



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

**APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE**

Any Special Event or Entertainment Event sponsor requesting municipal approvals, services, assistance, and/or other support from the City of Waterloo for a special or entertainment event on public or private property must provide the following information.

Submittal of application does not constitute approval. All applications must be reviewed.

NAME OF SPONSOR (Applicant): VFW Krause Langer Post 6614

STATUS: (circle one)  unincorporated  incorporated  individual  other Veterans Org

CONTACT NAME: Paul Mattson

PHONE NUMBER: 920-253-6709 / /  
 DAYTIME EVENING FAX

EMAIL ADDRESS: mattsonpm@gmail.com

NAME OF EVENT: Wiener + Kraut Day Celebration

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

PURPOSE OF EVENT: Raise Funds to Donate back to community

DATE OF EVENT: 9/13/14

EVENT HOURS: 9am SET UP HOURS 7am BREAKDOWN 11pm

DESCRIPTION OF EVENT: sell Wieners + Kraut outside of VFW + Sweet Corn

SITE/ADDRESS FOR EVENT (list if multiple locations): 115 S Monroe St

PROJECTED ATTENDANCE: \_\_\_\_\_ PAST ATTENDANCE: \_\_\_\_\_

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 12

RAIN POLICY: Rain or shine

DATE APPLICATION MADE 6/4/14

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

Form created: 03/11/2004

**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, \_\_\_\_\_ 20\_\_ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594.** Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_ 20\_\_\_. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:**

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

**AUTHORIZED SIGNATURES:**

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

Paul Mattson  
Name (please print)

[Signature]  
Signature

Quarter master  
Signatory Title (if applicable)

6/25/14  
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: 01/25/2014 Received by: Laura M Baird  
Regulatory IT

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 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 checked="" 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: \_\_\_\_\_ Date Paid: \_\_\_\_\_

Received by: \_\_\_\_\_

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

Form created. 03/11/2004

**Attachment 1**

**CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS**

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.

2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

**\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.**

3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.

4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.

5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.

**6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: Wiener + Kraut Day Celebration

DATE (S) OF EVENT: Sep 13 2014 HOURS: 9am 10pm

LOCATION/PROPERTY: 115 S Monroe St

**SAFETY PROCEDURES:**

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

If yes, list security company name. \_\_\_\_\_

Where will security be needed? \_\_\_\_\_

What times will security be needed? \_\_\_\_\_

Will WPD officers be required? YES  NO

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

2) What are your plans for medical assistance? Call 911

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

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

Date of fireworks \_\_\_\_\_ Time of Fireworks \_\_\_\_\_

Name/Address of company supplying fireworks \_\_\_\_\_

Fire Marshall must be contacted for approval and consultation.

**SET UP / CLEAN UP PROCEDURES:**

1) Name of person in charge of set up: Paul Mattson phone # 920 253 6709

2) What time will set up begin: 7am

3) Name of clean up contact person: Paul Mattson Cell Phone# 920 253 6709

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

**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? Beer \$2.00 can

4) What does the Sponsor intend to do with any revenue over and above the expenditures? \_\_\_\_\_

Scholarship Fund, + youth sports

(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:

None

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

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

other \_\_\_\_\_

**PUBLIC PROPERTIES PROCEDURES:**

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

1) Will you need barricades?  YES <sup>pm</sup>  NO ~~will provide our set~~

Purpose of barricades: To direct Traffic

Location of placement: 1/2 of S. Monroe St Amount needed \_\_\_\_\_

Date barricades needed Sept 13 2014 Time of placement 7am

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: Around 20'x20' Tent to keep people out of roadway

Location: DFW will provide Amount: \_\_\_\_\_

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

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

4) Will parking considerations be needed  YES  NO

Type(s) No Parking

Location: West Side S Monroe St Amount for 5 parking stalls

Date: Spt 13 2008 Time: \_\_\_\_\_

5) Will picnic tables be needed? YES  NO

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

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

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

6) Is a street sweeper needed? YES  NO

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

Estimated cost(s) \_\_\_\_\_ hours @ \_\_\_\_\_ = \$ \_\_\_\_\_ total cost

Name of company providing service, if not City: \_\_\_\_\_

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins \_\_\_\_\_ Barrels \_\_\_\_\_

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

Name of disposal company if other than the City: \_\_\_\_\_

Where will dumpster be place: \_\_\_\_\_

Waterloo, WI

8) Will water connection be needed?

