



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://www.waterloowi.us)

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, November 7, 2024 – 7:00 p.m.**

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

- 1.) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2.) MEETING MINUTES APPROVAL: October 17, 2024 and October 30, 2024.
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
  - a. 10/21/2024 Board of Appeals
  - b. 10/22/2024 Library
  - c. 10/26/2024 Plan Commission
  - d. 10/30/2024 Special Finance
  - e. 11/05/2024 Waterloo Water & Light
  - f. 11/07/2024 Public Safety & Health
  - g. 11/07/2024 Public Works
- 5.) OLD BUSINESS
- 6.) NEW BUSINESS
  - a. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
    - a. Waterloo Water & Light
      - i. Portzen Pay #XX action
      - ii. City of Waterloo Project Tracking Budget and Funding Allocations for Wastewater Remodel - informational
      - iii. Town and Country Update informational
    - b. Public Safety and Health
      - i. Holiday Parade Event
- 7.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8.) ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Posted & Emailed: 11/01/2024.

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 noted. 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

## CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: October 17, 2024

[a digital recording of this meeting also serves as the official record]

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: A. Kuhl, C. Kuhl, Weihert, Haseleu, Griffin, Thomas, Absent: Cummings. Others attending in-person: Police Chief Sorenson; DPW Yerges; Fire Chief Benisch, Utility Superintendent Sorenson, Treasurer Nelson, Clerk Ritter and P. Kuhl and WLOO Videographers
- 2) MEETING MINUTES APPROVAL: October 3, 2024 [A. Kuhl/Griffin] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT –
- 4) MEETING SUMMARIES (since last Council meeting)
  - i. 10/10/2024 Finance Insurance and Personnel – Special
  - ii. 10/15/2024 CDA
  - iii. 10/17/2024 Finance, Insurance and Personnel
- 5) CONSENT AGENDA ITEMS Motion [A. Kuhl/ C. Kuhl] VOICE VOTE: Motion carried.
  - a. September Reports of City Officials & Contract Service Providers
    - i. Parks
    - ii. Fire & Emergency Medical Services
    - iii. Building Inspections
    - iv. Public Works
    - v. Police
    - vi. Library Board
    - vii. Water & Light Utility Commission
    - viii. Watertown Humane Society
    - ix. Cable TV
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Finance, Insurance and Personnel
    - i. September 2024 Financial Statements: Payroll \$95,810.84, General Disbursements \$454,350.85 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion[Thomas/Weihert] VOICE VOTE: Motion carried
  - b. Public Safety and Insurance
    - i. Jorani Parking Pass. Motion 1 year parking pass. [Thomas/Weihert] VOICE VOTE: Motion carried.
  - c. CDA
    - i. Mad REP contract amendment/renewal Motion to Renew Contract with Amendments [A.Kuhl/C.Kuhl] ROLL CALL: Yes -0 No-6 Motion rejected
    - ii. Final Fisher Rd Development Report informational.
  - d. Waterloo Water & Light
    - i. Resolution 2024-40 Loan Resolution Motion [C.Kuhl/Weihert] ROLL CALL: Yes 6 No 0. Cummings absent. Motion carried
    - ii. Resolution 2024-41 City of Waterloo \$17,114,000 Taxable Combined Utility Mortgage Revenue Bonds. Motion[C.Kuhl/Weihert] ROLL CALL: Yes 6 No 0 Cummings absent. Motion carried.
    - iii. Resolution 2024-42 Filing Vacant Position of Water & Light Commission Motion [Weihert/Griffin] VOICE VOTE: Motion carried. Kuhl abstain.
- 7) NEW BUSINESS
  - i. The 8 of Billiards Class B Beer, License Applications for the license period 10/18/2024-06/30/2025 Motion[Weihert/A.Kuhl] VOICE VOTE: Motion carried.
  - ii. Ted Pin Alley Liquor License Class A & B Beer, Liquor License Applications for the license period 10/18/2024-06/30/2025 Motion [Weihert/Griffin] VOICE VOTE: Motion carried.
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9) ADJOURNMENT [C. Kuhl/A.Kuhl] VOICE VOTE: Motion carried.7:24pm.

