



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, July 3, 2014**  
**7:00 p.m.**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: June 19, 2014
3. CITIZEN INPUT
4. COMMUNICATIONS TO COUNCIL: 2014 Impact Fees Annual Adjustment
5. COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS
  - a. Plan Commission: Kevolutionary Ventures, LLC - 1003 North Monroe Street. Requesting A Change In Land Use From R-2, Single Family Residential District To C-1 General Commercial District For Purposes Of Establishing A Restaurant, A State Approved Kitchen Suitable For Food Processing Services Including Off-Site Sales And Allowing For Fruit And Vegetable Production
  - b. Plan Commission: Kevolutionary Ventures, LLC - 1003 North Monroe Street, Requesting A Conditional Use Permit To Allow For Outdoor Restaurant Service And Food Preparation
  - c. Plan Commission: City Of Waterloo, Firemen's Park 500 Park Avenue, Requesting A Conditional Use Permit To Allow For A Dog Park For The Southern Most Section Of Firemen's Park, South Of The Maunsha River And Immediately West Of The Waste Water Treatment Plant
  - d. Parks Commission: Resolution #2014-27 2015-2017 Firemen's Park Operations And Management Agreement
  - e. Public Safety & Health Committee: Waterloo Chamber of Commerce, Application For A Special Event License, September 13, 2014, Wiener & Kraut Festival
  - f. Public Safety & Health Committee: VFW Krause/Langer Post 6614, Application For A Special Event License, September 13, 2014, Wiener & Kraut Festival
  - g. Public Works & Property Committee: Resolution #2014-31 Awarding A Tree Removal Contract
  - h. Finance Insurance & Personnel Committee: #2014-32 Authorizing The City Of Waterloo To Enroll As An Experience Works Program Host Agency
  - i. Community Development Authority: Resolution #2014-33 Authorizing The Sale Of 120 West Madison Street 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." An additional statutory exception for the closed session is Wis. Statute 19.85(1)(g ) conferring "... with legal counsel for the governmental body who is rendering oral or written advice concerning strategy to be adopted by the body with respect to litigation in which it is or is likely to become involved" Upon conclusion of the closed session the Council will reconvene in open session.]
6. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
7. ADJOURNMENT

Morton Hansen  
Clerk/Treasurer

Posted and Emailed: June 30, 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**

- Parks Commission: February 18, 2014; March 18, 2014; April 15, 2014; May 20, 2014
- Finance, Insurance & Personnel Committee: January 16, 2014; February 20, 2014; March 12, 2014; March 20, 2014; April 17, 2014; May 15, 2014
- Community Development Committee: May 15, 2014

**CITY OF WATERLOO COUNCIL MINUTES  
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET  
Thursday, June 19, 2014**

1. **CALL TO ORDER AND ROLL CALL.** Mayor Thompson called the meeting to order at 7:00 p.m. in the Mayor's absence. Alderpersons present – Ziaja, Quimby, Griffin, Thomas, Stinnett and Reynolds. Absent – Springer. Others present – Police Chief Sorenson, Diane Graff of the Courier, Tammy Krueger of the Watertown Daily Times, a videographer, Johnnie Ayala, Gregorio Ayala, Dale Van Holten, Sharon Ehrhardt, Gene Weihert, an unidentified individual, Bob Rehm and Clerk/Treasurer Hansen.
2. **APPROVAL OF MEETING MINUTES: June 5, 2014. Motion:** Moved by Quimby, seconded by Thomas to approve the June 5, 2014 meeting minutes with the correction that Stinnett was absent **Voice vote:** Motion carried.
3. **CITIZEN INPUT. ##** Sharon Ehrhardt, the Jefferson County Solid Waste – Clean Sweep Specialist thank the City for it support of the Clean Sweep program. She said the program numbers are down slightly; that at the last Clean Sweep event 22 farmers participated; that she would be contacting Chief Sorenson about a drug drop box; and that the website has detailed disposal information. **##** Noting the recent fire, Hansen said Laura Cotting asked that it be announced that the Waterloo Regional Trailhead would make its building available to Cornerstone Church.
4. **COMMUNICATIONS TO THE COUNCIL.**
  - a. **Public Notices: Public Hearing For Conditional Use Permit To Allow For A Dog Park In A CON Conservancy District; (2) Public Hearing For Rezoning And A Conditional Use To Allow For A Restaurant At 1003 North Monroe Street.** Noted.
5. **CONSENT AGENDA ITEMS**
  - a. **Reports Of City Officials & Contract Service Providers. Motion:** Moved by Quimby, seconded by Stinnett to approve the consent agenda items as presented. **Voice vote:** Motion carried.
    - i. **Waterloo Active Fire Department For April and May 2014**
    - ii. **Building Inspector - Building, Plumbing, And Electrical Permits For May 2014**
    - iii. **Public Works Director Gary Yerges For May 2014**
    - iv. **Police Chief Denis Sorenson For May 2014**
    - v. **Library Director Kelli Mountford For May 2014**
    - vi. **Waterloo Water & Light Commission – 6/3/2014**
    - vii. **Watertown Humane Society For May 2014**
6. **COMMITTEES, COMMISSIONS & BOARDS – RECOMMENDATIONS AND REPORTS**
  - a. **Finance, Insurance & Personnel Committee: Reports Of The Clerk/Treasurer**
    - i. **Payroll For May - \$87,389.41. Motion:** Moved by Quimby, seconded by Griffin to approve payroll in the stated amount. **Roll call vote:** Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes: None. Motion carried.
    - ii. **Pay Vouchers – May 16, 2014 Through June 19, 2014. Motion:** Moved by Quimby, seconded by Griffin to approve pay vouchers for May 16, 2014 to June 19, 2014. **Roll call vote:** Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes: None. Motion carried.
    - iii. **Treasurer's Report & Budget Reports For May, 2014. Motion:** Moved by Quimby, seconded by Griffin to approve the Treasurer's Report and Budget Reports for May 2014. **Roll call vote:** Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes: None. Motion carried.
  - b. **CATV Regulatory Board: Resolution #2014-30 Awarding A Contract For Municipal Website Update Services To Greenleaf Media Of Madison, Wisconsin. Motion:** Moved by Quimby, seconded by Reynolds to approve the resolution as presented. **Roll call vote:** Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes: None. Motion carried.
7. **UNFINISHED BUSINESS**
  - a. **Application For A Class "B" Beer License, Manuel Ayala Lira, Individual (Ayala's Market), 112 East Madison Street For 7/01/2014 – 06/30/2015. Discussion:** Hansen said that at the June 5, 2014 meeting the Council had denied a Class "B" Beer license application to the applicant for the period ending

June 30, 2014. He further said the Council at that time tabled the applicants for a Class "B" Beer license application for the period 7/01/14 to 06/30/2015. Hansen said the reason for the denial was because of the density of licensed establishments on the block. Mayor Thompson said the ordinance did not contain a definition for density, it was not defined. He said a basis for denying the license is lacking. Reynolds said an establishment selling from the back room needed some regulation. Thompson said they are seeking to change the license type. Hansen said the 1<sup>st</sup> floor portion of the property was the defined premise. Ziaja asked a representative Gregorio Ayala addressed the Council stating that he would have a curtain dividing the groceries from beer sales; that he had a pool table in the back area. He said changing the type of sales was needed to improve sales. He said his customers were asking for a Class "B" type of service. **Motion:** Moved by Quimby, seconded by Stinnett to approve the license application as presented. **Roll call vote:** Ayes: Ziaja, Quimby, Griffin, Thomas, Stinnett and Reynolds. Noes: None. Motion carried.

- b. **Temporary Sign Permit, Waterloo Antique Mall, Corner of South Jefferson Street and East Madison Street.** **Discussion:** Bob Rehm, representing the Waterloo Antique Mall, addressed the Council stating that temporary sign had been in place for nearly ten years. He recounted how he had previously unsuccessfully approach the County and the State for permissions. He said he valued signs. Thomas outlined alternate signs based on the new way finding signs. Thomas said the City was willing to work with the business on the placement of alternate signs. Griffin said signs were needed for businesses not located on state highways in Waterloo. Thompson said a temporary permit could be continued with alternate signs being placed and replacing the current temporary sign. **Motion:** Moved by Thomas, seconded by Stinnett to grant the temporary sign for 90 days with the intent of allow sufficient time for alternate signs to be put in place. **Voice vote:** Motion carried.

## 8. NEW BUSINESS

- a. **Resolution #2014-29, Wastewater Treatment Plant Compliance Maintenance Report (CMAR).**

**Discussion:** In reply to a Quimby question, Utility Superintendent said the score of C for Operator Certification on the report was due to the plant operator needing a new certificate for sludge thickener equipment installed on site. **Motion:** Moved by Quimby, seconded by Reynolds to approve the resolution as presented. **Voice vote:** Motion carried.