YES

NO

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

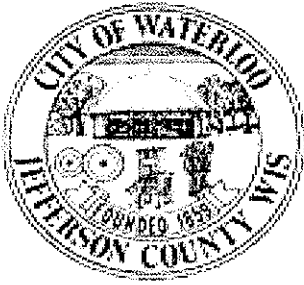
Date \_\_\_\_\_ Time \_\_\_\_\_

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

The UFW will have the same set-up as last year. A 20'x20'<sup>or 20x30</sup> tent in front of the UFW with an added 10'x10' tent which will be added to the front of the 20'x20' tent.

We will be needing 4-5 parking stalls for the tents and corn steamer. 1/2 of S. Monroe st was blocked off for us last year. This allowed traffic to park in the Lower City lot.





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

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**RESOLUTION #2014-31  
Awarding A Tree Removal Contract**

**WHEREAS**, the Public Works Director in his capacity as City Forrester has deemed it necessary to removed certain trees in the public right of way, and;

**WHEREAS**, Kunkel Engineering has made public a request for 2014 tree removal work with a submittal deadline date of July 2, 2014, and;

**WHEREAS**, the Public Works and Property Committee at its July 3, 2014 meeting, voted to recommend to the Council awarding this work to the lowest responsible bidder concurring with the recommendation of Kunkel Engineering staff.

**NOW, THEREFORE, BE IT RESOLVED**, that the Waterloo City Council awards a tree removal contract to \_\_\_\_\_ in the amount of \$\_\_\_\_\_ for purposes of removing an estimated twenty-one trees located on Polk Street, Taylor Street, South Monroe Street, the City Cemetery, Harrison Street and South Jackson Street.

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

**CITY OF WATERLOO**

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

Attest:

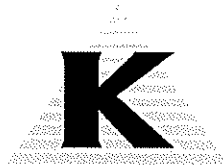
\_\_\_\_\_  
Morton J. Hansen, Clerk/Treasurer

SPONSOR(S) – Public Works Director  
FISCAL NOTE – Contract amount to be paid from 2014 Capital Fund revenues

# Select Pages Only

City of Waterloo

Request for Proposal  
2014 Tree Removal



**KUNKEL**  
engineering  
group

June 26, 2014

Prepared By:

**KUNKEL ENGINEERING GROUP**

107 Parallel St  
Beaver Dam, WI 53916  
(920)356-9447

# BID

## City of Waterloo 2014 Tree Removal

This Bid is submitted to: Kunkel Engineering Group

1. The undersigned BIDDER proposes and agrees, if this Bid is accepted, to enter into an Agreement with OWNER in the form included in the Contract Documents to complete all Work as specified or indicated in the Contract Documents for the Contract Price and within the Contract Time indicated in this Bid and in accordance with the Contract Documents.
2. BIDDER accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid Security. This Bid will remain open for 60 days after the day of Bid opening, or for such longer period of time that BIDDER may agree to in writing upon request of OWNER. BIDDER will sign the Agreement and submit the Contract Security and other documents required by the Contract Documents within fifteen days after the date of OWNER's Notice of Award.
3. In submitting this Bid, BIDDER represents, as more fully set forth in the Agreement, that:
  - a. BIDDER has examined copies of all the Contract Documents and of the following addenda (receipt of all of which is hereby acknowledged),

Date

Number

\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

and also copies of the Advertisement or Invitation to Bid and the Instructions to Bidders:

- b. BIDDER has examined the site and locality where the Work is to be performed, the legal requirements (federal, state and local laws, ordinances, rules and regulations) and the conditions affecting cost, progress or performance of the Work and has made such independent investigations as BIDDER deems necessary.
    - c. This Bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; BIDDER has not directly or indirectly induced or solicited any other Bidder to submit a false or sham Bid; BIDDER has not solicited or induced any person, firm or a corporation to refrain from bidding; and BIDDER has not sought by collusion to obtain for themselves any advantage over any other Bidder or over OWNER; and
4. BIDDER will complete the Work for the following price(s):

