

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
February 06, 2014

1. **Call to Order**
The Public Safety Committee meeting was called to order by Alderperson Cotting at 6:35PM
2. **Roll Call**
Committee member's present- Alderperson Cotting, Reynolds, and Lt Sorenson
3. **Approval of Public Safety Committee Minutes of January 16, 2014.**
Alderperson Reynolds approves, Cotting Seconds, motion carried
4. **Citizen Input**
None
5. **Unfinished Business**
None
6. **New Business**
Yield Signs on Adams St. At Pierce St. be changed to Stop Signs. No action taken.
7. **Future Agenda Items and announcements**
None
8. **Adjourn**
Motion to adjourn by Alderperson Reynolds, second by Cotting, Motion carried.



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) Waterloo Intermediate / Middle School

STATUS: (circle one) unincorporated Incorporated individual other _____

CONTACT NAME: Susan Piazza

PHONE NUMBER: 478-2696 / 478-3987
DAYTIME EVENING FAX

EMAIL ADDRESS: piazza.s@waterloo.k12.wi.us

NAME OF EVENT: Waterloo Intermediate / Middle School Walk / Run

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

PURPOSE OF EVENT: Health + wellness School Dist. goals along w/

DATE OF EVENT: Friday, May 16, 2014 collaboration w/ community

EVENT HOURS: 11:40am - 3:15pm SET UP HOURS: 5:30pm - 8:00pm BREAKDOWN: 3:15pm - 5:00pm

DESCRIPTION OF EVENT: 5K walk / Run

SITE/ADDRESS FOR EVENT (list if multiple locations) See attached map

PROJECTED ATTENDANCE: ~300 PAST ATTENDANCE: N/A

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: unknown ~ 20 adults

RAIN POLICY: none

DATE APPLICATION MADE March 4, 2014

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:

Susan Piazza
Name (please print)
Principal
Signatory Title (if applicable)

Susan Piazza
Signature
3/4/2014
Date

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: 3/6/2014 Received by: FAX

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 type="checkbox"/> Council Approval | |

Fee for Profit Events = \$50.00 per event.

Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.

Fee Paid: _____ Date Paid: _____

Received by: _____

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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: Waterloo Intermediate / Middle School walk / Run

DATE (S) OF EVENT: Fri., May 16, 2014 HOURS: 11:40 am - 3:15 pm

LOCATION/PROPERTY: beginning of HS Track (See Attached map)

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? First Aid Station - Staffed by school certified staff

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: Waterloo School Staff

1) Name of person in charge of set up: Volunteer Parents phone # 478-2696

2) What time will set up begin: evening of 5/15/14

3) Name of clean up contact person: Susan Piazza Cell Phone# 478-2696

4) Estimated time for clean up after event: 3:15 - 5:00 pm

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: _____

Waterloo, WI

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? _____

(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: _____

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

other letters to business owners & parents

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 _____ Entertainer name _____

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

Equipment being used: _____

Location: _____ Entertainer 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) _____

Location: _____ Amount _____

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 2 @ water station

Where do you want them placed? Corners of Hendricks + Cleveland

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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