## 9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. None.

9. **ADJOURNMENT.** **Motion:** Moved by Quimby, seconded by Griffin to adjourn. The time was approximately 7:30

p.m.  
Attest:   
Morton Hansen, Clerk/Treasurer

**To:** Mayor and City Staff  
**From:** Mo Hansen, Clerk/Treasurer  
**Date:** June 19, 2014  
**Re:** 2014 Impact Fees Annual Adjustment

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Ordinance #2009-03 adopted March 5, 2009 repeals and recreates an Impact Fees for the City of Waterloo. The ordinance states that beginning January 1, 2010 and on each January 1 thereafter the fees shall be adjusted to reflect increases or decreases in the cost of living.

The section further states that the adjusted Impact Fees shall be in the amount of the Impact Fee for the prior calendar year, plus an amount equal to the percentage change in the Consumer Price Index – Milwaukee occurring during the previous calendar year.

The Consumer Price Index – Milwaukee published in February 20, 2014 covering the prior calendar year rose 1.8%. All adjustments below are rounded to the nearest whole dollar.

<b>IMPACT FEE</b>	<b>PRIOR YEAR AMOUNT</b>	<b>CURRENT YEAR AMOUNT</b>
Park & Recreation Impact Fee	\$344	\$350
Public Works Impact Fee	\$497	\$506
Sanitary Sewer System Impact Fee	\$803	\$817
Storm Water Impact Fee	\$226	\$230
Water Impact Fee	\$734	\$747
<b>TOTAL Impact Fee Per REU</b>	<b>\$2,604</b>	<b>\$2,651</b>

The 2014 amounts are effective June 19, 2014.

**NOTES:**

(1) Impact Fees are subject to change as the result of Council action.

(2) "REU" mean a residential equivalent unit and consists of a single-family dwelling unit. REU shall be determined for properties/structures that are not single-family dwelling units in the following manner: For such units property/structure, one REU shall be assigned for each 5,000 square feet (gross) of area, and any portion thereof.

Kevolutionary Ventures, LLC  
1320 Chestnut St.  
Waterloo, WI 53594

May 16, 2014

RE: <sup>C-1 Commercial</sup> ~~Planned Use Development~~ zoning request in TID #4

City of Waterloo,

Kevolutionary Ventures, LLC, a new Waterloo-based company is proposing the creation of a "farm-to-table" pizza and grill restaurant in TID #4 at the 1003 N. Monroe St. property formerly known as the Kuhl Campus. Since the details of this proposal are not public information at this time, we request that you treat the information contained in this request with reasonable confidentiality and that the details be discussed in closed-session.

Our mission is simple. We believe that small communities deserve food that looks and taste great. We believe our food should be prepared with high-quality, locally-sourced ingredients whenever possible. We believe that how we choose to feed ourselves has a major impact on our fragile local economies. To those ends, we strive to be a model restaurant that shows it is possible to make a profit as a restaurant in a small town and still be good stewards of the environment and community, while supporting our local and regional farms and other small businesses.

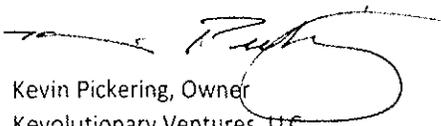
We want to foster an environment that leads to increased local economic activity by attracting customers from the region including visitors travelling by bicycle through the new Waterloo Regional Trailhead.

To generate enough cash flow to make this dream a reality, we are seeking a <sup>C-1 Commercial</sup> ~~Planned Use Development~~ zoning for the property at 1003 N. Monroe St. in Waterloo, WI that allows for the following:

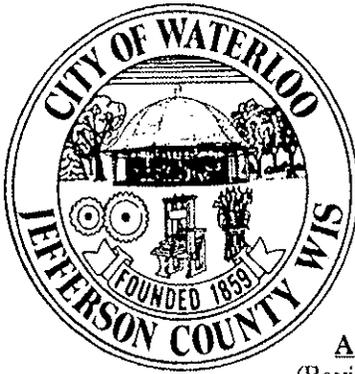
1. Restaurant with dine-in, carry-out and delivery
2. Light agricultural for some onsite food production
3. Light industrial use for possible future endeavors (ie food processing)
4. Retail sales for some locally and regionally produced products
5. Class "B" beer and wine license
6. Signage that is clearly visible from the north and south on Monroe St.
7. Residential. We would like the option to eventually build a single home on the property away from the main business. — future item, not part of this request
8. Occasional outdoor events such as birthday parties, cookouts or small community gatherings that may include tasteful live or recorded music at a reasonable volume during hours allowed by the standard community ordinances.

The project will likely be completed in phases over several years. However, it is important to our business planning to seek this zoning in order to determine what activities we will be able to engage in to build our revenue stream. We ask you to please give your consideration to this request in a timely manner so we can begin to implement our plan as soon as possible. If anyone has any questions, please feel free to contact us using the information at the top of this letter.

Sincerely,

  
Kevin Pickering, Owner  
Kevolutionary Ventures, LLC

608-669-6554 (mobile)



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)

Number: \_\_\_\_\_ Date Filed: 6-12-14 Fee Paid: 285.<sup>00</sup>

Location of Property: 1003 N MONROE ST

Applicant: Revolutionary Ventures, LLC

Address: 1320 Chestnut St. Telephone: 608-669-6554

Owner of Property: Terry Kuhl (Kuhl Enterprises)

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

Contractor: TBI

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

Architect or Professional Engineer: Jim Widger

Address: \_\_\_\_\_ Telephone: 608-515-9439

Legal Description of Property: LOT 1, CSM 3725-17-160  
aka 1003 N. Monroe St.

Land Parcel Size: 1.65 acres Present Use: Vacant Zoning District: R-2

Type of Existing Structure (if any): Manufactured, single-level

Proposed Use of the Structure or Site: Restaurant, Off-site Number of Employees: 4  
Sales at Road produced onsite.

Terms of Municipal Code  
385-12(C2)  
385-12(C3)

Conditional Use Requested  
off site sales  
outdoor restaurant service and  
food preparation

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

**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: June 12 20 14

[Signature]



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E-mail: [cityhall@waterloowl.us](mailto:cityhall@waterloowl.us)

Website: [www.waterloowl.us](http://www.waterloowl.us)

**NOTICE OF PUBLIC HEARING FOR LAND USE REZONING UNDER PROVISIONS OF CHAPTER §385-12 C-1  
GENERAL COMMERCIAL DISTRICT AND §385-31 CHANGES AND AMENDMENTS TO THE ZONING CODE  
OF THE CITY OF WATERLOO, WISCONSIN**

**NOTICE OF PUBLIC HEARING FOR A CONDITIONAL USE PERMIT UNDER PROVISIONS OF CHAPTER  
§385-21 CONDITIONAL USES**

Please take notice that the Plan Commission of the City of Waterloo, Jefferson County, Wisconsin, acting under provisions of Chapter §385-12, §385-31 and §385-21 of the Zoning Code of the City of Waterloo, shall hold a public hearing on the matter of an application from Kevolutionary Ventures, LLC, in regards to the property located at 1003 N. Monroe Street, Waterloo.

The land use-rezoning request is to allow a change in land use from existing R-2, Single Family Residential District to C-1 General Commercial District for purposes of establishing a restaurant, a state approved kitchen suitable for food processing services including off-site sales and allowing for fruit and vegetable production.

Additionally the applicant is seeking a conditional use permit to allow for off-site sales of products produced on the property. Such sales are prohibited under provisions of Chapter §385-12 C (2). Furthermore, the applicant is seeking a conditional use permit to allow for outdoor restaurant service and food preparation. Chapter §385-12 C (3) states that all business, servicing and processing, except for off-street parking or loading, shall be conducted within completely enclosed buildings.

The property is described as follows:

Tax Parcel: 290-0813-0611-004

Lot Description: LOT 1, CSM 3725-17-160

Also known as: 1003 N. Monroe Street, Waterloo

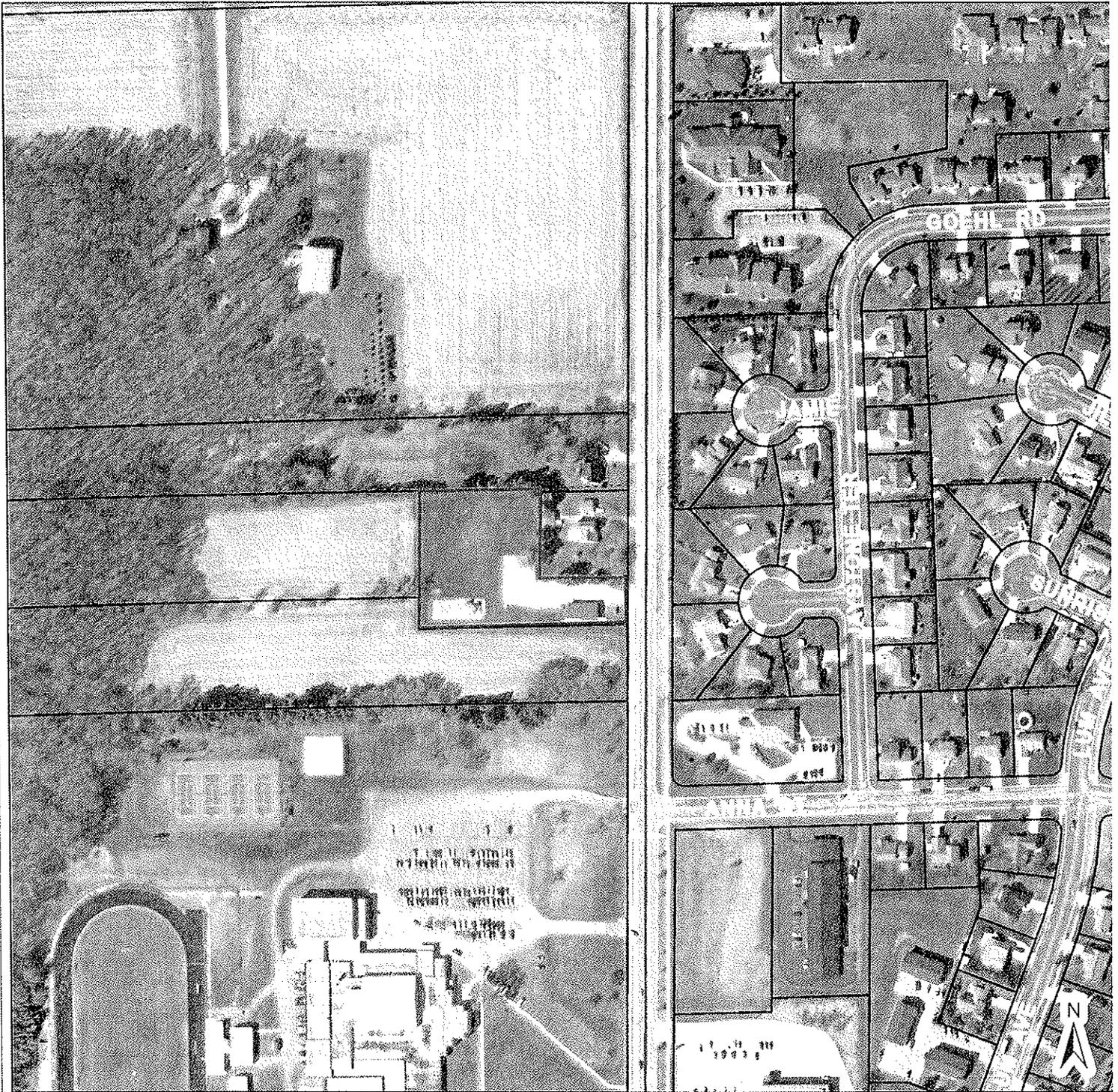
Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the recommendation for a land use zoning change and a conditional use permit at a public hearing to be held at **7:00 p.m., on Monday, June 30, 2014 in the Council Chamber of the Municipal Building, 136 N. Monroe Street, Waterloo.**

Subsequent to the public hearing, the Plan Commission shall recommend approval, denial or conditional approval of the land use rezoning and conditional use permit request to the Common Council. The Common Council will act on the Plan Commission's recommendation at its regular scheduled July 3, 2014 meeting.

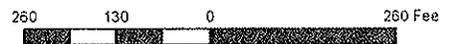
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Morton J. Hansen  
City Clerk/Treasurer

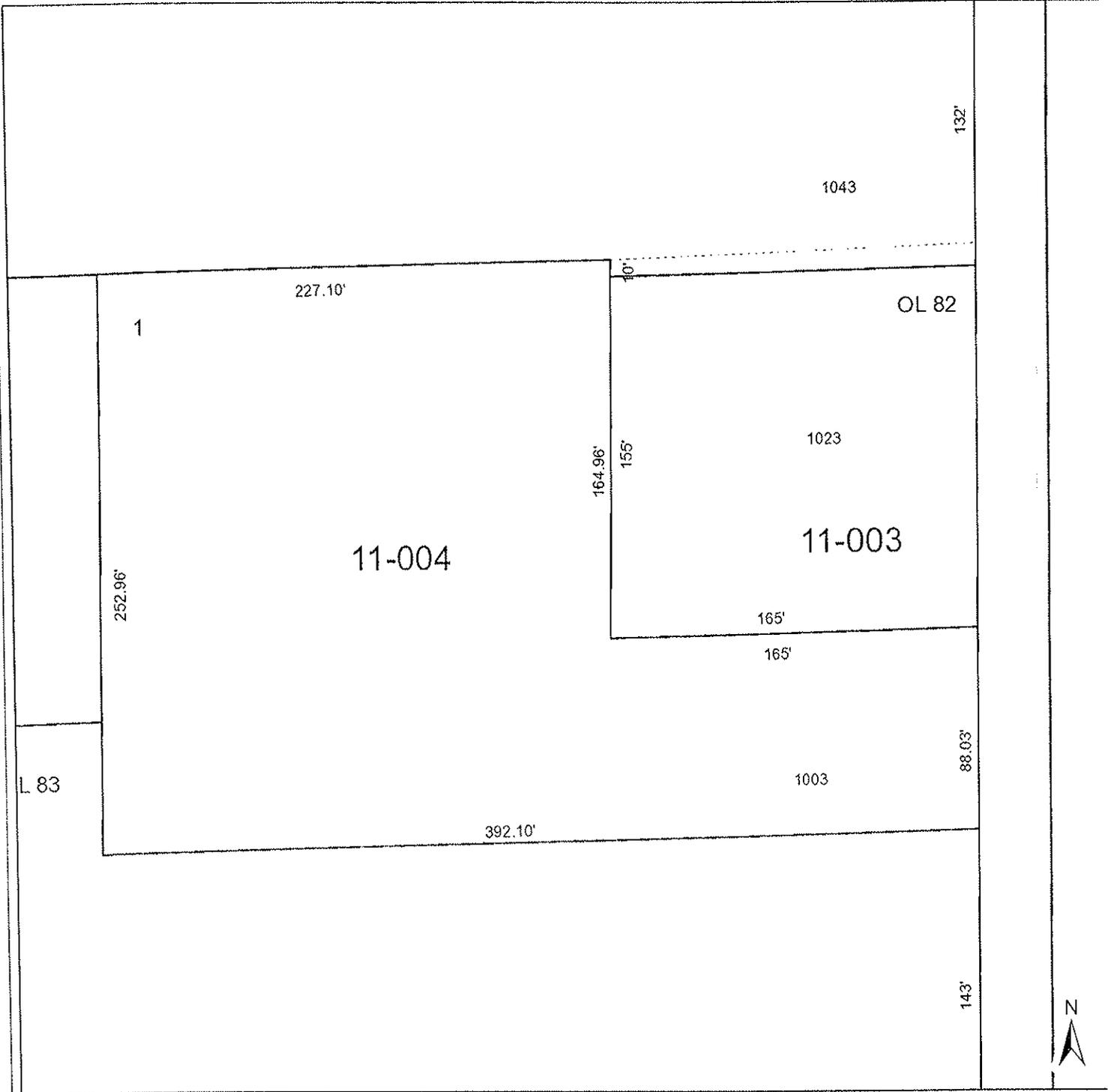
# 1003 North Monroe Street



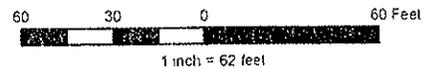
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|-------------------------|------------------------|---------------------|
| ——— Override 1          | ——— Road Right of Ways | Streams and Ditches |
| ▬ Municipal Boundaries  | ——— Section Lines      |                     |
| ——— Property Boundary   | ——— Surface Water      |                     |
| ⋯ Old Lot/Meander Lines | ——— Map Hooks          |                     |
| ——— Rail Right of Ways  | Tax Parcels            |                     |



# 1003 North Monroe Street w/dimensions



- |   |   |
|---|---|
|  Municipal Boundaries  |  Section Lines       |
|  Property Boundary     |  Surface Water       |
|  Old Lot/Meander Lines |  Map Hooks           |
|  Rail Right of Ways    |  Tax Parcels         |
|  Road Right of Ways    |  Streams and Ditches |





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Website: www.waterloowi.us

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

Number: \_\_\_\_\_ Date Filed: 06-13-2014 Fee Paid: N/A

Location of Property: 500 PARK AVE

Applicant: City of Waterloo

Address: 136 N Monroe Street Telephone: 920-478-3025

Owner of Property: City of Waterloo

Address: 136 N Monroe Street, Waterloo, WI 53594 Telephone: 920-478-3025

Contractor: N/A

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

Architect or Professional Engineer: N/A

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

Legal Description of Property: Southern most section of Firemen's Park, south of the Maunasha River and immediately west of the Wastewater Treatment Plant

Land Parcel Size: 20 acres Present Use: Park Zoning District: CON

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

Proposed Use of the Structure or Site: Dog Park Number of Employees: \_\_\_\_\_

**Terms of Municipal Code**

**Conditional Use Requested**

§385-21 Conditional Uses  
Conditional Uses in the Conservancy District shall include dog parks

Dog Park in a CON District \_\_\_\_\_

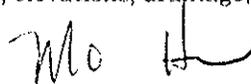
Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)

dog park

**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: June 13 2014

  
\_\_\_\_\_  
Signature of Applicant



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Website: [www.waterloowl.us](http://www.waterloowl.us)

**NOTICE OF PUBLIC HEARING FOR CONDITIONAL USE PERMIT UNDER PROVISIONS  
OF CHAPTER §385-19 CON CONSERVANCY DISTRICT AND §385-21 CONDITIONAL  
USES 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 §385-19 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 the City of Waterloo, owner of the property located at 500 Park Ave.