- 5.) BIDDER agrees that the Work will be substantially completed and ready for final payment in accordance with paragraph 14.07.B of the General Conditions on or before the dates or within the number of calendar days indicated in the Agreement.
- 6.) BIDDER accepts the provisions of the Agreement as to liquidated damages in the event of failure to complete the Work within the times specified above, which shall be stated in the Agreement.
- 7.) Communications concerning this Bid shall be addressed to the address of BIDDER indicated below:
- Business Name: \_\_\_\_\_
- Contact Person: \_\_\_\_\_
- Mailing Address: \_\_\_\_\_
- City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_
- Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_
- 8.) The terms used in this Bid which are defined in the General Conditions of the Construction Contract included as part of the Contract Documents have the meanings assigned to them in the General Conditions.

SUBMITTED on \_\_\_\_\_, 20\_\_\_\_.

If the Bidder is:

**An Individual**

By: \_\_\_\_\_ (SEAL)  
 ( Individual's Name )  
 doing business as \_\_\_\_\_

**A Partnership**

By: \_\_\_\_\_ (SEAL)  
 ( Firm Name )  
 \_\_\_\_\_  
 ( General Partner )

# Special Provisions

## City of Waterloo

### 2014 Tree Removal

#### **Time of Completion**

Final Completion: **July 25, 2014**

The above time of completion is based on an anticipated contract award date of **July 3, 2014**. Should the Contract be awarded after the anticipated date of award, the Engineer will issue a Notice of Award and the Contractor will be allowed the same number of calendar days from the above anticipated award date to the time of completion, to finish this work under this Contract. The project shall be completed in its entirety and ready for final payment by the final completion date including resolution of all punch list items.

#### **Scope of Work**

Work will include the removal of trees varying in size and location within the City of Waterloo. Tree removal will include cutting down, removal of all brush & wood, removal or grinding the stump, restoration and cleanup of disturbed areas. Furnish all labor, materials, and equipment required for the associated work and site restoration, as shown by the plans and contract documents, complete, and acceptable to the City of Waterloo.

#### **Bidding Timeline**

Bids should be submitted to Mitch Leisses at Kunkel Engineering Group by Wednesday, July 2, 2014, by the end of the business day. Bids can either be dropped off at the office of Kunkel Engineering Group, 107 Parallel Street, Beaver Dam, WI, or submitted via email to [mleisses@kunkelengineering.com](mailto:mleisses@kunkelengineering.com).

#### **Bonding**

Although a Performance Bond is required, the Bid Bond is being waived for this project.

#### **Owner & Engineer**

When the OWNER or TOWN is mentioned herein, it means the City of Waterloo. When the ENGINEER is mentioned, it means the Consultant, Kunkel Engineering Group, or its delegated representative.

#### **Permitting & Compliance**

All work shall comply with WDNR Conditions of Approval for this project if applicable.

#### **Standard Specifications**

Perform all work under this contract as per the provisions of Standard Specifications for Sewer and Water Construction in Wisconsin, Sixth Edition, and State of Wisconsin Department of Transportation, Division of Highways, Standard Specifications for Highway and Structure Construction, latest edition, including all Supplemental Specifications and other revisions to date, unless otherwise specified herein or noted on the plans. Both documents are referred to herein as Standard Specifications. Section numbers less than 100 refer to the former, section numbers larger than 100 refer to the latter.

Customary English units will be used for plan dimensions, layout of work, and measurement for payment as listed on the Bid Form under this contract. References to nominal SI (Metric) units in the Standard Specifications are to be converted to their customary English equivalent.

#### **Utilities**

Notify all Utilities that may have overhead or buried lines in the construction area. Repair or replacement of any disturbed utilities is Contractor's responsibility. The Contract Price includes any costs for temporary or permanent relocations of such structures and facilities required to complete the Work unless specifically indicated otherwise in the plans or specifications.

