



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, April 2, 2026 – 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: March 19, 2026
- 3.) LEGISLATIVE UPDATE
- 4.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 5.) MEETING SUMMARIES (since last Council meeting)
  - a. 03/23/2026 Fire/EMS
  - b. 03/24/2026 Plan Commission
  - c. 03/25/2026 Library Board
  - d. 04/01/2026 Parks Commission
  - e. 04/02/2026 Public Safety -Cancelled
  - f. 04/02/2026 Public Works and Property-Cancelled
- 6.) RECOMMENDATIONS OF BOARDS, COMMITTEES, AND COMMISSIONS
- 7.) NEW BUSINESS
  - a. Events
    - i. Trek 100
    - ii. Cinco De Mayo
    - iii. Farmers Market
    - iv. Spooktacular
    - v. Wiener and Kraut
  - b. Council Handbook
  - c. Police Dept. looking to Reallocate Funds from Payroll to Records Management System in addition to Computer Aided Dispatch
  - d. Resolution 2026-15 Hiring of LT for the Police Dept. [The City Council may convene in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."]
- 8.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9.) ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Posted & Emailed: 03/30/2026

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: March 19, 2026

[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 7:04 p.m. Alderpersons present: Cummings, C.Kuhl, R. Griffin, T. Thomas, R. Weihert, and J. Haseleu. Absent: A. Kuhl. Others attending in-person: Police Chief Warner; Utilities Sorenson; Asst. Chief Whitebird; Parks Haberkorn; Treasurer Nelson; Clerk Ritter; Dorn, Giese, Yohn, Seiner, and WLOO Videographers. The Pledge of Allegiance was recited.
- 2) MEETING MINUTES APPROVAL: March 5, 2026 [Cummings/Weihert] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT:
- 4) MEETING SUMMARIES (since last Council meeting)
  - a) 03/19/2026 Special Public Safety
  - b) 03/19/2026 Finance
- 5) CONSENT AGENDA ITEMS Motion [Cummings/T. Thomas] VOICE VOTE: Motion carried.
  - a) November Report 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) February 2026 Financial Statements: Payroll \$97,126.21, General Disbursements \$1,967,038.88 and Clerk/Treasurer's Reports[[see on municipal website](#)] [C.Kuhl/Weihert] VOICE VOTE: Motion carried.
    - ii) Resolution 2026-03 Fire Department By-laws. Motion [C.Kuhl/Weihert] VOICE VOTE: Motion carried.
    - iii) Resolution 2026-13 Carry-Over. Deferred [C.Kuhl/Weihert] VOICE VOTE: Motion carried.
    - iv) Hiring of LT for the Police Dept. [The City Council may convene in closed session per Wis. Stat. 19.85(1)(c) "considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility."] Opening applications back up.
- 7) NEW BUSINESS
  - a) Speedy 3 Approval of Liquor License. Motion [Cummings/Griffin] VOICE VOTE: Motion carried.
  - b) Solarium Approval of New Agent-Motion [Cummings/Griffin] VOICE VOTE: Motion carried.
  - c) Review Chicken Permits – 1 year. No issues. Review in Feb 2026.
- 8) OLD BUSINESS
  - a) Municipal Sale of Public Land in TIF #3 [The Council may convene in closed session per Wis. Stat 19.85 (1) (e) Deliberating or negotiating the purchasing of public properties, the investing of public funds, or conducting other specified public business, whenever competitive or bargaining reasons require a closed session.]  
Closed Session Motion[Kuhl/Weihert] ROLL CALL. Yes 3 No 0 7:15pm  
Open Session Motion[ Kuhl/Weihert] ROLL CALL Yes 3 No 0 7:32 pm
- 9) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS1) Vacate Polk 2) Police New RMS/CDA
- 10) ADJOURNMENT [C.Kuhl/R. Weihert] VOICE VOTE: Motion carried. Approx. 7:38 pm

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



**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:**

\_\_\_\_\_  
Name (please print)

*Alli Neumann*  
\_\_\_\_\_  
Signature

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

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

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

DATE (S) OF EVENT: \_\_\_\_\_ HOURS: \_\_\_\_\_

LOCATION/PROPERTY: \_\_\_\_\_

**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? \_\_\_\_\_

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: \_\_\_\_\_ phone # \_\_\_\_\_