The applicant is requesting a conditional use permit in the Conservancy District to allow a dog park. The dog park will be located in the most southern section of Firemen's Park, south of the Maunsha River and immediately west of the Waste Water Treatment Plant.

The property is described as follows:  
Tax Parcel: #290-0813-0532-000  
Legal Description: PT of Out Lot 77 in NW 1/4 SW ¼ ASR PLT  
Jefferson County, Wisconsin  
Also known as Firemen's Park, 500 Park Ave

Be further notified that the Plan Commission will hear all persons interested or their agents or attorneys concerning the conditional use permit application at a public hearing. The public hearing will be held at 7:30 p.m. on Monday, June 30, 2014 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, July 3, 2014.

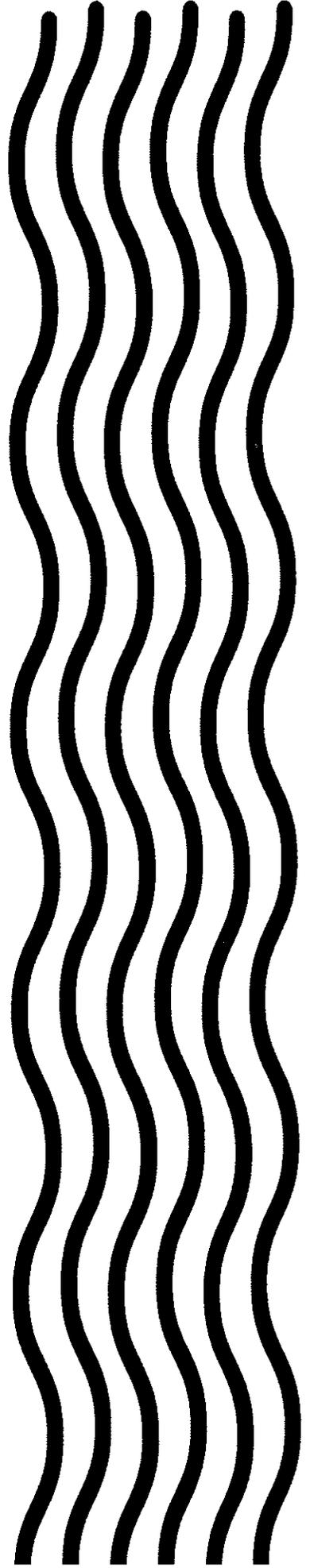
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Morton J. Hansen  
City Clerk/Treasurer

Park Logo



**MAUNESHIA RIVER  
DOG PARK**



# Dog Park Rules - draft

Mo,

Here is a rough draft of the rules. I used the Jefferson County Dog Park and Muttland Meadows (in Grafton, WI) as starting points.

If we choose to require a park tag, a rule stating that can be added.

If you need any explanation as to the reasoning behind any of these, please let me know.

Thanks.

-Lindsay

## Rules:

- 1) Dogs may not be left alone in the park. The owner must be present at all times.
- 2) Dogs must remain under the control of their owner at all times.
- 3) Dogs must have a visible and current municipal dog license and a current rabies vaccination.
- 4) Owners are responsible for cleaning up after their dog(s).
- 5) Children must be supervised. This park is exclusively for dogs, children enter at their own risk. Parents are solely responsible for the well being and safety of their children. Remember, not all dogs are good with children!
- 6) Female dogs IN HEAT are not allowed in the park.
- 7) Smokers: Please do not leave cigarette butts on the ground. Nicotene is poisonous and extremely toxic to dogs, we do not want a dog to accidentally ingest anything.

## Disclaimer:

You enter this dog park at your own risk.

The City of Waterloo, all committees assigned, and the Waterloo Fireman's Park Trustees are not responsible for injuries, accidents, losses, or liabilities which may occur here.

Individuals are responsible for their own behavior and for the behavior or actions of their pets.

Sent from my Kindle Fire

<p>2ft x 2ft \$500.00</p>	<p>1ft x 2 ft \$250.00</p>		
	<p>Maunsha River Dog park Sponsored by:</p> <p>*** **      *** **      *** **</p>		
	<p>4ft x 2ft \$1,000.00</p>		



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
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**RESOLUTION #2014-27**

**2015-2017 FIREMEN'S PARK OPERATIONS AND MANAGEMENT AGREEMENT**

**WHEREAS**, the City of Waterloo intends to provide park services at Firemen's Park in an efficient and effective manner, and;

**WHEREAS**, the Waterloo Fire Department Board of Trustees President, Chris Abell, has requested that an agreement carrying forward all the terms and conditions of the previous agreement be presented to the Common Council at this time;

**WHEREAS**, the Common Council referred the matter to the Parks Commission and it is recommending the attached amended agreement.

**BE IT RESOLVED**, that the Common Council of the City of Waterloo, Wisconsin formally adopts the presented document titled 2015-2017 Firemen's Park Operations and Management Agreement for operations of Firemen's Park as amended.

**PASSED AND ADOPTED** this 3<sup>rd</sup> day of July 2014

**CITY OF WATERLOO**

Signed: \_\_\_\_\_  
Robert Thompson, Mayor

Attest:

\_\_\_\_\_  
Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Firemen's Park Trustee President



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

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**2015-2017  
FIREMEN'S PARK OPERATIONS AND MANAGEMENT AGREEMENT**

June 17, 2014 Parks Commission Modifications:  
Text added is underlined = Underlined text added by Parks Commission

Pursuant to a resolution of the City Council of the City of Waterloo, Jefferson County, Wisconsin passed at a regular meeting of said board, held on the 3<sup>rd</sup> day of July, 2014 this indenture is made in duplicate by and between the City of Waterloo, Jefferson County, Wisconsin, a municipal corporation, hereinafter referred to as "City", and the Waterloo Fire Department – Board of Trustees, a voluntary association, hereinafter referred to a "Trustees".

**WITNESSETH:** In consideration of the covenants and the conditions hereinafter mentioned, the City hereby gives and grants the operation and management of a certain tract of real estate situated in the said City of Waterloo, known as Firemen's Park, to the said Trustees for the period, commencing on the 1<sup>st</sup> day of January, 2015 and ending at midnight on the 31<sup>st</sup> day of December 2017. The said Trustees shall operate and manage the same for the benefit of the public.

Operation and management shall include, but is not limited to, authority over all grounds and buildings located within Firemen's Park, responsible for ensuring that daily maintenance is carried out, renting and scheduling of all facilities, ensuring that the property doesn't fall into a state of disrepair and if major repairs are need that they are reported to the City in a timely fashion.

The Trustees shall have and receive, for the use of improvements or maintenance of Firemen's Park, all revenues which are derived from the operation and management of said Firemen's Park during the term of this indenture, and in compliance with the covenants and conditions hereof.

The City shall appropriate sums as designated in the annually approved municipal budget for the use of the Trustees, which are to be used for park management, operations and capital expenditures.

Park operation and management costs shall include, but not limited to, such items as: salaries and wages, social security taxes, lawn mower gas and oil, lawn mower repairs, trailer, leaf blower, and mulching equipment repairs, repair of the equipment, supplies for lawn care, and paint and labor.

The Trustees shall, during the term of this indenture, present to and file with the City

Clerk/Treasurer a monthly written report of their operation and management showing the gross receipts, and disbursements and balance on hand for the period covered by the report. Additionally the Trustees shall submit to the Council after the end of each calendar year an annual financial report. The Trustees shall also present to the City Clerk/Treasurer and keep current a written set of park operation policies and procedures. The Trustees will bring the written set of park operation policies and procedures before the Council at the time of each renewal of this agreement for review by the Council.

Agreement Termination Clause: Each party may terminate this agreement by providing a 90 day written notice to the other party. A notice under this agreement by either party to the other party shall be sufficiently given or delivered if it is mailed or delivered personally and:

In the case of the City:

City Clerk's Office  
136 North Monroe Street  
Waterloo, WI 53594

In the case of the Trustees:

Chris Abell, Trustee President  
Post Office Box 301  
Reeseville, WI 53579

With a copy to:

Craig Strobel, Trustee Vice President  
300 Riverside Drive  
Waterloo, WI 53594

**IN WITNESS WHEREOF**, the City of Waterloo has caused this agreement to be signed by Robert Thompson, its Mayor and Morton J. Hansen, its Clerk/Treasurer, and the Trustees of the Waterloo Fire Department. Trustees have caused this agreement to be signed by Chris Abell, its President, Craig Strobel, its Vice President and Karen Thompson, its Treasurer, at Waterloo, Wisconsin this 3<sup>rd</sup> day of July 2014.