**City of Waterloo  
Dodge County, Wisconsin  
2014 TREE REMOVAL**



Map ID#	Address	Number of Trees	Size (Inches)
1	324 Polk St	2	53", 54"
2	338 Polk St	1	103"
3	366 Polk St	1	66"
4	435 Taylor St	1	95"
5	385 Taylor St	1	110"
6	285 S Monroe St	1	55"
7	350 S Monroe St	1	44"
8	525 S Monroe St	3	87", 94", 114"
9	543 S Monroe St	1	72"
10	City Cemetary	1	63"
11	206 Harison St	1	91"
12	323 Harrison St	2	48", 57"
13	508 Harrison St	1	67"
14	597 Harrison St	2	48", 69"
15	343 S Jackson St	1	56"
16	346 S Jackson St	1	60"
<b>TOTAL</b>		21	1,506"

**Undistributed Trees**

TBD	3	36", 42", 54"
<b>TOTAL</b>	3	132"



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
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**RESOLUTION #2014-32**  
**Authorizing The City Of Waterloo**  
**To Enroll As An Experience Works Program Host Agency**

**WHEREAS**, the Finance, Insurance & Personnel Committee at its June 19, 2014 meeting reviewed the merits of the Experience Works program and voted to recommend to the Council that the City become a host agency allowing for program participants to work on supervised municipal projects with program participant wages paid through the Experience Works program.

**THEREFORE, BE IT RESOLVED**, that the Waterloo City Council authorizes the Clerk/Treasurer to enroll the City in the Experience Works Program as a host agency.

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

**CITY OF WATERLOO**

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

Attest:

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

SPONSOR(S) – Finance, Insurance & Personnel Committee  
FISCAL NOTE – No cost

\\RESOLUTIONS\2014 RESOLUTIONS\#2014-32 EXPERIENCE WORKS PROGRAM - HOST AGENCY.doc

**TO:** FINANCE, INSURANCE & PERSONNEL COMMITTEE  
**FROM:** CLERK/TREASURER, MO HANSEN  
**SUBJECT:** CONSIDERATION TO ENROLLING IN THE EXPERIENCE WORKS PROGRAM  
**DATE:** JUNE 16, 2014

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#### EXPERIENCE WORKS STAFFING OPPORTUNITY

**REQUEST:** Recommend to Council that the Clerk/Treasurer's office enroll in the Experience Works program as a Host Agency.

I am writing to seek a Committee recommendation to the City Council granting approval for the Clerk/Treasurer's office to enroll in the Experience Works program.

This program matches senior individuals seeking training and work experience with host agencies. Program Coordinator Marilyn Reichel has identified a Watertown individual willing to work up to 20 hours per week in the Clerk/Treasurer's office.

There is no cost to the host agency. The individuals receive minimum wage and may continue at a given position for up to four years. I have interview two individuals seeking employment in this fashion. The second individual may be a fit for our department.

In this case I would like to establish the Experience Works position of Special Project Assistant.

Attached is background information.





Formerly Green Thumb

April 9, 2014

Mr. Mo Hansen, Clerk/Treasurer  
City of Waterloo  
136 N Monroe St  
Waterloo, WI 53594

Dear Mo,

It was a pleasure talking with you earlier about how the Experience Works program may be able to benefit the City of Waterloo with some of your staffing needs. I have not yet reached the individual that I mentioned to you, however, I am sending some information about the duties of an Experience Works Host Agency.

Experience Works is a Department of Labor funded program also known as the Senior Community Service Employment Program. We work with low income seniors (55+) who are unemployed and would like to get back into the workforce. In addition to the training program described in the documents in the envelope, we also have an option of setting up one of our participants in an OJE (On the Job Experience) with a nonhost agency. In that program, you can assign the individual as many hours as are required for the potential position and we will pay half of their wages for an 8 week period. The paperwork for the OJE is a bit different from the Host Agency paperwork and I will be happy to provide that if this participant seems like a good fit for you.

I look forward to working together with you as either a host agency or as a potential OJE placement. I will contact you once I hear from the gentleman and set up an appointment for an interview if he is interested in pursuing this route. Please call me if you have any questions about our program. If I don't know the answer, I will find out.

Respectfully,

A handwritten signature in cursive script that reads "Marilyn Reichel".

Marilynn Reichel  
Employment & Training Coordinator

## INTRODUCTION

The Experience Works Senior Community Service Employment Program (SCSEP) Calendar Handbook provides participants and host agency supervisors with an overview of the SCSEP and includes policies and procedures you must follow.