2) What time will set up begin: \_\_\_\_\_

3) Name of clean up contact person: \_\_\_\_\_ Cell Phone# \_\_\_\_\_

4) Estimated time for clean up after event: \_\_\_\_\_

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

8) Will water connection be needed?                      YES                      NO

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/6/2026

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> R&R Insurance Services, Inc. P.O. Box 1610 Waukesha, WI 53187-1610	<b>CONTACT NAME:</b> Peggy Bradley <b>PHONE (A/C. No. Ext):</b> (262)574-7000 <b>E-MAIL ADDRESS:</b> Peggy.Bradley@rrins.com	<b>FAX (A/C. No):</b> (262)574-7080	
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> West Bend Insurance Company		<b>NAIC #</b> 15350
<b>INSURED</b> Midwest Athletes Against Childhood Cance... 10000 W Innovation Dr Suite 135 Milwaukee, WI 53226	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES**

CERTIFICATE NUMBER: 763156

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		<input checked="" type="checkbox"/>	0625089	12-01-2025	12-01-2026	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 300,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 2,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			0625089	12-01-2025	12-01-2026	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0			0625089	12-01-2025	12-01-2026	EACH OCCURRENCE	\$ 1,000,000
							AGGREGATE	\$ 1,000,000
								\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PER STATUTE	OTH-ER
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Named Insured: Midwest Athletes Against Childhood Cancer Inc

The City of Waterloo is included as an additional insured on a primary non-contributory basis for General Liability when required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

City of Waterloo 136 N. Monroe Street Waterloo, WI 53594	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE  <i>Sarah Christiansen</i>

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**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **ADDITIONAL INSURED – AUTOMATIC STATUS WHEN REQUIRED BY WRITTEN CONTRACT WITH YOU**

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

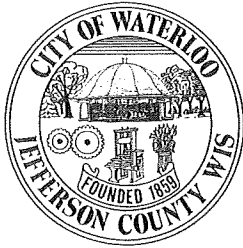
- A. Section II - Who is An Insured** is amended to include as an additional insured any person or organization you are required by a written contract to name as an additional insured.
- The written contract must be:
1. Currently in effect or becoming effective during the term of this policy; and
  2. Signed by all parties to the written contract or written agreement prior to the "bodily injury," "property damage," "personal injury and advertising injury."
- B.** The insurance provided to the additional insured is limited as follows:
1. That person or organization is only an additional insured with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused in whole or in part, by:
    - a. your ongoing operations performed for the insured at the location designated in the written contract; or
    - b. premises owned or used by you.

However:

    - a. The insurance afforded to such additional insured only applies to the extent permitted by law; and
    - b. If coverage provided to the additional insured is required by a written contract or written agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.
- C.** With respect to the insurance afforded to these additional insureds, the following additional exclusions apply:
- This insurance does not apply to:
1. "Bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
    - a. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; and
    - b. Supervisory, inspection, architectural or engineering activities.
  2. "Bodily injury" or "property damage" occurring after:
    - a. All work, including materials, parts or equipment furnished in connection with such work, on the project (other than service, maintenance or repairs) to be performed by or on behalf of the additional insured(s) at the location of the covered operations has been completed: or
    - b. That portion of "your work" out of which the injury or damage arises has been put to its intended use by any person or organization other than another contractor or subcontractor engaged in performing operations for a principle as a part of the same project.
- D.** As respects the coverage provided under this endorsement, Paragraph **4.b. Section IV – COMMERCIAL GENERAL LIABILITY CONDITIONS** is amended with the addition of the following:
- 4. Other Insurance**
- b. Excess Insurance**
- This insurance is excess over:
- Any other valid and collectible insurance available, procured by or on behalf of the additional insured whether primary, excess, contingent or on any other basis unless a written contract specifically requires that this insurance be either primary or primary and noncontributing. Where required by written contract, we will consider any other insurance maintained by the additional insured for injury or damage covered by this endorsement to be excess and noncontributing with this insurance.

If no written contract specifically requires primary or noncontributory coverage, then this insurance is excess, as a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every claim or suit to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.