### **CITY OF WATERLOO**

By: \_\_\_\_\_  
Robert Thompson, Mayor

By: \_\_\_\_\_  
Morton J. Hansen, Clerk/Treasurer

### **WATERLOO FIRE DEPARTMENT – BOARD OF TRUSTEES**

By: \_\_\_\_\_  
Chris Abell, President

By: \_\_\_\_\_  
Craig Strobel, Vice President

By: \_\_\_\_\_  
Karen Thompson, Treasurer

# WATERLOO FIREMEN'S PARK



## EMPLOYEE HANDBOOK AND POLICIES AND PROCEDURES

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## OUR RELATIONSHIP WITH THE EMPLOYEE

We hope that you, the employee value your employment relationship with us as much as we do. We ask that each employee maintain a commitment of always doing their best at work. We believe that every employee deserves a safe, clean, and fair work environment.

In trying to reach these goals, we the Park management will try to give employees advance notice of any performance or work related problems, and will usually not terminate employees without prior notice except in problem situations. This does not mean that continued employment is guaranteed or a matter of right. Each employee relationship with Waterloo Firemen's Park is considered **AT-WILL**. Both parties have the right to terminate employment, for any reason or no reason at all, at any time, with or without prior notice.

## ABOUT THIS HANDBOOK AND POLICIES

This handbook has been prepared for the purpose of providing all employees of Waterloo Firemen's Park with the rules, guidelines, and policies of the Park.

The most current official copy shall be kept on record with the Waterloo Fire Company President and Secretary and the most current copy shall supersede any previous copies and this book shall be continually updated by the Company Secretary.

There may be parts of this handbook that don't deal with every aspect of your employment. Those matters will be handled by Park management and what they believe is fair and appropriate under the circumstances.

There may at anytime be changes made to this handbook and its policies without prior notice given to the employees. However, the Park management will attempt to give notice when possible. Any changes made must be done in one of two ways:

1. At the monthly meeting with the quorum of five Trustees and the majority vote.
2. At anytime with a unanimous vote for the change by all seven Trustees.

If you, the employee has any questions about this handbook or its policies please ask the Park management.

## BOARD OF TRUSTEES

### Officers

The Board of Trustees has (3) three officers; the President, Vice President, and Secretary.

It shall be the duty of the Vice-President to aid the President in the discharge of his/her duties and in case of the absence of the President, perform his/her duties and assume his/her responsibilities.

These are also the Officers of the Waterloo Fire Company (per the Waterloo Fire Department Bylaws) and shall act accordingly.

The President is also the Park Manager and has control over the day-to-day operations of the Park.

The Treasurer is the only paid position within the Board of Trustees and is not an officer. (Please see the job description for the Treasurer.)

All Officers shall be elected at the Annual meeting and shall hold a (2) two year term.

### Board of Trustees

The Board of Trustees is made up of seven (7) trustees.

The Trustees have sole control over the Waterloo Firemen's Park under the direction of the Officers of the Waterloo Fire Company under a lease agreement with the City of Waterloo, Wisconsin.

The Board of Trustees shall in cases requiring it to act as a Board of Arbitration for the Waterloo Fire Company or Department.

All Trustees shall be elected at the Annual meeting and shall hold a (2) two year term.

### Requirements

All Officers and Trustees are required to attend at a minimum eight (8) of all regular Board of Trustee meetings in a calendar year plus the annual meeting.

All Officers and Trustees MUST work at the Fourth of July celebration. If you fail to work on this day without prior written release from the President you will be fined with (1) one absence from a regular meeting.

All Officers and Trustees MUST apply for a bartender's license within three (3) months from the City of Waterloo, Wisconsin. On years of renewal this application may be postponed until June 1<sup>st</sup>. The Park Board will pay for the first license for each member of the Park Board.

All Officers and Trustees MUST do their committee and community work. Committees are appointed by the President. Community meetings will be picked at the first meeting after the annual meeting. Each member will be assigned to only one community meeting. Such as: Chamber of Commerce, Waterloo Parks Commission, Waterloo City Council, etc...

You are allowed to miss one Community meeting, if you miss (2) two you will be removed from the Board of Trustees. If you can find a replacement to go for you or you inform the President or Vice President that you will not be able to attend your scheduled meeting, the absence will not be held against you until you have missed 3 meetings.

### Meetings

The Board of Trustees shall meet the first Monday of every month at 7:00pm at either Firemen's Park or the Waterloo Fire Department station unless designated different by the President.

The Annual Meeting shall be held on the second Monday of January each year at 7:00pm.

The President shall preside at all meetings of the Company and Board of Trustees.

The President shall call all special meetings and the Secretary shall give 12 hour notice to all Officers and Trustees.

Per the Bylaws there must be a quorum of four (4) Trustees for any business to be conducted at any official meeting.

## COMMUNICATION/COMPLAINT RESOLUTION PROCEDURE

Whenever people work closely together as we do, complaints and misunderstandings are bound to arise. We will make every effort to help in the resolution of all such matters. As part of this effort we have developed the below procedures for handling complaints and problems.

The correct procedure is as follows:

1. Put your problem or complaint in writing and submit it to the Park Supervisor. An investigation will be made and you will get an answer as quickly as possible.
2. If you are not satisfied with the answer from the Park Supervisor, you may request that Park Manager (President) review your complaint.
3. Should your problem or complaint still remain unresolved, you may ask that it be reviewed by the Board of Trustees.

If you have an unusual or personal complaint which you do not want to first submit to the Park Supervisor, you may go directly to the Park Manager (President) and/or Vice President.

We believe in and encourage open and free communication at all levels within our organization. No one who comes forward under this procedure will be retaliated against or suffer and negative

## NO SOLICITATION OR DISTRIBUTION POLICY

In order to avoid annoyance to our employees and non-employees, there will be no solicitation or distribution of any items for any purpose on any Park grounds without a written contract or agreement with the Park management. Employees must also not solicit or distribute to other employees or non-employees unless doing so under the direction of the Park management.

## NON-FRATERNIZATION

We respect the freedom and privacy of our employees. However, on the other hand, we have an obligation to ensure that employment decisions made by the Park management are based on objective considerations and are not influenced by personal relationships which may exist between employees.

Therefore, members of management are not permitted to date other members of management or employees of any type with exception to bartenders. Also, no members of the Board of Trustees are permitted to date each other, any member of management, or any employee of the Park

## PAYROLL PERIOD

The pay period is two weeks ending on a Sunday; you will be paid every other Thursday.

If you have any questions about the pay period please contact the Park Manager.

## BENEFITS

There are currently no health, dental, or disability benefits available to any employees. However, the Park Supervisor does have state pension available.

### Workers Compensation

All employees are covered by Workers Compensation Insurance at no cost to the employee. With that said, all employees are to report immediately to the Park Supervisor if they are injured on the job. Under state law if you are injured on the job, any resulting medical and hospital expenses may be covered by this insurance. In addition, if the injury causes you to be unable to work, this coverage allows you to recover a percentage of your average weekly earnings, depending upon the nature and extents of your injury.

### Unemployment Compensation

As an employee of Waterloo Firemen's Park, you are covered by unemployment compensation insurance. Eligibility for unemployment is determined according to state law. Eligible employees receive weekly benefits based on their earnings with past employers preceding the time of their application for unemployment benefits.

## LEAVES OF ABSENCE

### Leave of Absence

Any employee may request a leave of absence in writing and submit it to the Park Supervisor or Park Manager. All leaves of absence will then be taken up by the Personnel Committee. All leaves of absence are unpaid and we ask that they remain as short as possible.

### Jury Duty Leave

Serving on a jury – when called – is an important civic responsibility. Please inform the Park Supervisor or Park Manager as soon as you receive your summons. A copy of your summons should be submitted to management at that time. You will be excused for the length of time that your jury duty requires, you are expected to return to work the next workday after your duty is completed.

### Funeral Leave

In the event of the death of a family member, you will be given time off for the funeral. You must notify the Park Supervisor immediately of the time off you will need.

## EQUAL EMPLOYMENT OPPORTUNITY

Waterloo Firemen's Park is an equal opportunity employer. It is our policy to grant equal employment opportunities to all qualified applicants and employees without regard to their race, color, religion, sex, marital status, age (subject to legal requirements), national origin, citizenship status, disability, veteran status, sexual orientation, and any other protected status under federal, state, or local laws. Our policy of equal employment applies to all aspects of the employment relationship.

If you feel that this has been violated please refer to the Complaint Resolution procedure.

## HARASSMENT POLICY

### Sexual Harassment

Sexual Harassment is a violation of federal and state law, and it is against the policies of Waterloo Firemen's Park for any employee or non-employee, male or female, to sexually harass an employee or non-employee. Sexual harassment includes the following conduct:

1. Making unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature.
2. Making sexual comments or jokes, engaging in unwelcome physical contact, displaying sexual material or making vulgar or offensive statements about a person's gender, sexual activity, appearance or conduct where the result is to adversely affect a reasonable employee's working conditions.

Sexual harassment by employees, supervisors, management, officers, vendors, or any other individual will not be tolerated.