Keep this calendar handbook handy for quick reference. Record contact information for your employment and training coordinator and participant assistant on the "My Experience Works Representatives" page.

Each calendar page includes that month's pay period beginning dates, end dates, and pay dates as well as federally recognized holidays. Before the handbook section is an at-a-glance calendar page color-coded for 2013 timesheet submission dates, check dates, and pay period beginning/end dates.

For questions about worker compensation issues, payroll, or timesheets, contact the customer service center (CSC) staff.

For questions not answered in this handbook, contact your employment and training coordinator, state office staff, or the CSC.

## I. OVERVIEW

The purpose of the SCSEP is to foster individual economic self-sufficiency for unemployed, low-income persons who are 55 years or older, particularly those with poor employment prospects; promote useful, part-time training opportunities in community service assignments; and increase the number of older persons who may enjoy the benefits of unsubsidized employment in the public or the private sector.

**The SCSEP is not a job;** it is a training program designed to be a stepping stone to real employment with higher wages, benefits, and opportunities for advancement. Participants may not be employed during enrollment in the SCSEP or enrolled with more than one SCSEP grantee at a time.



## A. HOW THE EXPERIENCE WORKS SCSEP OPERATES

The SCSEP provides the training, experience, supportive services, and information participants need to gain self-sufficiency and obtain regular employment while meeting the needs of local community organizations and employers.

Based on employment interests and goals, participants are assigned part-time to qualified nonprofit organizations or government agencies, where they gain hands-on experience while providing community services. Participants receive training, experience, and supervision from their community service assignment; Experience Works pays training wages and benefits.

Experience Works staff help participants with preparing resumes; improving interview skills; identifying job leads; counseling; and making referrals to help with aging services, housing, benefit eligibility, and other economic security concerns. When Experience Works services do not meet an individual's needs or that person is not interested in pursuing employment, staff provide referrals to community partners for assistance.

promoting the program with their peers and employers in the community, co-sponsoring events, and providing in-kind or direct support.

- Supervisors can also help participants by referring them to positions they know are available in the community and by providing references.
- Whenever possible, host agencies should hire participants for open positions for which they qualify.

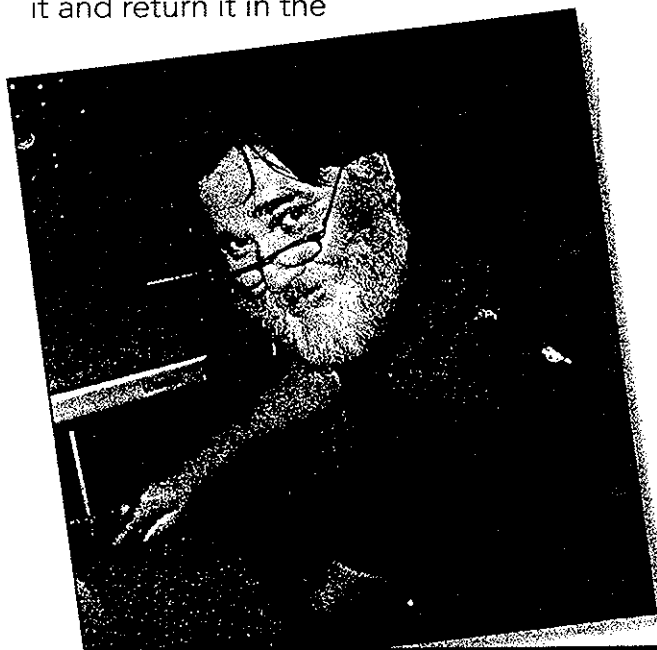
#### **D. THE PARTICIPANT'S ROLE**

- Participants are expected to obtain job skills at a host agency, in classroom training, or both; look for job opportunities; and follow up on job leads. Participants are expected to get a job off the SCSEP after a reasonable period of time.
- To ensure that participants receive the maximum benefit from training assignments, they are expected to keep absences and tardiness to a minimum.
- To fully participate in training and access important information, participants need to have a valid email address.
- A participant may be referred to supplemental training and go to a Job Club, to the One-Stop, and on job interviews while still assigned to the host agency.

- When participants have achieved their training plans, Experience Works may recommend they upgrade their training at the host agency, transfer to another host agency, intensify job search, or leave the SCSEP for other opportunities.