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

**CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: October 30, 2024**

[a digital recording of this meeting also serves as the official record]

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: C. Kuhl, Weihert, Haseleu, Griffin, Thomas and Weihert Absent: Cummings and A. Kuhl. Others attending in-person: Mitch Leisses, Utility Superintendent B. Sorenson, Parks Coordinator Haberkorn Treasurer Nelson and Clerk Ritter.
- 2) CITIZEN INPUT / PUBLIC COMMENT – none
- 3) NEW BUSINESS
  - i. Hendricks Street Contract with Kunkel Engineering Group Resolution 2024-43 Motion [Thomas/Griffin] ROLL CALL YES 5 No 0 Motion carried. Absent Cummings and A. Kuhl
- 4) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 5) ADJOURNMENT [C. Kuhl/Griffin] VOICE VOTE: Motion carried. 6:20pm.

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

# Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 1 of 4

☐ Clean Water Fund Program ☒ Safe Drinking Water Loan Program

**Notice:** This form is authorized by ss. 281.58, 281.59, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program, the Environmental Improvement Fund or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.]. **See page 2 for instructions and payment cycles.**

1. Municipality City of Waterloo	2. Project Number 4962-06	3. Request Number 3	4. Type of Request <input checked="" type="radio"/> Partial <input type="radio"/> Final
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Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	3,128.34		
Construction / Equipment			
Miscellaneous Costs	-372.80		
EIF Closing Costs			
<b>Total Requested</b>	<b>2,755.54</b>		

## Municipal Certification

I certify: (The following boxes must be marked before this request will be processed.)

- ☒ The amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been reimbursed on any previous request.
- ☒ I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.
- ☒ The Project complies with the Davis-Bacon and Related Acts, which require that all laborers and mechanics employed by the contractors, and subcontractors, were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents.
- ☒ The Davis-Bacon poster was posted at all times by the contractor and subcontractors at the work site.
- ☒ All contractors have provided the municipality or engineer with certified weekly payrolls for labor performed for all costs requested with this Request for Disbursement for Financial Assistance Programs Form.

Signature of Municipal Representative \_\_\_\_\_ Date Signed \_\_\_\_\_  
 Title City Mayor Telephone Number (920) 478-3025

## DO NOT WRITE BELOW THIS LINE - DNR USE ONLY

Received Date	DNR Approval and Date	DOA Approval and Date	Project At %
Comments			



## Instructions

Type or print legibly.

1. Enter the official name of the municipality.
2. Enter the project number.
3. Number the Request for Disbursement sequentially starting with 1.
4. Select "Partial" until the final request is submitted. When it is the final request, it is important that it be indicated as final.

The request must be signed by a municipal representative employed by the municipality. This representative is certifying that the requested costs are in accordance with the terms set forth in the FAA. Also, indicate the title of the representative, the date signed, and the telephone number, including area code.

### **PAYMENT CYCLES**

**Request for Disbursement forms received by the DNR by the Friday before the first Wednesday of the month are disbursed on the second Wednesday of the month. Forms received by the Friday before the third Wednesday of the month are disbursed on the fourth Wednesday of the month. Changes to this schedule will be made for Federal Holidays.**

## Page 3 of 4

## Payment Request Worksheet

\*Change orders must be approved by the Construction Management Engineer prior to disbursement.

**Instructions**

Type or print legibly. Items 1 through 4 are self-explanatory. Specific instructions for each column are as follows:

1. **Date of Invoice**
2. **Payee**--Enter name listed on invoice of contractor, consultant, or vendor. Indicate municipality name for all work associated with force account for labor or equipment.
3. **Invoice Number**
4. **Total Invoice Amount**--This amount is auto-summed and calculated from what is entered in the Budget Categories (column 5) and the Other Funding Sources (column 6).
5. **Budget Categories**--The amount of eligible costs being claimed in column 4 must be broken down and entered under the appropriate budget categories. **Only expenditures for budgeted costs approved in the Financial Assistance Agreement (FAA) or amendment may be claimed.**

**Force Account**--Force Account is the work a municipality performs using its own employees and/or equipment. Documentation must be submitted verifying the personnel who did the work, hours worked, hourly wage and scope of work. For equipment, indicate the type of equipment and the work performed, the dates and hours of use, and the hourly cost. Enter amount to be reimbursed for personnel and equipment costs.

