



136 N. MONROE STREET, WATERLOO, WI 53594
PHONE (920) 478-3025
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**PUBLIC NOTICE OF A COMMITTEE MEETING
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO**

Pursuant to Section 19.84 Wisconsin Statutes, notice is hereby given to the public and to the news media, that the following meeting will be held.

COMMITTEE: Public Safety & Health Committee

DATE: Thursday, September 4, 2014

TIME: 6:30 p.m.

LOCATION: Police Training Room, Municipal Building, 136 N. Monroe Street

1. Call To Order & Roll Call
2. Meeting Minutes Approval: August 7, 2014
3. Citizen Input
4. Unfinished Business
5. New Business
 - a. Madcross Promotions, LLC, Application For Special Event License, Trek CXC Cup, September 19 through 21, 2014***
 - b. Ordinance #2014- An Ordinance Amending Section 278-2 Of The Municipal Code Relating To Bow Hunting And The Possession And Use Of Dangerous Weapons
6. Future Agenda Items And Announcements
7. Adjourn

Morton Hansen

Morton Hansen
Clerk/Treasurer

*** See Council Packet

Committee Members: Reynolds, Griffin and Thomas

Printed, Posted, Emailed and Distributed: August 28, 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.



136 NORTH MONROE STREET, WATERLOO, WISCONSIN 53594-1198
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APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

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

NAME OF SPONSOR (Applicant): Madcross Promotions LLC

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Renee Callaway

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

EMAIL ADDRESS: rccallaway@gmail.com

NAME OF EVENT: Trek CXC Cup

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

PURPOSE OF EVENT: Cyclocross Bike Race

DATE OF EVENT: Fri, Sept 19 - Sun, Sept 21

EVENT HOURS: 8am - 5:30pm SET UP HOURS _____ BREAKDOWN 5:30pm - Sun

DESCRIPTION OF EVENT: National series cyclocross bike race

SITE/ADDRESS FOR EVENT (list if multiple locations): Trek property & city property
across street

PROJECTED ATTENDANCE: 700 PAST ATTENDANCE: 700

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 125

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE 8-11-14

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:**

Renee Callaway
Name (please print)

Renee Callaway
Signature

Renee Director
Signatory Title (if applicable)

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: 8/11/2014 Received by: E-mail

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 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: Free Date Paid: _____

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Trek OXC Cup

DATE (S) OF EVENT: Fri, Sept 19 - Sun, Sept 21 HOURS: 8am - 5:30pm

LOCATION/PROPERTY: Trek property & city property across street

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? personnel from local health provider

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: Renee Callaway phone # 608-255-8494

2) What time will set up begin: Sept 16 on Trek property

3) Name of clean up contact person: Renee Callaway Cell Phone # 608-255-8494

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

FEES AND PROCEEDS:

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

If yes, how much: Adult _____ Seniors _____ Students _____
Children 5 & under _____ Families _____
*Racco entry fee
Adult - \$37-48
Jr - \$19*

2) If a participant fee is charged, please indicate the amount: Booth: \$500 per expo

Concessionaire: _____

3) Will alcoholic beverage(s) be sold?

YES NO

If yes, what beverage and at what cost? Beer - tentative cost \$5/pint

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Invest in future events

(If this is a first year event, please provide a budget. If it is a repeat event, provide last year's financials.)

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

2) Describe other entertainment / activities planned for your event: Children's bouncy house, face painting & other similar activities in Trek parking lot

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

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES NO

Purpose of barricades: street closure during race

Location of placement: Knoxton St at Hwy 9 & Mt Joy Amount needed 4

Date barricades needed Fri, Sept 20 Time of placement 1 pm

Name of company providing service if other than City _____

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

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

Equipment being used: _____

Location _____ Entertainer name _____

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

Equipment being used: _____

Location: _____ Entertainer name _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels _____

Where do you want them placed? _____

Name of disposal company if other than the City: Trek composts

Where will dumpster be place: Trek w/ garbage barrels located throughout road area

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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

Trek CXC Cup Schedule



Sept 6 and 7	Course mowing and set up begins on Trek property. Set up will begin with placing stakes along both sides of the entire race course.
Sept 13 and 14	Course set up continues primarily at Trek property. If the placement of all the stakes on the Trek property is completed then stakes will begin to be set at city property.
Week of Sept 16	All stakes placed by Sept 18.
Sept 18-19	Ribbon and snow fence hung on stakes to fully mark the race course.
Sept 19	1pm Road closure will be needed as racers arrive to pre-ride the course.
Sept 20 and 21	Racing from 8:30am-5:30pm with road closure starting by 8am and ending at conclusion of 5:30pm race
Sept 21	Course clean up begins immediately at the conclusion of racing at 5:30pm.
Sept 22	Clean up finished.