#### **E. CUSTOMER SERVICE AND SATISFACTION**

- Experience Works strives to provide the best possible services to participants and community partners. Please contact your Experience Works employment and training coordinator with questions or comments.
- You may receive a customer satisfaction survey from the Department of Labor. If you do, please complete it and return it in the



stamped, preaddressed envelope. This information will help us continue to improve our services.

## **II. SCSEP POLICIES THAT PARTICIPANTS AND HOST AGENCIES NEED TO KNOW**

### **A. PARTICIPANT ENROLLMENT**

#### **1. Participant Eligibility**

An individual is eligible to be a SCSEP participant if he or she meets the following criteria:

**Age**—55 or older.

**Residence**—in the state where he or she is enrolled in the Experience Works SCSEP.

**Income**—annual family income not more than 125 percent of the established federal poverty income guidelines.

**Unemployed**—upon and during enrollment. Participants who become employed, either full-time or part-time, while enrolled must leave the program. This rule does not apply to casual, nonrecurring labor for which a participant may be paid such as shoveling a neighbor's sidewalk or occasional babysitting.

**Work Status**—eligible to work in

in essential skills, seven in general business skills, five in career skills, one in elearning readiness, one in telework suitability, and 528 in occupational skills, including 48 certification options. Sign on to JobReady using the following website: <http://ew.nbsalliance.com>.

## **2. Individual Employment Plan**

The participant and the Experience Works representative develop the IEP. The participant is asked to agree to the purpose of the plan, outlining the steps that will prepare him or her to get a job, and to follow the plan to achieve the agreed-on goal and transition to employment.

## **C. SUPPORTIVE SERVICES**

Based on needs identified in the assessment and IEP, Experience Works makes every effort to put participants in contact with other agencies that can provide supportive services to help improve quality of life and get or retain employment. Supportive services, such as reasonable costs of transportation; dependent care; health and medical services; specialized job-related or personal counseling; housing, including temporary shelter; and incidentals such as work shoes, uniforms, eyeglasses, certifications and licenses, and tools are offered when there is a need.

## **D. HEALTH SCREENING/PHYSICAL EXAM**

As a participant benefit, within 60 days of enrollment and annually thereafter, every participant is offered a no-cost, limited health screening/physical examination. For some participants, this is required to ensure others' safety or to satisfy a host agency requirement. Participants are not required to supply Experience Works with a copy of the results.

## **E. HOST AGENCY ELIGIBILITY**

An organization is eligible to be a host agency if it is either a private nonprofit organization (other than a political party) that is tax-exempt under section 501(c)(3) of the Internal Revenue Code of 1954 or a public agency operated by a unit of government. A copy of the 501(c)(3) tax-exemption documentation is required to determine eligibility for nonprofit organizations.

## **F. COMMUNITY SERVICE ASSIGNMENTS**

Participants are assigned to a community-based organization or government entity to receive training related to their IEP. Host agencies provide an enormous service to Experience Works SCSEP participants. In turn, participants provide a valuable service to their host agency by

performing tasks the host agency might not otherwise be able to provide.

### **1. Attendance**

Training assignments prepare participants for employment while helping organizations deliver services to the community. Therefore, it is essential that participants take time off only for emergencies. When an excused absence is necessary, participants must inform their supervisor as soon as



be unemployed while enrolled in the SCSEP, host agencies may not add a participant to their payroll and pay him or her for work on a regular schedule in addition to the SCSEP training assignment.

**7. Holidays**

If a participant is scheduled for his or her community service assignment during a holiday established under federal law (New Year's Day, Martin Luther King Jr.'s Birthday, Washington's Birthday, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, or Christmas Day) and the host agency is closed, he or she will be permitted to make up the hours missed.

**G. TRAINING WHILE IN THE SCSEP**

**1. Training Through Community Service**

Training is determined based on interests, goals, and labor market demands. Some participants train for occupations in areas such as clerical, customer service, food service, security, health care, library, maintenance, and retail sales. Community service training sites include but are not limited to government and nonprofit agencies such as schools, recycling centers, senior centers, parks and recreation facilities, libraries, historic sites and museums, nursing homes, nutrition sites, Meals on Wheels, health centers, food pantries, clothes closets, employment and training providers, hospitals, county extension offices, and police and sheriff departments. Some

participants may be assigned to assist Experience Works in operating the SCSEP. All training assignments must meet the following four requirements:

- **Community service**—create new or expand existing services.
- **Training**—provide participants with

meaningful opportunities to be productive, learn new skills, and improve the potential for obtaining employment.

