



136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
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www.waterloowi.us

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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 & news media, that the following meeting will be held:

**COMMITTEE:** PUBLIC SAFETY AND HEALTH COMMITTEE  
**DATE:** July 7, 2022  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Police Training Room, 136 N. Monroe Street (In-person or remotely)

REMOTE ACCESS DETAILS

Dial-in Phone Number: (602) 580-9275 Access Code: 4514731  
(service by FreeConferenceCall.com)

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: May 5, 2022
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
5. NEW BUSINESS
  - a. Pedestrian signage downtown
  - b. Special Event Application Neighborhood Party Nicole Tuttle July 16
  - c. Special Event Neighborhood Party Jeni Quimby
6. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
7. ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Committee Members: Thomas, Griffin and Cummings

Materials Printed, Posted, E-mailed and Distributed: 06/30/2022

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.

**PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES**  
**May 5, 2022.**

1. **Call to Order:**  
The Public Safety Committee meeting was called to order by Alderperson Thomas at 6:00PM
2. **Roll Call:**  
Committee members present – Alderperson Thomas, Griffin, Chief Sorenson. Public – Steve Parker, Gregario Ayala, Parks Coordinator Gabe Haberkorn.
3. **Approval of Public Safety Committee Minutes of April 7, 2022.** Motion by Alderperson Griffin to approve Prior minutes, second by Thomas, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:** a) Application for Cinco de Mayo event May 7, 2022. Griffin made motion to accept application and send to council with approval of use of the cul-de-sac in 100 block of South Monroe St. first 3 stalls on East side of S. Monroe St. First 3 stalls on South side of E. Madison St. Veterans Park, and first handicapped stall on East side of N. Monroe St. second by Thomas, motion carried.  
b) McKay way- Adding No Parking Areas by Islands. No action taken.
7. **Future Agenda Items, Communications and announcements:** None
8. **Adjourn:** Motion to Adjourn by Alderperson Griffin, second by Thomas, motion carried.

*I attest: Chief Dennis P. Sorenson*



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 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): Nicole Tuttle

STATUS: (circle one) unincorporated incorporated (individual) other \_\_\_\_\_

CONTACT NAME: Nicole Tuttle

PHONE NUMBER: 608-332-6434 / Same / n/a  
DAYTIME EVENING FAX

EMAIL ADDRESS: nicoletuttle78@gmail.com

NAME OF EVENT: Neighborhood party

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

PURPOSE OF EVENT: getting to know our neighbors/relationship building

DATE OF EVENT: July 16<sup>th</sup> 2022

EVENT HOURS: 10:30 am <sup>-4:00pm</sup> SET UP HOURS 9:30 am BREAKDOWN 5:00 pm

DESCRIPTION OF EVENT: neighborhood / block party - neighbors coming together for fun

SITE/ADDRESS FOR EVENT (list if multiple locations) Milwaukee Ave. - btwn Harrison & Van Buren

PROJECTED ATTENDANCE: ~80 PAST ATTENDANCE: n/a

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: ~6-10

RAIN POLICY: no rain date

DATE APPLICATION MADE 1 June 2022

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 Milwaukee 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 July 16 through July 16 2022. 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:**

Nicole Tuttle  
Name (please print)

Nicole Tuttle  
Signature

\_\_\_\_\_  
Signatory Title (if applicable)

1 June 2022  
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: June 1, 2022 Received by: Sarah Davison

Clerk's Office to complete the section below:

Cc:

<input checked="" type="checkbox"/> Police Department	_____ Council Approval _____
<input checked="" type="checkbox"/> Fire Department	_____ Date _____
<input checked="" type="checkbox"/> Public Works	_____ Certificate of Insurance _____
<input checked="" type="checkbox"/> Waterloo Utilities	

**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: \$50<sup>00</sup> Date Paid: June 18<sup>th</sup>, 2022

Received by: Sarah Davison

## 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: Neighborhood Party

DATE (S) OF EVENT: July 16, 2022 HOURS: 10:30 am - 4 pm

LOCATION/PROPERTY: Milwaukee Avenue between Harrison & Van Buren

**SAFETY PROCEDURES:**

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

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

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

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

Will WPD officers be required? YES  NO

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

2) What are your plans for medical assistance? first aid kit for minor injuries, or 911 for major

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: Nicole Tuttle phone # 608-332-6434

2) What time will set up begin: 9:30 am

3) Name of clean up contact person: Nicole Tuttle Cell Phone# 608-332-6434

4) Estimated time for clean up after event: 1 hr. - 5:00 pm

**FEEES 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: \_\_\_\_\_

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? \_\_\_\_\_

no revenue will be generated.

(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:

n/a

2) Describe other entertainment / activities planned for your event: streamed music, ~~band~~

yard games (cornhole, ladder golf, etc.)

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

other Social media invites to neighbors

**PUBLIC PROPERTIES PROCEDURES:**

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

1) Will you need barricades?

YES

NO

Purpose of barricades: to block traffic on Milwaukee Ave btwn Harrison & Van Buren

Location of placement: West int. Harrison & Milwaukee; East Int. Van Buren & Milw. Amount needed 4

Date barricades needed 15 July 2022 Time of placement delivered anytime, placed @

Name of company providing service if other than City \_\_\_\_\_

9:30  
July 16

2) Will you require electrical service(s)

YES

NO

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

Equipment being used: \_\_\_\_\_

Location \_\_\_\_\_ Entainer name \_\_\_\_\_

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

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_ Entainer name \_\_\_\_\_

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

Equipment being used: \_\_\_\_\_

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

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

Equipment being used: \_\_\_\_\_

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

Name of company providing service if other than City: \_\_\_\_\_

3) Will you need fencing installed? YES  NO

Purpose of fencing: \_\_\_\_\_

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

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

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

4) Will parking considerations be needed YES  NO

Type(s) \_\_\_\_\_

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: \_\_\_\_\_

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

8) Will water connection be needed?

YES

NO

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

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

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