When this insurance is excess, we will have no duty under Coverage **A.** and Coverage **B.** to defend the insured against any "suit" if any other insurer has a duty to defend the insured against that "suit". If no other insurer defends, we will undertake to do so, but we will be entitled to the insured's rights against all those other insurers.



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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): Waterloo Business Association

STATUS: (circle one) unincorporated incorporated individual other 501 (c) (3)

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / same / N/A  
DAYTIME EVENING FAX

EMAIL ADDRESS: info@waterlooba.com

NAME OF EVENT: Cinco de Mayo 2026

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

PURPOSE OF EVENT: Community Downtown Festival

DATE OF EVENT: May 3, 2026

EVENT HOURS: 10 a - 5 p SET UP HOURS 9 am BREAKDOWN 5 pm

DESCRIPTION OF EVENT: traditional cinco de mayo festival

SITE/ADDRESS FOR EVENT (list if multiple locations) Downtown - South Monroe Street including cul-de-sac, South side of E. Madison Street from 4 corners to Bridge.

PROJECTED ATTENDANCE: 100-500 PAST ATTENDANCE: N/A

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 6-10

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE March 24, 2026

**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, provided 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.

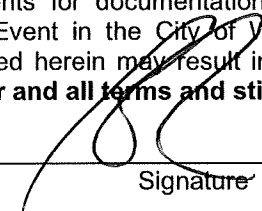
**LIABILITY WAIVER:**

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:**

Steve Parker  
\_\_\_\_\_  
Name (please print)  
  
Waterloo Business Association, VP  
\_\_\_\_\_  
Signatory Title (if applicable)

  
\_\_\_\_\_  
Signature  
  
March 24, 2026  
\_\_\_\_\_  
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: Cinco de Mayo 2026

DATE (S) OF EVENT: May 3, 2026 HOURS: 10 am - 5 pm

LOCATION/PROPERTY: downtown Waterloo

**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? Dial 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: WBA Members/Ayala phone # 920-988-5525 Jennifer

2) What time will set up begin: 9 am

3) Name of clean up contact person: Gregorio Ayala Cell Phone# N/A

4) Estimated time for clean up after event: 1-2 hours

**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? \_\_\_\_\_

Sponsor other community 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: \_\_\_\_\_

DANCERS @ VETERANS PARK

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: Block cul-de-sac

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 <sup>3-5</sup> \_\_\_\_\_

Where do you want them placed? At cul-de-sac \_\_\_\_\_

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

Where will dumpster be place: Private 144 W. Madison Street \_\_\_\_\_

**Waterloo, WI**

8) Will water connection be needed?

YES

~~NO~~

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

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

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



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

**APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE**

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

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

NAME OF SPONSOR (Applicant): WATERLOO BUSINESS ASSOCIATION

STATUS: (circle one) unincorporated incorporated individual other 501(c)3

CONTACT NAME: STEVE PARKER

PHONE NUMBER: 608 575 9095 , SAME , N/A  
DAYTIME EVENING FAX

EMAIL ADDRESS: INFO@WATERLOOBA.COM

NAME OF EVENT: FARMERS & ARTISAN MARKET - 2026

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

PURPOSE OF EVENT: WEEKLY DOWNTOWN FARMERS MARKET

DATE OF EVENT: MAY 3-2026 - OCT 18-2026 (SUNDAYS ONLY)

EVENT HOURS: 7<sup>A</sup> - 12<sup>P</sup> SET UP HOURS: 6<sup>A</sup> BREAKDOWN: 1

DESCRIPTION OF EVENT: WEEKLY DOWNTOWN MARKET

SITE/ADDRESS FOR EVENT (list if multiple locations) S. MONROE STREET CUL-DE-SAC

PROJECTED ATTENDANCE: 1-200 PAST ATTENDANCE: 1-200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 3-5

RAIN POLICY: TBD WEATHER VET. HILL

DATE APPLICATION MADE 2/23/26

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:**

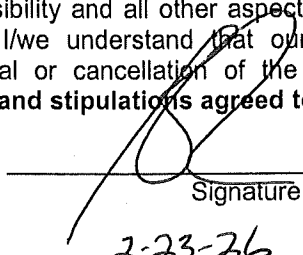
I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we 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:**

STEVE PARLAK

Name (please print)

V.P.