- **On-site supervision**—provide on-site, day-to-day, direct supervision.
- **Safety**—be conducted in a safe location where drug and alcohol use is prohibited.

**2. Additional Training Opportunities**

Beyond training at a community service assignment, some participants may be referred to classroom training for English as a second language, literacy, basic skills, or adult education leading to a GED. Some may receive occupational skills training in keyboarding, computer, certified nurse aide or home health aide work, or commercial driving. Other participants may have the opportunity to work directly with employers who agree to hire them into a regular position at the end of the training period. All participants are strongly encouraged to take advantage of employability training and job-search assistance such as job coaching, job clubs, and resume assistance through Experience Works and One-Stop Career Centers.





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

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**RESOLUTION #2014-33**  
**Authorizing The Sale Of 120 West Madison Street**

**WHEREAS**, the Community Development Authority at its June 26, 2014 meeting reviewed two bids as part of a public process of offering the property at 120 West Madison Street for sale, and;

**WHEREAS**, the Community Development Authority forwarded a recommendation to the Council that it sell the property to Todd Strauss for \$100 contingent upon the following:

- Sale documents clearly indicated that the property is being sold as-is.
- The buyer passes a background check.
- The buyer enters into an agreement stating that the building must comply with all applicable building codes, and that if the building is not in full compliance after one-year of ownership all Façade Grant and Interior Build-out Grant dollars the buyer might be eligible for must be returned.

**THEREFORE, BE IT RESOLVED**, that the Waterloo City Council agrees with the Community Development Authority recommendation and authorizes the sale of 120 West Madison Street to Todd Strauss with the terms and conditions as stated above and directs the Clerk/Treasurer to take all necessary steps to complete the sale of the property.

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

**CITY OF WATERLOO**

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

Attest:

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

SPONSOR(S) – Community Development Authority  
FISCAL NOTE – none

**BENDER  
LEVI  
LARSON  
& ASSOCIATES SC**  
Attorneys At Law



SENT BY E-MAIL AND  
FIRST CLASS MAIL  
[cityhall@waterloowi.us](mailto:cityhall@waterloowi.us)  
[tfenner@axley.com](mailto:tfenner@axley.com)

May 30, 2014

Mo Hansen, Clerk-Treasurer  
City of Waterloo  
136 North Monroe Street  
Waterloo, WI 53594-1198

RE: Waterloo Community Development Authority-Sale of 120 West Madison Street

Dear Mr. Hansen:

Please be advised that I have been retained by and represent Sharon Burbach, who is the owner of a residential property located at 118 West Madison Street, Waterloo, Wisconsin (the "Burbach Property"). The Burbach Property is immediately adjacent to a property owned by the City, located at 120 West Madison Street, Waterloo, Wisconsin (the "City Property"). The Burbach Property is a two-story structure consisting of residential apartments on the first and second floor thereof. The City Property is a single-story structure which is only 12 feet in width and 132 feet in depth, which is a former retail concern, but is currently abandoned. However, the property at 120 West Madison Street has a shared, common wall with 118 West Madison Street.

My purpose in writing to you and the City of Waterloo Community Development Authority (the "CDA") is the impending sale of the City Property. You have solicited bids on this property which are returnable in your office on or before June 3, 2014 at 4:00 p.m. In addition, there is a scheduled meeting of the CDA slated for June 4, 2014. I believe this is calendared as a "Closed Session" meeting. I imagine one of the issues to be discussed at that meeting is a review and discussion pertaining to any offers to purchase received by your office for the City Property.

Both I and my client, Mrs. Burbach, would want the CDA to consider some of the concerns Mrs. Burbach has regarding this sale and the condition of the City Property at 120 West Madison Street. Let me outline each of the problem areas as we see them. I believe your consulting engineers, Kunkel Engineering Group of Beaver Dam, Wisconsin, has noted some of