**Interim Financing**--Interim financing is a debt to temporarily finance a project. Enter the amounts associated with the preparation, approval, issuance, and sale of interim financing (includes bond counsel, financial consultants, and underwriters fees).

**Preliminary Design/Engineering**--Enter contract costs for preliminary design/engineering services.

**Land/Easements**--Enter all amounts associated with the acquisition of land and easements for this project.

**Engineering/Construction Mgt.**--Enter contract costs associated with engineering/construction management for this project.

**Construction/Equipment**--Enter costs associated with the contracted construction and equipment costs. Costs not included in a construction or equipment contract should be entered on the Miscellaneous line.

**Miscellaneous Costs**--Enter costs that are outside the scope of the engineering, construction and equipment contracts. These costs can include computers, start-up laboratory equipment, materials, supplies, bid advertising, etc. Construction-related items require prior review and approval by the regional Construction Management Engineer (CME) before seeking reimbursement. The municipality must provide the CME with a copy of the vendor's invoice, procurement method used and applicable bidding and contracting documentation. Once the CME has determined eligibility and given approval, the municipality may request reimbursement.

**Closing Costs**--Enter the eligible costs for closing purposes, which includes bond counsel and legal fees.

6. **Other Funding Sources**--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the EIF.

For more information, visit <https://dnr.wi.gov/Aid/documents/EIF/Guide/pay.html>

**Send the Request for Disbursement form, along with supporting invoices by one of these methods:**

Email: [DNRCFELDisbursements@Wisconsin.gov](mailto:DNRCFELDisbursements@Wisconsin.gov)

Fax: 608-267-0496

U.S. Mail: Environmental Loans - CF/2  
Dept of Natural Resources  
PO Box 7921  
Madison WI 53707-7921

UPS or FedEx: Environmental Loans - CF/2  
Dept of Natural Resources  
101 S. Webster Street  
Madison WI 53703

☒ Clean Water Fund Program ☐ Safe Drinking Water Loan Program

**Notice:** This form is authorized by ss. 281.58, 281.59, and 281.61, Wis. Stats. Submittal of a completed form to the Department is mandatory for all applicants seeking payments from the Clean Water Fund Program, the Environmental Improvement Fund or the Safe Drinking Water Loan Program. Failure to submit a completed form to the Department shall be grounds for denial of payment. Personal information collected will be used for administrative purposes and may be provided to requesters to the extent required by Wisconsin's Public Records Law [ss. 19.31-19.39, Wis. Stats.]. **See page 2 for instructions and payment cycles.**

1. Municipality City of Waterloo	2. Project Number 4682-04	3. Request Number 3	4. Type of Request <input checked="" type="radio"/> Partial <input type="radio"/> Final
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Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	29,895.46		
Construction / Equipment			
Miscellaneous Costs	2,120.00		
EIF Closing Costs			
<b>Total Requested</b>	<b>32,015.46</b>		

**Municipal Certification**

I certify: (The following boxes must be marked before this request will be processed.)

- ☒ The amounts requested are in accordance with the terms of the Financial Assistance Agreement (FAA) and are for eligible project costs that have been incurred and have not been reimbursed on any previous request.
- ☒ I am the municipal representative authorized to complete this request and that all necessary approvals by consultants and municipal governing officials have been obtained.
- ☒ The Project complies with the Davis-Bacon and Related Acts, which require that all laborers and mechanics employed by the contractors, and subcontractors, were paid wages at rates not less than those listed on the prevailing wage rate contained in the contract documents.
- ☒ The Davis-Bacon poster was posted at all times by the contractor and subcontractors at the work site.
- ☒ All contractors have provided the municipality or engineer with certified weekly payrolls for labor performed for all costs requested with this Request for Disbursement for Financial Assistance Programs Form.