Signatory Title (if applicable)



Signature

2-23-26

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: \_\_\_\_\_ 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: FARMERS: Action Market - 2026

DATE (S) OF EVENT: SUNDAY AM 5/3/26-10/18/26 HOURS: 7<sup>A</sup> - 12<sup>P</sup>

LOCATION/PROPERTY: \_\_\_\_\_

**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: BRANDON phone # 9206505217

2) What time will set up begin: 6<sup>A</sup>

3) Name of clean up contact person: BRANDON Cell Phone# 9206505217

4) Estimated time for clean up after event: 1<sup>P</sup>

**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? \_\_\_\_\_

Community Events - pay back

(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: Block Cul-de-Sac

Location of placement: At Monroe Taylor Amount needed 3-4

Date barricades needed 5-2-26 Time of placement WE WILL PLACE

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 2

Where do you want them placed? WE W, 11 PLACE

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

Where will dumpster be place: PRIVATE DUMPSTERS WILL BE USED

Waterloo, WI

8) Will water connection be needed?

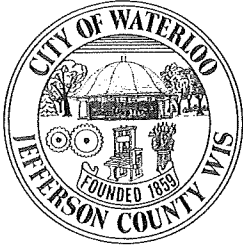
YES

NO

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

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

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



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

## APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

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

NAME OF SPONSOR (Applicant): Waterloo Business Association

STATUS: (circle one) unincorporated incorporated individual other 501 (c) (3)

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / same / N/A  
DAYTIME EVENING FAX

EMAIL ADDRESS: info@waterlooba.com

NAME OF EVENT: Weiner & Kraut 2026

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

PURPOSE OF EVENT: Community Downtown Festival

DATE OF EVENT: September 12, 2026

EVENT HOURS: 9 am - 4 pm SET UP HOURS 6 am BREAKDOWN 5 pm

DESCRIPTION OF EVENT: Traditional downtown Annual festival

SITE/ADDRESS FOR EVENT (list if multiple locations) N. Monroe/S. Monroe/ E. Madison/W. Madison Streets  
Bridge to Bridge including S. Monroe Street Cul-de-sac.

PROJECTED ATTENDANCE: 3-5000 PAST ATTENDANCE: 3-5000

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 15-30

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE March 24, 2026

**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, provided 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.

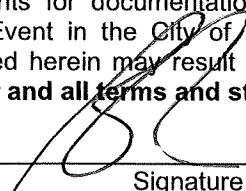
**LIABILITY WAIVER:**

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:**

Steve Parker  
\_\_\_\_\_  
Name (please print)

  
\_\_\_\_\_  
Signature

Waterloo Business Association, VP  
\_\_\_\_\_  
Signatory Title (if applicable)

March 24, 2026  
\_\_\_\_\_  
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: 2026 Weiner & Kraut Day

DATE (S) OF EVENT: September 12, 2026 HOURS: 9 am - 4 pm

LOCATION/PROPERTY: downtown Waterloo

**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? Dial 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: WBA Members/~~Amira~~ phone # 920-988-5525 Jennifer

2) What time will set up begin: 5 am

3) Name of clean up contact person: WBA Members Cell Phone# 608-575-9095 (Steve)

4) Estimated time for clean up after event: 1-2 hours

**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? Beer at Cul-de-sac

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

City Band DJ - Scott Q.

2) Describe other entertainment / activities planned for your event: \_\_\_\_\_  
King/Queen W & K , tractor parade, hot dog parade, hot dog eating contest, face painting & balloon twisting, vendors

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: Block cul-de-sac

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) \_\_\_\_\_ Streets described above. \_\_\_\_\_

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

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

5) Will picnic tables be needed? YES  NO

Location cul-de-sac \_\_\_\_\_ Amount 4-6 if available \_\_\_\_\_

Date needed: 9-12-2026 \_\_\_\_\_ 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 3-5 \_\_\_\_\_

Where do you want them placed? At cul-de-sac \_\_\_\_\_

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

Where will dumpster be place: Private 144 W. Madison Street \_\_\_\_\_

8) Will water connection be needed?                      YES                      ~~NO~~