### Other Harassment

Federal and state law also prohibit harassment on the basis of race, age, religion, creed, national origin, sexual preference, and handicap (disability) and it is against the policies of Waterloo Firemen's Park for any employee or non-employee to harass an employee for any of these reasons. Such prohibited harassment includes the making of comments or jokes about any of the above attributes to an employee and making gestures or vulgar, offensive or demeaning remarks, about any such attributes where the result is to adversely affect a reasonable employee's working conditions.

### Reporting a Complaint

Any employee who believes they have been harassed should immediately report the conduct to the Park Supervisor or Park Manager. All acts of harassment will be forwarded to the Personnel Committee for an immediate investigation. Such action may include discipline or termination if harassment has occurred.

## SAFETY PROGRAM

Waterloo Firemen's Park is committed to providing a safe place for guests and work environment.

However, safety in the workplace is everyone's responsibility and accomplished only if we all cooperate on this goal.

It is very important that everyone must learn safety practices and follow them. Employees must comply with all safety rules and use all provided safety equipment and personal protective equipment.

### Safe Working Guidelines

Safety is considered a top priority on the job. Employees are required to report any hazards and unsafe conditions to the Park Supervisor immediately. The Park Supervisor is then expected to quickly resolve the problem.

At **no time** may any person (employee or non-employee) under the age of 18 operate any power equipment. (I.e. drivable equipment, chainsaws, weed eaters, leaf blowers, drills, etc...)

To ensure safe operations, the following guidelines must be followed:

1. Never operate any equipment without all safety guards in place.
2. You must wear all proper Personal Protective Equipment provided.
3. Lift objects by bending your knees and keeping your back straight. If an object is too heavy for you, ask for help.
4. Immediately clean up any spills, slippery floors can be very dangerous.
5. Never use a chemical you are unsure of. Each chemical has its proper use. Never use an improper chemical or mix two different chemicals.
6. Follow all appropriate appearance guidelines.

## APPERANCE AND ATTITUDE

The Board of Trustees and our guests expect you, the employee to look and act in a professional manner. We promote a positive and friendly attitude. All guests are to be greeted kindly and with care. With this in mind we have created a few guidelines.

**HAIR:** Must be neat, clean, away from the face, and properly restrained for safety.

**JEWELRY:** Engagement, Wedding bands, and small stud earrings only. All other Jewelry is not permitted for safety reasons.

**PERSONAL HYGIENE:** Good personal habits are essential while working. Daily bathing, use of deodorant, etc. as you are working in highly public area.

**SHOES:** Closed toe (preferably steel toe) footwear must be worn at all times.

## DRUGS AND ALCOHOL

Drug and alcohol abuse is one of the most serious problems today. Although we have always recognized our employee's right to make their own choices and lead their own lives, drugs and alcohol can and often do affect performance and safety on the job. When this happens, we must get involved in order to protect our employees, guests and the future of Waterloo Firemen's Park.

The Waterloo Firemen's Park Board of Trustees has adopted a policy of zero tolerance for any employee or non-employee operating any Park equipment.

We have developed the following policy and work rules that apply to all employees.

1. The use, sale, possession, distribution, or manufacture of illegal narcotics, drugs, or controlled substances, including but not limited to marijuana, cocaine, PCP, heroin, LSD, amphetamines, and barbiturates, while on Park business or premises is prohibited. (Park premises include all land, buildings, structures, parking lots, or means of transportation owned by or leased to the Board of Trustees or otherwise being utilized for Park business including all private vehicles on Park property.)
2. All employees are prohibited from reporting to work while under the influence of illegal narcotics. Also, prescription and non-prescription drugs of any kind that may affect performance or become a safety issue. Violation of this rule will result in disciplinary action, up to and including immediate discharge. Any substances will be turned over to the appropriate law enforcement agencies and may result in prosecution.

3. The use of alcoholic beverages by employees while on Park business or while on the clock is prohibited. Violation of this rule will result in disciplinary action, up to and including immediate discharge.
  - a. If the Park Supervisor or any other member of management reasonably suspects that an employee is under the influence of drugs while on Park property or business the Park shall have the right to require the employee to submit to a medically approved test to be given by authorized medical personnel to determine whether this policy has been violated. The Park will pay the upfront costs and if the said employee is found positive for drugs, the said employee will be billed for reimbursing the costs to the Park.
  - b. If the Park Supervisor or any other member of management reasonably suspects that an employee is under the influence of alcohol while on the clock or Park business; the Park shall have the right to require the employee to submit to a medically approved test(s) to be given by authorized medical personnel to determine whether this policy has been violated. The Park will pay the upfront costs and if the said employee is found positive for drugs, the said employee will be billed for reimbursing the costs to the Park.
  - c. The Park reserves the right to require testing of employees who are involved in a work-related accident where human error could have been a factor.
  - d. If the employee takes the test(s), and the results come back negative; the employee will be reimbursed for any lost time. If the results come back positive the employee will be subject to disciplinary action, up to and including immediate discharge.
  - e. Failure to submit to the requested test(s) is a violation of this policy and is cause for discipline up to and including immediate discharge.
  - f. A medically approved test need not be administered when the Park has substantial proof that the rule has been violated.
4. Off-the-job drug/alcohol use which could affect an employee's job performance, jeopardize the safety of other employees, or non-employees, Park equipment or facilities, or which negatively affects the reputation of Waterloo Firemen's Park is also cause for disciplinary action up to and including immediate discharge.

Waterloo Firemen's Park realizes that employees may become dependant upon drugs and/or alcohol. If this occurs we encourage employees to seek help and request a medical leave of absence to deal with the problem. Seeking help does not excuse the employee from their obligations to meet this policy. Seeking help may only help in determining whether or not to retain the employee.

## USE OF PARK PROPERTY

### Equipment

No equipment shall leave the Park property without consent of the Park Manager or a member of the Board of Trustees who takes responsibility of the person taking the equipment and the equipment being used.

### Tables/Chairs/Picnic Tables

There will be no renting of any Park tables and/or chairs, or picnic tables to the public. However, all City of Waterloo entities may use them if not already being used by the Park.

### Keys

Waterloo Firemen's Park has many key holders both employees and non-employees. With this comes a risk on behalf of the Park, therefore all Park key holders must sign the Park Key Agreement. The said agreement describes rules for all key holders and the fines associated with losing the keys.

Any person found to be abusing their privilege as a key holder will have their keys taken by the Board of Trustees.

## RENTALS

### Park rental/use charges

- a. All rentals must be booked with a signed contract on file.
- b. The Rental and Beverage prices are set by the Board of Trustees and available by request; and shall be submitted to the City Council annually.
- c. Any organization desiring the use of any City-owned property located within Firemen's Park, shall be subject to an agreement negotiated between the party using the facility and the Board of Trustees

### Security Deposits

1. Security deposits are sometimes required under the following circumstances:
  - a. All renters that are given a key must put down a \$100.00 security deposit on the key at the time they are given the key.
  - b. All renters are required to put a half down payment on the building rental at the time the contract is signed.

### Buildings

The use of any Park buildings (Pavilion, Bingo Hall, Beer Garden, Roundhouse, Concession Stand, bandstand, Carousel.) other than open air shelters must be booked and have a signed contract on file. Open air shelters are open to the public free of charge unless being used for a Park event or part of a booked rental.

### Times for Dances/Events

All dances/events in the Park must stop at 12:00am (midnight), all beverages other than Park approved vending machines must stop selling/serving at 12:30am, and all buildings must be emptied of all persons (except Park employees and cleaning crews) and locked by 1:00am.

### Bartenders

1. List of Approved Bartenders: the Park management shall maintain a list of approved bartenders with the following:
  - a. The list will be updated annually and a copy will be kept on file at City Hall.
  - b. The bartenders shall possess a valid bartender's license, except as provided by the Board of Trustees.

### Bouncers

1. Under no circumstances shall Park employees or Trustees work as "Bouncers" or otherwise physically confront or expel any park user. The procedure for handling violent park users shall be to contact law enforcement personnel.
  - a. This section shall not be construed to deprive Park employees of their right to self-defense, or their privilege to use force in defense of others, except that such use of force shall never be a required job duty of any Park employee.
2. Any Park renter may hire a professional security service with the permission of the Park Manager in advance of the date of the rental.

### Caterers

All Pavilion rentals if serving food must use a State of Wisconsin licensed caterer. All other buildings may serve food themselves as long as it's done in any safe manner.

### Fighting at a Dance or Event

Fighting of any form will not be tolerated; any violation of this will be turned over to the appropriate law enforcement agency per the Disciplinary Policy in this handbook.

### Sale or Distribution of Alcohol on Park Property

- a. No alcoholic beverage may be sold, or distributed on Park property except as in accordance with this section. A violation of this section may result in the termination of a rental agreement without refund and/or the expulsion of park users from the Park property, in addition to any other civil or criminal liability arising from said behavior.
- b. Licensed Bartender Required: All alcoholic beverages sold in the pavilion shall only be distributed by a licensed bartender provided by the Park management.
- c. The Park has a Class "B" Fermented Malt Beverage and Intoxicating Liquors License. This means that both beer and liquor may be purchased in the Park. All Pavilion rentals must buy all Liquor, beer, soda, and water from the Park; all other buildings may bring their own beverages.