Signature of Municipal Representative \_\_\_\_\_ Date Signed \_\_\_\_\_

Title \_\_\_\_\_ Telephone Number \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE - DNR USE ONLY**

Received Date	DNR Approval and Date	DOA Approval and Date	Project At %
Comments			

## Instructions

Type or print legibly.

1. Enter the official name of the municipality.
2. Enter the project number.
3. Number the Request for Disbursement sequentially starting with 1.
4. Select "Partial" until the final request is submitted. When it is the final request, it is important that it be indicated as final.

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### **PAYMENT CYCLES**

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# Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 3 of 4

See instructions on last page 4 .  
Invoices must be attached for all costs.

## Payment Request Worksheet

<input checked="" type="radio"/> Clean Water Fund Program <input type="radio"/> Safe Drinking Water Loan Program				Municipality City of Waterloo								6. Other Funding Indicate Dollar Amount and Fund Source, i.e., CDBG, RD, internal funds	
				Project Number 4682-04				Request Number 3					
				5. Budget Categories (Requesting EIF funds for incurred eligible costs.)									
1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	Force Account	Interim Financing	Preliminary Design/ Engineering	Land or Easement Acquisition	Engineering/ Construction Management	Construction /Equipment*	Misc. Costs	Closing Costs	Amt.	Source
06/01/2013	Sample		250,000.00						200,000.00			50,000.00	CDBG
09/06/2024	Baker Tilly	BT2935972	1,580.00							1,580.00			
10/01/2024	Handy Appliance Center	154961	656.00					656.00					
10/17/2024	Town & Country Engineering	27378	540.00							540.00			
10/17/2024	Town & Country Engineering	27379	14,500.00					13,098.58				1,401.42	SDW DR 3
10/17/2024	Town & Country Engineering	27421	17,867.80					16,140.88				1,726.92	SDW DR 3
(SUB) TOTAL			35,143.80					29,895.46		2,120.00		3,128.34	

\*Change orders must be approved by the Construction Management Engineer prior to disbursement.



**Instructions**

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2. **Payee**--Enter name listed on invoice of contractor, consultant, or vendor. Indicate municipality name for all work associated with force account for labor or equipment.
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6. **Other Funding Sources**--(if applicable) Enter costs identified in the FAA as being paid by other sources, i.e., CDBG grant, municipal funds, Rural Development. These costs will not be reimbursed by the EIF.

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**Send the Request for Disbursement form, along with supporting invoices by one of these methods:**

Email: [DNRCFELDisbursements@Wisconsin.gov](mailto:DNRCFELDisbursements@Wisconsin.gov)

Fax: 608-267-0496

U.S. Mail: Environmental Loans - CF/2  
Dept of Natural Resources  
PO Box 7921  
Madison WI 53707-7921

UPS or FedEx: Environmental Loans - CF/2  
Dept of Natural Resources  
101 S. Webster Street  
Madison WI 53703



Project Name:	Waterloo - 2023 Water and Wastewater Improvements
Project No.:	WW-47
Month of:	October 2024
Completed By:	Lisa Twarog

## Monthly Report

General Construction Activities by Structure			
Structure	Activity		
05 - Site	- Str. 25 ductile iron roof drain complete - waterline installation - Rough grading		
Vac Dump			
10	- Vinyl base on cabinets - Insulation complete		
20			
25	- Exterior grating - Painted pipe		
30	- Painted pipe - Diffusers in Aeration Basins 3 & 4 started up - Water added for winter protection - Conduit installation		
35			
40			
45			
50	- Painted pipe - Chemical carrier piping completed - Switchboard delivered and housekeeping pad poured - Began sandblasting walls for painting - Blower air intake installed on roof		
55	- Insulation complete		
60	- Gates replaced		
65			
70	- Conduit installation		
75			
Booster Station	- Sidewalks poured - MCCs delivered - Generator set		
Contractors/Firms On-Site		This Month's Work Change Directives	
Portzen (General Contractor)			
Pieper (Electrical)			
Dubuque Plumbing and Heating (Plumber)			
LC Insulation			
Thermo Dynamics (HVAC)			
Grote (Painter)			
		<b>Monthly Total:</b>	\$0
		<b>Project Total</b>	\$188,613
RFI's/Clarifications/Issues			
- Rural Development Loan Pre-closing meeting on 11/4/2024. Loan closing on 11/12/2024 - Electrical coordination meeting 11/7/2024 between T&C, Portzen, Pieper, and Altronex			
Significant Meetings			
Date	Topic	Participants	Action Items
10/31/2024	Monthly Construction Meeting	Waterloo Utilities, T&C, Portzen, DPH, Pieper, RD	