Trek Cyclocross Collective Cup

Madcross Promotions LLC is promoting the Trek Cyclocross Collective Cup cyclocross bike race in partnership with Trek Bicycles. The partners in Madcross Promotions LCC, Renee Callaway and John Ericsson, have organized internationally sanctioned cyclocross races since 2008. The Trek CXC Cup was formerly known as the Planet Bike Cup and was held in Sun Prairie.



Event Schedule

- Racing - Sat, Sept 20 and Sun, Sept 21 from 8:30am-5:30pm
- Course Pre-Ride - Fri, Sept 19 starting at 1 pm
- Course Set-Up - Course set-up will start first with the part of the course on Trek property. Some work will take place beginning on weekends starting Sat, Sept 6 and then during the week starting on Mon, Sept 15. Course set-up on the city drainage basin area is anticipated to begin on or shortly after Mon, Sept 13. The road closure would need to be Fri, Sept 19 in the afternoon to accommodate pre-riding of the course and then from 8am-5:30pm on Saturday and Sunday. Similar to last year the course would be reopened immediately following the last race of the day.
- Course Clean-Up - Clean-up will be immediately following the last race at 5:30pm on Sun, Sept 21. Most clean-up will be completed that evening although some work is anticipated to take place Mon, Sept 22. Clean-up will be prioritized on city property.
- The Waterloo Regional Trailhead meeting space will also be reserved for race registration on Saturday and Sunday. Friday afternoon/evening registration will happen at the Trek Headquarters in the Atrium.

Entertainment and Other Activities

- Racing – Amateur races take place from 8:30am-3:00pm. The women's pro race will be held at 3:30pm and the men's pro race at 4:30pm. The schedule is the same for both Saturday and Sunday.
- Race Announcing – The event will include amplification for a race announcer and music with speakers spread throughout the course. Race announcing will take place from 8:30am-5:30pm to coincide with the racing.
- Expo – The large parking lot at Trek will also include an expo area with food vendors, bike products and pro teams from throughout the country. Currently we have confirmed Market Street Diner as one of our vendors but anticipate that we might have 1-2 more. In addition we plan to have beer sales in the expo and hope to work with the Waterloo Fireman again.
- Other – Trek is planning to have a "Trek Fun Zone" area in their parking lot. We anticipate that activities will include a children's bouncy house, a kid's bike course, face painting and other

family activities. In addition, Trek is exploring the possibility of having live music before the pro races although this has not been finalized.

Publicity

- General – This race has been a part of the international racing calendar since 2008 so it is a well-known event to the cyclocross bike racing public. More information about the event can be found:
 - Website – www.trekxccup.com
 - Facebook – www.facebook.com/trekxccup
 - Twitter - @trekxccup
- Local – We plan to reach out to the local papers to get coverage of the event and let residents know more about the event. We hope that they will be interested in attending as cyclocross is a very fun type of racing to watch.
- Trek's Neighbors - In addition, we plan to flyer the homes in the vicinity of Trek to let them know general information about the event, the hours of sound amplification, where racers will be parking and road closures. This is the same as we did in 2013.

Other

- Insurance – USA Cycling will provide general liability and rider accident insurance. The City of Waterloo will be listed as an additional insured on the event insurance and will be provided with a Certificate of Insurance meeting the minimum requirements.
- Safety – We will have a medical tent onsite which will be staffed by trained personnel. We also plan to coordinate with the local EMS.
- Security – We do not plan to have any security on site as we have not had any problems with overnight security in the 5 years we have held the race in Sun Prairie or last year in Waterloo.
- Weather – The race is held rain or shine. If severe weather threatens our USA Cycling race officials will determine if a race delay or cancellation is required.
- Parking – We will charge for team parking in some sections of the Trek parking lots. However, general parking will be free. We plan to utilize the sections of the Trek parking lots that are not being used for the race course, expo and team parking. In addition, we feel that there is plenty of street parking on McKay Street and on Knowlton Street. We would also like to use the grassy area in Knowlton Park at the end of Knowlton St at McKay Way for volunteer parking.
- Garbage/Recycling – We will be renting garbage and recycling bins. We will use Trek's dumpster and disposal company for event trash.

What is Cyclocross

- Cyclocross races consist of many laps of a short course featuring pavement, wooded trails, grass, steep hills and obstacles requiring the rider to quickly dismount, carry the bike whilst navigating the obstruction and remount in one motion.

- The Sport: Cyclocross is to cycling what Rally Car Racing is to auto racing. An hour long thrill ride for both the racers and spectators.
- The sport is best understood through pictures!