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

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

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



**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, provided 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.

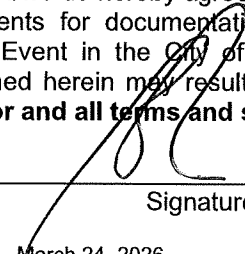
**LIABILITY WAIVER:**

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:**

Steve Parker  
\_\_\_\_\_  
Name (please print)  
  
Waterloo Business Association, VP  
\_\_\_\_\_  
Signatory Title (if applicable)

  
\_\_\_\_\_  
Signature  
  
March 24, 2026  
\_\_\_\_\_  
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.
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**\$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: 2026 Spooktacular

DATE (S) OF EVENT: October 24, 2026 HOURS: 10 am - 3 pm

LOCATION/PROPERTY: downtown Waterloo

**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? Dial 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: WBA Members phone # 608-575-9095-steve

2) What time will set up begin: 8 am

3) Name of clean up contact person: WBA Members Cell Phone# 608-575-9095 (Steve)

4) Estimated time for clean up after event: 1-2 hours

**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? \_\_\_\_\_

This is a free downtown community event

**(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:

\_\_\_\_\_ DJ - Scott Q. \_\_\_\_\_  
\_\_\_\_\_

2) Describe other entertainment / activities planned for your event: \_\_\_\_\_  
face painting & balloon twisting, vendors, DJ downtown

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: Block cul-de-sac

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 \_\_\_\_\_ 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) \_\_\_\_\_ Streets described above. \_\_\_\_\_

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

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

5) Will picnic tables be needed? YES  NO

Location cul-de-sac \_\_\_\_\_ Amount 4-6 if available \_\_\_\_\_

Date needed: 9-12-2026 \_\_\_\_\_ 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 3-5

Where do you want them placed? At cul-de-sac \_\_\_\_\_

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

Where will dumpster be place: Private 144 W. Madison Street \_\_\_\_\_

**Waterloo, WI**

8) Will water connection be needed?

YES

~~NO~~

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

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

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



City of Waterloo  
Council Member  
Check-In Sheet

Name: \_\_\_\_\_

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

1. \_\_\_\_\_ Building Key

2. \_\_\_\_\_ Oath

3. \_\_\_\_\_ Municipal Code: Your choice of...

- Printed Book

- CD containing Code

- Searchable online code ([www.waterloowi.us](http://www.waterloowi.us))

4. \_\_\_\_\_ Handbook for Wisconsin Municipal Officials  
(League of Wisconsin Municipalities blue book)

5. \_\_\_\_\_ Payroll Documents (return completed docs with photocopy of driver's  
license and social security card

a. W-4

b. State Withholding/New Hire

c. I-9

6. \_\_\_\_\_ Comprehensive Plan – See Website

7. \_\_\_\_\_ Ethics Background Information

<http://ethics.state.wi.us/Forms-Publications/Guidelines/703-eclocalofficials.pdf>

<http://ethics.state.wi.us/Forms-Publications/Guidelines/219-items-serv-lpos.pdf>

8. \_\_\_\_\_ Website photo

9. \_\_\_\_\_ Upcoming Council packet

City of Waterloo  
Council Member  
Check-Out Sheet

Name: \_\_\_\_\_

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

1. \_\_\_\_\_ Building Key

2. \_\_\_\_\_ Other Key(s) - Describe: \_\_\_\_\_

3. \_\_\_\_\_ Municipal Code Book - Book Number: \_\_\_\_\_

4. \_\_\_\_\_ Handbook for Wisconsin Municipal Officials (League of Wisconsin Municipalities blue book)

5. \_\_\_\_\_ Budget Book (3-ring binder - if on Finance Committee)

6. \_\_\_\_\_ Emergency Plan Binder

7. \_\_\_\_\_ Other - Describe: \_\_\_\_\_

**Date:** March 16, 2026  
**City of Waterloo Police Department**  
Chief David Warner II  
136 North Monroe Street  
Waterloo, Wisconsin

**To:** Finance and Personnel Committee

**Attn:**

Aldersperson Charles Kuhl  
Aldersperson Richard Wiehert  
Aldersperson Jody Haseleu

**Subject:** Request for Budget Reallocation – \$44,128.00

On behalf of the City of Waterloo Police Department, I respectfully submit this request for approval to reallocate funds in the amount of **Forty-Four Thousand One Hundred Twenty-Eight Dollars (\$44,128.00)** from the originally approved **2026 payroll budget for Officer 1 and Sergeant of Police/Patrol.**

The calculation for the funds proposed for reallocation is outlined below: January 1<sup>st</sup>, 2026, to May 31<sup>st</sup> 2026.