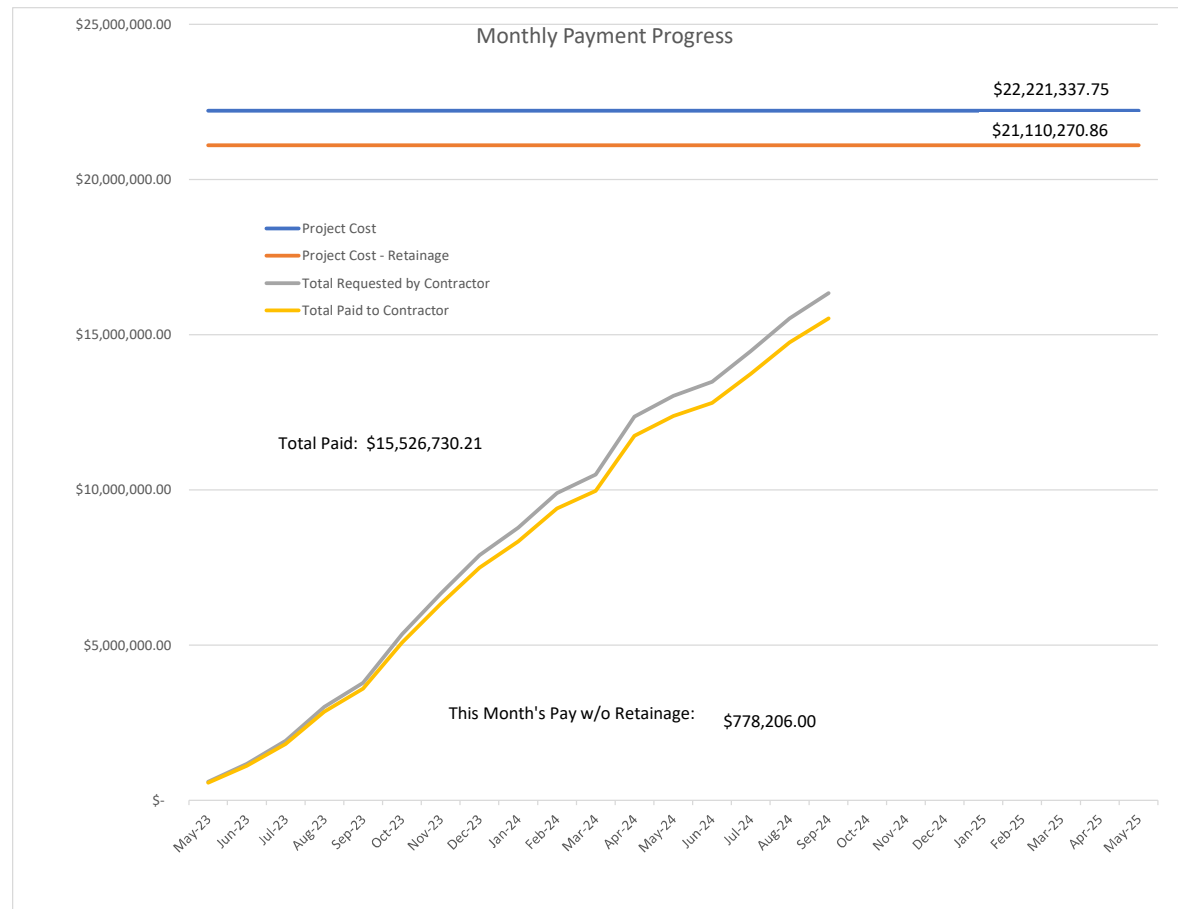


Anticipated Work Next Month	
Structure	Activity
Site	- Influent piping
Vac Dump	- Complete
10	
20	- New gates installed
25	
30	- Aeration basin 1 and 2 diffuser installation - Install mixers and sensors
35	
40	
45	
50	- Switchboard wiring
55	
60	
65	
70	
75	- Begin excavation and dewatering
Booster	