### Additional Rules for any Rental or Event

- a. Walk-through
  - i. The park user shall provide a damage/cleaning deposit of \$100.00 and shall sign a personal guarantee for any damage to park buildings or property over and above the amount of the deposit.
  - ii. The park user shall submit a safety/security plan to the Park Manager or his/her designee. This plan must be approved by the Park Manager or

his/her designee. Said approval shall not be unreasonably approved. This step may be waived by the Park Manager themselves.

- b. Procedure for Return of Damage Deposit:
  - a. Prior to the event, the Park Manager or his/her designee and the Park User will complete a walk-through of the buildings to be rented by the park user, noting any pre-existing damage.
  - b. After the event, the Park Manager or his/her designee and the Park User will complete a second walk-through of the buildings rented by the park user. Any damage will be noted. The Park Manager shall obtain at least two estimates for the repair of any observed damage. The amount of the average of the 2 estimates shall be deducted from the damage deposit. The balance of the damage deposit, if any, shall be returned to the park user. Normal wear and tear and damage not reasonably attributable to the park user's event shall not be deducted from the damage deposit.
  - c. The Board of Trustees shall comply with all Federal and State Laws in the context of the negotiation process, and shall not discriminate against any park user on any unlawful basis.

#### Appeal Process

Any person who disagrees with any decision made or action taken under this section may appeal that decision in the following order:

- a. Decisions made by the Park Manager may be appealed to the Board of Trustees.
- b. Decisions made by the Board of Trustees may be appealed to the Waterloo Parks Commission.
- c. Decisions made by the Waterloo Parks Commission may be appealed to the Waterloo City Council.
- d. Decisions made by the Waterloo City Council shall be considered final agency actions and shall be challenged in a court of law having proper jurisdiction.

#### Rentals Defined

##### 1. Rental Classifications:

- a. Normal Rental: This shall be the standard rental arrangement and shall apply if none of the other rental classifications are applicable.
- b. Local Non-Profit Organization Rental: This shall be the rental arrangement that applies to local non-profit organizations, further defined as the follows:
  - i. "Local" – Any organization within the City of Waterloo.
  - ii. "Non-profit" – An organization that is either recognized as tax exempt under Internal Revenue Code 501(c) and any of its sub-sections.
- c. Recurring Use Rental: This shall be the rental arrangement available to an entity that uses Firemen's Park, or any portion thereof, on 3 or more separate days during any calendar year.

- d. Large Event Rental: This shall be the rental arrangement that applies to any proposed Park use that meets any of the following criteria:
  - i. More that two (2) buildings will be in use simultaneously by the same organization or entity. Each park area for which a separate rental fee is charged shall be considered a "Building".
  - ii. The event is expected to draw more than 150 persons to the park.
  - iii. The event includes activities for which an admission fee will be charged.

## 2. Normal Rental

- a. Normal rental rates may be charged for the use of any closed Park building except the restrooms, or the reserved and exclusive use of any open building, shelter or athletic field.
- b. The Normal rental rates shall be determined each year by the Board of Trustees.
- c. The Normal rental rates shall include the flat rate to be charged for the use of each Park building, and any supplemental charges associated with the sale of concessions including, but not limited to, any percent-of-sales commission agreement.

## 3. Local Non-Profit Organization Rental:

- a. A Local non-profit organization may qualify for this rental arrangement up to one (1) time per calendar year.
- b. Under this rental agreement, a local non-profit organization may utilize a park building, shelter or athletic field, for which rent would be charged under the Normal Rental Arrangement, at no cost. If for the purpose of generating any income, section (2) (c) shall apply.
- c. Deposit in lieu of rent:
  - i. When reserving a building, shelter or athletic field for its use under this section, a local non-profit organization shall make a deposit in the amount equal to the normal rental, which shall be refunded as specified in this section.
  - ii. Prior to the event, the Park Manager and a representative of the non-profit organization will do a walk-through of the building being rented and shall be provided the Non-profit organization with written set of cleaning guidelines, and shall explain the guidelines.
  - iii. After the event, the Park Manager and a representative of the non-profit organization will complete another walk-through of the building. Where deviations from the cleaning guidelines are noted, the Park Manager shall deduct from the cleaning deposit sufficient funds to pay for the incomplete cleaning tasks. The balance of the deposit shall be returned to the non-profit organization.
- d. The Local Non-Profit Organization Rental option shall not be available on the following dates:
  - i. The Fourth of July
  - ii. Weiner and Kraut Day
  - iii. During any other functions sponsored and/or endorsed by the Board of Trustees.

- e. All free Pavilion rentals must buy all beer, soda, and water from the Park. Special rates may apply on a case-by-case basis.

4. Recurring Use Rental:

- a. Recurring Use Rental arrangement shall be negotiated on a case-by-case basis between the park user and the Board of Trustees. The agreement shall have the following characteristics:
  - i. The agreement shall be for a term not to exceed one year.
  - ii. The agreement shall be in writing.
  - iii. The agreement shall specify:
    - 1. The name and contact information of the park user.
    - 2. The park buildings, shelters and fields to be reserved.
    - 3. The dates or period of use and time of use.
    - 4. The flat rate rental fees to be charged, if any.
    - 5. The concession sales arrangements and profit sharing agreement, if any.
    - 6. Any other exchange of goods or services between the Park and the Park user that are incorporated into the agreement.
- b. A copy of all signed Recurring Use Agreements shall be kept on file at City Hall for a period of seven (7) years.

5. Large Event Rental:

- a. The Large Event Rental Arrangement shall be utilized for any event that would qualify as a large event under this section, to the exclusion of any other rental arrangement.
- b. The Large Event Rental Arrangement shall be negotiated on a case-by-case basis between the park user and the Board of Trustees. The agreement shall have the following:
  - i. The agreement shall be for the complete duration of the event.
  - ii. The agreement shall be in writing.
  - iii. The agreement shall specify:
    - 1. The name and contact information of the park user.
    - 2. The park buildings, shelters and fields to be reserved.
    - 3. The dates or period of use and time of use.
    - 4. The flat rate rental fees to be charged, if any.
    - 5. The concession sales arrangements and profit sharing agreement, if any.
    - 6. Any other exchange of goods or services between the Park and the Park user that are incorporated into the agreement.
    - 7. A description of safety/security services or procedures, if any, that will be required and the name of the entity responsible for providing those services.
    - 8. The amount of any damage deposit required and the conditions associated with the forfeiture or return of that deposit.

9. If the activity is not exempt under Wisconsin Recreational Immunity Law, the amount of any insurance coverage to be carried and the name of the entity responsible for providing that coverage.
  - c. A copy of all signed Large Event Rental Arrangements shall be kept on file at City Hall for a period of seven (7) years.

## THEFT AND DISHONESTY

### Dishonesty

We believe in honesty and integrity with all of our employees. If it is proven that you are dishonest in your work or during the course of an investigation there may be cause for disciplinary action up to and including immediate discharge.

### Theft

Theft will not be tolerated, period! In the event of a theft or a suspected theft, we will thoroughly investigate all the relevant circumstances, and where we conclude that a theft has occurred. The offender(s) will be subject to immediate termination and possible prosecution to the fullest extent of the law.

In carrying out this policy, the Park Management reserves the right to conduct searches of all employees and their belongings at or near Park property. If necessary the Park management may search automobiles, bags, clothing, purses, other personal belongings, etc.

Your consent is implied as part of your employment with Waterloo Firemen's Park. Any evidence relating to theft or other criminal activity will be turned over to the appropriate law enforcement agency. A search does not mean that you are being accused of a crime.

"Theft" as used in this policy includes but is not limited to misappropriation or unauthorized possession or removal of property belonging to the Waterloo Firemen's Park, its guests, employees and non-employees.

Other dishonest activities encompassed by the "Theft" policy include but are not limited to the following: the intentional submission of false expense reports and time records; unauthorized preparation and dissemination of Park checks, petty cash, or vouchers; falsification of inventory documents, purchase orders, or other related materials; unauthorized sales of products or merchandise; unauthorized duplication, distribution, or sharing of keys or security codes.

Any violation of this policy may result in disciplinary action up to and including termination.

## DISCIPLINARY POLICY

### General Rules

You were hired to work for Waterloo Firemen's Park because you possessed a level of maturity, responsibility, and commitment which is essential to our continued success.

Your primary responsibility is the success of Waterloo Firemen's Park. This responsibility carries with it a number of obligations, such as following Park rules, cooperating with Park management and employees, and most of all remaining loyal to Waterloo Firemen's Park.

However, sometimes it becomes necessary for Park management to discipline employees; the steps for discipline are described below. When necessary Park management may refer any or all of these violations to the appropriate law enforcement agency if a crime has been committed.

