.00
31)	PCC Sidewalk Patching, 4"	800 SF	\$3.85	\$3,100.00	\$3.26	\$1,956.00	\$4.00	\$2,400.00	\$3.26	\$1,956.00	\$4.90	\$2,940.00	\$4.40	\$2,640.00	\$5.05	\$3,030.00
32)	PCC Driveway Apron, 6"	2200 SF	\$4.00	\$8,800.00	\$3.55	\$7,810.00	\$4.00	\$8,800.00	\$3.55	\$7,810.00	\$5.00	\$11,000.00	\$4.40	\$9,680.00	\$4.92	\$10,824.00
33)	Detectable Warning Field	4 EA	\$220.00	\$880.00	\$210.00	\$840.00	\$300.00	\$1,200.00	\$210.00	\$840.00	\$200.00	\$800.00	\$50.00	\$200.00	\$220.00	\$880.00
34)	Topsoil & Seeding	1800 SY	\$3.95	\$7,110.00	\$4.72	\$8,496.00	\$2.90	\$5,220.00	\$3.00	\$5,400.00	\$5.50	\$9,900.00	\$5.20	\$9,360.00	\$5.00	\$9,000.00
35)	Erosion Control Project	1 LS	\$500.00	\$500.00	\$600.00	\$600.00	\$3,500.00	\$3,500.00	\$1,700.00	\$1,700.00	\$3,200.00	\$3,200.00	\$2,685.00	\$2,685.00	\$1,450.00	\$1,450.00
36)	Traffic Control and Access	1 LS	\$1,500.00	\$1,500.00	\$2,000.00	\$2,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$3,900.00	\$3,900.00	\$1,800.00	\$1,800.00	\$4,200.00	\$4,200.00
ALLOWANCES:																
Materials and Compaction Testing				\$2,000.00		\$2,000.00		\$2,000.00		\$2,000.00		\$2,000.00		\$2,000.00		\$2,000.00
Total Base Bid				\$301,034.82		\$311,889.10		\$345,105.00		\$352,653.50		\$368,085.00		\$387,390.00		\$409,861.00

Read As: \$344,085.00

Read As: \$407,861.00



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): MACC Fund – Midwest Athletes Against Childhood Cancer, Inc.

STATUS: (circle one) incorporated

CONTACT NAME: Colleen O. Moran

PHONE NUMBER: 414.955.5834 / 414.839.7695 / 414.955.6170
DAYTIME EVENING FAX

EMAIL ADDRESS: ceomoran@maccfund.org

NAME OF EVENT: Trek 100 Bike Ride

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

PURPOSE OF EVENT: to raise money for childhood cancer research

DATE OF EVENT: June 7, 2014

EVENT HOURS: 6 a.m. – 6 p.m. SET UP HOURS 4-6 a.m. BREAKDOWN 5-7 p.m.

DESCRIPTION OF EVENT: 100, 62, 36 or 19 mile bike rides – begins at 7:30 a.m.

SITE/ADDRESS FOR EVENT (list if multiple locations) Trek Bicycles 801 W, Madison St. Waterloo, WI 53594

PROJECTED ATTENDANCE: 2500 PAST ATTENDANCE: 2400

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 400

RAIN POLICY: We ride rain or shine

DATE APPLICATION MADE 2/13/14

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 _____ 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>Colleen O. Moran</u> Name (please print)</p> <p><u>Development Officer</u> Signatory Title (if applicable)</p>	<p><u>Colleen O. Moran</u> Signature</p> <p><u>2/13/14</u> Date</p>
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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: 2/15/2014 Received by: mail

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	
<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: Fee Date Paid: Waived LB

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)
2/21/2013

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).

PRODUCER R & R Insurance Services, Inc. 1581 E Racine Avenue PO Box 1610 Waukesha WI 53186	CONTACT NAME: Joyce Gott	
	PHONE (A/C No. Ext): (262) 574-7000 FAX (A/C No.): (262) 574-7080 E-MAIL ADDRESS: joyce.gott@rrins.com	
INSURED Midwest Athletes Against Childhood Cancer Inc, 10000 W Innovation Dr Suite 135 Wauwatosa WI 53226	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: West Bend Mutual Insurance Co	
	INSURER B: The Princeton Excess & Surplus	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES **CERTIFICATE NUMBER: 2013 TREK 100** **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 SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY		CPV0625089	12/1/2012	12/1/2013	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY					DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 200,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR					MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC					GENERAL AGGREGATE \$ 2,000,000
						PRODUCTS - COMP/OP AGG \$ 2,000,000
						\$
A	AUTOMOBILE LIABILITY		CPV0625089	12/1/2012	12/1/2013	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO					BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS				BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS				PROPERTY DAMAGE (Per accident) \$
						Medical payments \$ 10,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR	82A3FF000701-00	12/1/2012	12/1/2013	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE				AGGREGATE \$ 1,000,000
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$				\$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	VUV0625090	12/1/2012	12/1/2013	<input checked="" type="checkbox"/> WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> N				E.L. EACH ACCIDENT \$ 500,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N/A				E.L. DISEASE - EA EMPLOYEE \$ 500,000
						E.L. DISEASE - POLICY LIMIT \$ 500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
Certificate Holder is an add'l insured per end't WB1450 with regard to 2013 Trek 100.

CERTIFICATE HOLDER	CANCELLATION
City of Waterloo Clerk's Office 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
	Bill King/C182

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Trek 100 Bike Ride

DATE (S) OF EVENT: 6/7/14 HOURS: 7:30 a.m. – 6:00 p.m.

LOCATION/PROPERTY: Trek Bicycles 801 W. Madison St. Waterloo, WI 53594

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? Kettle Moraine Ambulance Service on route. Would love Waterloo F.D. at the starting line at Trek on 6/7/14

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: Colleen O. Moran phone #414-839-7695

2) What time will set up begin: 4 a.m.

3) Name of clean up contact person: same Cell Phone# same

4) Estimated time for clean up after event: _____ 5-7 p.m., _____

FEES AND PROCEEDS:

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

If yes, how much: Adult \$45 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? _____

4) What does the Sponsor intend to do with any revenue over and above the expenditures?
Support pediatric cancer research at Medical College of Wisconsin and UW-Madison.

(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- Exciting Events + possibly UW Marching
Band in A.M.

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

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

Other: Internet; 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: _____

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 _____ 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: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) details included

details to follow. Same

Location: _____ Amount: *As '09, '10, '11, '12, '13*

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: Waste Management

Where will dumpster be place: Trek's parking lot – west side of the building

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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