Project Name: Waterloo - 2023 Water and Wastewater Improvements  
Project No.: WW-47  
Month of: October 2024  
Completed By: Lisa Twarog

### Monthly Payment Progress



\*\*Same as September since no approved pay application from Portzen for this month

Project Name: Waterloo - 2023 Water and Wastewater Improvements  
Project No.: WW-47  
Month of: October 2024  
Completed By: Lisa Twarog

**Monthly Progress Pictures**



Site 05 - Water line installation





**Booster Station - MCC Section and  
Control Panel Delivered**



**Str. 50 - Blower Air Intake Filters**



**Str. 50 - Ductwork**



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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): City of Waterloo Parks Department

STATUS: (circle one)   unincorporated   incorporated   individual   other Government

CONTACT NAME: Gabe Haberkorn

PHONE NUMBER: (920) 478-3025                      / (920) 941-8260                      / (920) 478-2021  
DAYTIME    EVENING    FAX

EMAIL ADDRESS: parks@waterloowi.us

NAME OF EVENT: Waterloo Holiday Parade

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

PURPOSE OF EVENT: Waterloo Holiday Parade

DATE OF EVENT: December 7, 2024

EVENT HOURS: 5 pm    SET UP HOURS 4 pm - 5 pm    BREAKDOWN NA

DESCRIPTION OF EVENT: Waterloo Holiday Parade

SITE/ADDRESS FOR EVENT (list if multiple locations) Parade Route from HWY 19 (Van Holten's), 4 Corners,  
North on Monroe Street, Right onto Dickenson, and then into Waterloo Firemen's Park

PROJECTED ATTENDANCE: 500    PAST ATTENDANCE: 500

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 2

RAIN POLICY: None

DATE APPLICATION MADE October 27, 2023

**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:**

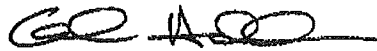
The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials 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:**

Gabe Haberkorn

Name (please print)



Signature

City of Waterloo Parks Coordinator

Signatory Title (if applicable)

10/30/2024

Date



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

Clerk's Office to complete the section below:

Cc:

\_\_\_\_\_ Police Department

\_\_\_\_\_ Council Approval \_\_\_\_\_  
Date

\_\_\_\_\_ Fire Department

\_\_\_\_\_ Public Works

\_\_\_\_\_ Certificate of Insurance

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

**Date Paid:** \_\_\_\_\_

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

## Attachment 1

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

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:  
  
**\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.**
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

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



## SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Waterloo Holiday Parade

DATE (S) OF EVENT: December 7, 2024 HOURS: 5 pm-6 pm

LOCATION/PROPERTY: Parade Route from HWY 19 (Van Hollen's), 4 Corners, North on Monroe, right onto Dickinsen and into Firemen's Park.

### **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? Waterloo Fire and EMS

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: Gabe Haberkorn phone # (920) 988-6297

2) What time will set up begin: 4 pm

3) Name of clean up contact person: Gabe Haberkorn Cell Phone# (920) 988-6297

4) Estimated time for clean up after event: None

### **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: \_\_\_\_\_

3) Will alcoholic beverage(s) be sold? YES NO

If yes, what beverage and at what cost? \_\_\_\_\_

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

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

#### ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

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

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

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

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

#### PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES NO

Purpose of barricades: \_\_\_\_\_

Location of placement: \_\_\_\_\_ Amount needed \_\_\_\_\_

Date barricades needed \_\_\_\_\_ Time of placement \_\_\_\_\_

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

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

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

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

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

**Waterloo, WI**

8) Will water connection be needed?

YES

~~NO~~

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

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

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