### Disciplinary Steps

Waterloo Firemen's Park has adopted a three strikes rule, which means three strikes and you're out. However, sometimes it may be necessary to terminate on the first offense depending on the severity of the crime or infringement of a policy.

These are the steps in which the Park Management will use to carry out discipline.

1. Verbal Warning
2. Written Warning
3. Termination

### Reasons for Discipline

1. Failing to maintain satisfactory work performance.
2. Uncooperative behavior.
3. Failure to immediately report any work-related injury or accident.
4. Violation of the Park's No Solicitation or Distribution policy.
5. Violation of the Park's Appearance and Attitude policy.
6. Unauthorized use of Park property.
7. Leaving during normal work hours without notice or permission.
8. Engaging in unsafe horseplay.
9. Violation of any other Park policy for which the employee is not subject to immediate termination.

## SUMMARY

### Conclusion

We can sum up these policies by saying that as an employee of Waterloo Firemen's Park, you can always expect to be treated with fairness and consideration. For your part, we expect you to treat all of your co-workers and our guests with the same fairness and consideration. We have developed these policies which are reasonable and at the same time consistent with the efficient operation of the Park. Your cooperation will help us in continuing to make Waterloo Firemen's Park the Best Park in the World.

If you have any questions concerning anything in this handbook, or if you are not sure why a policy or procedure exists or what exactly is meant by it, please feel free to discuss the matter with the Park Manager or any member of the Board of Trustees.

### Reasons for Immediate Termination

1. Theft, participating in theft or attempted theft of Park property or property of an employee, non-employee, or guest. Or for refusing to cooperate with the Park in an investigation of theft or suspected theft or the concealment or failure to report a violation of any Park policy or rule.
2. Instigating, encouraging, or participating in any illegal work stoppages, interferences with, or restrictions of the Park's operations.
3. Damaging, destroying, or harming Park property or the property of an employee, non-employee, or guest.
4. Dishonesty, lying, falsifying and Park record (including employment application), falsely reporting any act or attempting to defraud the Park by any means. Falsifying financial records, falsifying or padding time records.
5. Fighting, or assaulting or attempting to assault any member of management or an employee, non-employee or guest of the Park, or deliberately provoking or inciting another person to engage in an assault or fight. (This policy applies to all employees, non-employees, and guests of Waterloo Firemen's Park).
6. Carrying or using firearms or other dangerous weapons or materials on Park property unless needed to carry out your duties.
7. Insubordination, including refusing or failing to carry out a work assignment or instruction of a member of management, or encouraging another employee to refuse or fail to obey such an assignment or instruction.
8. Disloyalty, including disparaging, maligning, or defaming the reputation of the Park, its employees, or customers.
9. Violation of the Parks Equal Employment Opportunity or Sexual Harassment Policy.
10. Violation of the Park's Drug and Alcohol Policy.
11. Engaging in negligent performance of work assignments or deliberate concealment of defective or incorrect work.
12. Failing to return on time from a leave of absence.
13. Illegal gambling on Park property.
14. Immoral or obscene conduct.
15. Performing work in a dangerous or unsafe manner.



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 Chamber of Commerce

STATUS: (circle one) unincorporated incorporated individual other Community Group

CONTACT NAME: Ann Benforth

PHONE NUMBER: 608-655-1468 / 920-253-8188 / ~~920-478-3592~~  
DAYTIME EVENING (cell) FAX

EMAIL ADDRESS: arenforth@fmsbwm.com

NAME OF EVENT: Wiener + Kraut Day

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

PURPOSE OF EVENT: Bring people to town - Annual Fund Raiser

DATE OF EVENT: Sept 13<sup>th</sup> 2014

EVENT HOURS: 9-5 SET UP HOURS 6-9 BREAKDOWN 5-7

DESCRIPTION OF EVENT: Draw people to town by selling Wieners + Kraut <sup>55th</sup> annual

SITE/ADDRESS FOR EVENT (list if multiple locations) South Monroe Dead end

PROJECTED ATTENDANCE: Thousands PAST ATTENDANCE: Thousands

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: Approx 100

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE 6-11-2014

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 S. Monroe St. \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of Sept 13th 2014 through Sept 13th \_\_\_\_\_ 2014. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:**

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

<u>Ann Benforth</u> Name (please print)	<u>Ann Benforth</u> Signature
<u>Board Director</u> Signatory Title (if applicable)	<u>6-11-14</u> 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: 6/16/2014 Received by: Clerk's Office

Clerk's Office to complete the section below:

Cc:	<u>Approval date or permit number</u>
<input type="checkbox"/> Animal Control	<input checked="" type="checkbox"/> Public Works
<input checked="" type="checkbox"/> Fire Department	<input checked="" 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 checked="" type="checkbox"/> Public Property Use	
<input type="checkbox"/> Building Inspector	
<input checked="" type="checkbox"/> Certificate of Insurance	
<input type="checkbox"/> Fire Department	
<input checked="" type="checkbox"/> Council Approval	

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: Fee Date Paid: Waived  
Received by: Waived

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)  
06/11/2014

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> Service Insurance Agency 139 N Monroe Street PO Box 173 Waterloo WI 53594	<b>CONTACT NAME:</b> Tim A Haldiman <b>PHONE (A/C, No, Ext):</b> 920-478-2585 <b>E-MAIL ADDRESS:</b> tim@serviceinsurance.us	<b>FAX (A/C, No):</b> 920-478-4057
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b>  Waterloo Chamber of Commerce PO Box 1 Waterloo WI 53594	<b>INSURER A:</b> West Bend Mutual Insurance Company	
	<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:**

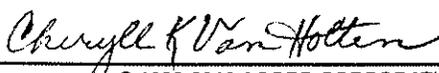
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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
A	<input checked="" type="checkbox"/> GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			NST 1803632	06/13/2014	06/13/2015	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 2,500 MED EXP (Any one person) \$ Excluded PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 1,000,000 PRODUCTS - COM/OP AGG \$ 1,000,000
	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical Payments \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER 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)

Clubs - Civic, Service or Social

Special Events

<b>CERTIFICATE HOLDER</b>  City of Waterloo 136 N. Monroe St. Waterloo WI 53594	<b>CANCELLATION</b>  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 
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**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: Wiener + Kraut Day

DATE (S) OF EVENT: Sept 13th 2014 HOURS: 9-5

LOCATION/PROPERTY: South Monroe Street

**SAFETY PROCEDURES:**

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

If yes, list security company name. NA

Where will security be needed? NA

What times will security be needed? NA

Will WPD officers be required?  YES  NO

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

2) What are your plans for medical assistance? 911

Municipal estimation of cost: \_\_\_\_\_ WFD equipment/personnel @ \_\_\_\_\_ \$ hours = \$ \_\_\_\_\_

3) Will there be fireworks at your event? YES  NO

Date of fireworks NA Time of Fireworks NA

Name/Address of company supplying fireworks NA

Fire Marshall must be contacted for approval and consultation.

**SET UP / CLEAN UP PROCEDURES:**

1) Name of person in charge of set up: Tim Lannoy phone # 920-988-0226

2) What time will set up begin: 6am Tent will go up Friday Night

3) Name of clean up contact person: Chuck Crake <sup>Home</sup> Cell Phone# 478-2473

4) Estimated time for clean up after event: 2 hours

**FEEES AND PROCEEDS:**

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

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

Children 5 & under NA Families NA

2) If a participant fee is charged, please indicate the amount: Booth: \$10.00 - Free if Chamber member

Concessionaire: ~~\$10.00~~ NA

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? Reinvest into other events sponsored by the Chamber

(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:

unknown at this time City Band

2) Describe other entertainment / activities planned for your event: Amazing Race, Dunk Tank  
Vendors Parade, City Band, other TBA

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

other Newsletter, website + signs

**PUBLIC PROPERTIES PROCEDURES:**

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

1) Will you need barricades?  YES  NO

Purpose of barricades: Block South Monroe St.

Location of placement: at 4 corners Amount needed One

Date barricades needed 9-12-14 Time of placement in pm

Name of company providing service if other than City None

2) Will you require electrical service(s)  YES  NO  TBD

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 \_\_\_\_\_

TBD

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: NA

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

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

Estimated costs: 1 locations @ \$100. = \$ \_\_\_\_\_ Total costs

4) Will parking considerations be needed YES  NO

Type(s) NA

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

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

5) Will picnic tables be needed? YES  NO

Location S. Monroe at Circle Amount 5 tables

Date needed: 9-12-14 Time needed pm after road is closed

Estimated cost(s) 5 Picnic tables @ \$5.00 per table = \$ 25.00

6) Is a street sweeper needed? YES  NO

Location NA Date \_\_\_\_\_ Time \_\_\_\_\_

Estimated cost(s) X 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 NA Barrels 6-12 around closed St.

Where do you want them placed? \_\_\_\_\_

Name of disposal company if other than the City: Veolia

Where will dumpster be place: Small parking lot adjacent to circle

8) Will water connection be needed?

YES

NO

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

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

Estimated costs: 1 connection(s) @ \$20.00 = \$ \_\_\_\_\_ Total water costs