- **Officer 1:**  
\$34.60/hour × 8 hours = \$276.80 per shift  
\$276.80 × 5 shifts = \$1,384.00 per week  
\$1,384.00 × 2 week pay period = \$2,768.00  
\$2,768.00 × 6 weeks = **\$16,608.00**
- **Sergeant:**  
\$36.40/hour × 8 hours = \$291.20 per shift  
\$291.20 × 5 shifts = \$1,456.00 per week  
\$1,456.00 × 2 week pay period = \$2,912.00  
\$2,912.00 × 10 weeks = **\$27,520.00**

**Total Reallocation Requested:**

\$16,608.00 + \$27,520.00 = **\$44,128.00**

Due to evolving technological needs and operational considerations, the department must update its **Records Management System (RMS)** and with additional **Computer Aided Dispatch (CAD)** capabilities. Implementing an upgraded system will allow the department to streamline operations and significantly improve access to critical information.

An updated RMS/CAD system would allow officers and sworn staff to obtain near-immediate information from dispatch and surrounding law enforcement agencies within **Jefferson County**. This upgrade will improve:

- Officer safety through real-time information sharing

- Coordination with surrounding law enforcement agencies
- Reduction of paperwork and administrative workload
- Faster access to records and reporting data
- Improved accuracy in state and federal reporting requirements
- Efficiency for our Administrative Assistant in compiling required statistics and reports

Attached to this request is a proposal from **Computer Information Systems (CIS)**. CIS currently provides RMS/CAD services for the **Jefferson County Sheriff's Office, Johnson Creek Police Department, and Watertown Police Department**. The **City of Lake Mills Police Department** is also scheduled to begin utilizing this system later this year.

Under this proposal, the system would be hosted through Jefferson County, allowing our department to utilize the CIS, RMS/CAD platform. Benefits include improved information sharing, computerized dispatch integration, GPS capabilities for officer location during emergencies, and more efficient record management.

To support this initiative, it has become necessary to reallocate funds from the **Officer 1 and Sergeant of Police/Patrol 2026 payroll accounts** to the **Communications budget category**. This adjustment will allow the department to implement the RMS/CAD upgrade and improve operational efficiency while supporting officer safety and modern policing requirements.

This proposed reallocation will **not alter the overall scope, goals, or intended outcomes of the department's operations**. Rather, it will enhance our capacity to deliver services efficiently while maintaining compliance with all municipal budgetary and reporting requirements.

### **Summary of Proposed Budget Modification**

- **Original Budget Category:** Officer 1 / Sergeant of Police/Patrol Payroll
- **Amount to be Reallocated:** \$44,128.00
- **Revised Budget Category:** Communications
- **Amount to be Added:** \$44,128.00

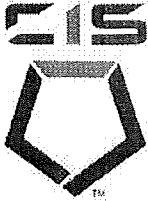
We respectfully request your review and approval of this budget reallocation. Upon approval, the revised allocation will be implemented in accordance with all applicable financial management and reporting requirements.

Thank you for your consideration.

Respectfully submitted,



**David N. Warner II**  
Chief of Police  
City of Waterloo Police Department



March 15, 2026

Chief David Warner  
Waterloo Police Department  
136 N Monroe Street  
Waterloo, Wisconsin 53551

Subject: CIS Systems Proposal

Dear Chief Warner:

CIS is pleased to present this Proposal to add the Waterloo Police Department to the Jefferson County Sheriff's Department CIS System. The costs are as follows:

<b>1. CIS Software Licenses</b>		
RMS Client (7)	\$ 14,000.00	
MCS CAD/Map/AVL/Mobile Field Reporting Client (4)	<u>\$ 8,000.00</u>	\$ 22,000.00
<b>2. Professional Services</b>		
Application Documentation	\$ 2,400.00	
Installation and System Configuration	\$ 4,000.00	
Records Conversion: Core Technology - Talon	\$ 7,500.00	
On-Site Training	\$ 7,200.00	
1 <sup>st</sup> Year Maintenance and Support	<u>\$ 4,400.00</u>	\$ 25,500.00
<b>3. Barcode Hardware (Schedule 1)</b>		<u>\$ 1,406.00</u>
		<u>\$ 48,906.00</u>
	Project Management	<u>\$ 4,891.00</u>
	<b>Total</b>	<u>\$ 53,797.00</u>
	<b>Less: Discount</b>	<u>\$ 12,000.00</u>
	<b>Net Cost</b>	<u>\$ 41,797.00</u>

Year	Initial Cost plus Maintenance
1	\$ 41,797.00
2	\$ 5,280.00
3	\$ 5,597.00
4	\$ 6,289.00
5	\$ 6,666.00

Please call me directly at 877-673-7800 with any questions.

Sincerely,

**Computer Information Systems, Inc.**

*Robert Reyes*

Robert Reyes  
Director of Services

**SCHEDULE 1  
BARCODE HARDWARE**

<b>1.</b>	<b>Barcode Wands (1)</b> Zebra LI3678-SR <ul style="list-style-type: none"><li>• Wireless and USB</li></ul>	<b>\$</b>	<b>1,346.00</b>
<b>2.</b>	<b>Shipping</b>	<b>\$</b>	<b>65.00</b>
	<b>Barcode Hardware Total</b>	<b>\$</b>	<b><u>1,406.00</u></b>





at the center of connectivity  
 Remit To: Core Technology Corporation  
 PO BOX 74008484,  
 Chicago,  
 IL 60674-8484

Invoice                    CORMN0002567  
 Date                        11/10/2025  
 Page                        1 of 1

<b>Bill To</b>
Waterloo WI Police Department Accts Payable / Dennis Sorenson 136 N. Monroe Street Waterloo, WI 53594 US

<b>Ship To</b>
Waterloo Police Department 136 N. Monroe Street Waterloo, WI 53594 US

PO Number	Customer No.	Salesperson ID	Shipping Method	Payment Terms
	WAT3000		LOCAL DELIVERY	MN FEB

Ordered	Item Number	Description	Unit Price	Ext Price
1.00	NOTE	Annual CORE Technology Maintenance . DID YOU KNOW.. * For a quote on 24x7 Support, contact our team at 800-338-2117. * IN NEED OF SERVICES? Contact us for a quote on Training, Server moves, Interface configuration reviews & more! Contact Lorie Pugh at lpugh@harriscomputer.com * Contact us for a quote on our NEW OFFERINGS - Citizen Online Reporting, Facial Recognition, CAD, JMS, Data Sharing & more! Contact sales@coretechcorp.com .	US\$0.00	US\$0.00
1.00	CORE-RMS	Talon Incident Management System with Evidence: 12/1/2025 to 11/30/2026 . CANCELLATION POLICY: Cancellations and changes must be received 30 days PRIOR to the start of the maintenance term. Any notices received after will require a 3 month minimum term. . Email to: AR@CoreTechCorp.com .	US\$3,590.40	US\$3,590.40
<b>Annual Software Support Includes:</b> Unlimited telephone support (M-F, 8:00am to 5:00pm EST, excluding holidays), Internet Support, FTP Support & Product Updates Phone 800-338-2117 ext. 0 . Invoice Questions? Please call Placidia Ahaiwe at 1-613-707-4313 or at our toll-free number 1-888-847-7747; you can also email us at support@coretechcorp.com			Subtotal	US\$3,590.40
			Misc	US\$0.00
			Tax	US\$0.00
			Freight	US\$0.00
			Trade Discount	US\$0.00
			<b>Total</b>	<b>US\$3,590.40</b>

# Waterloo City Council - Annual Calendar Announcements & Recognition

Meeting nights: 1<sup>st</sup> & 3<sup>rd</sup> Thursdays at 7:00 pm

JANUARY
FEBRUARY - Audit Prep
MARCH - Review Appointed Committee Assignments - Waterloo incorporated March 19, 1859 (Village status)
APRIL - Anniversary April 11, 1962 (City status) - National Library Week (generally 2 <sup>nd</sup> full week in April) 1 <sup>st</sup> mtg - National Linework Day 18 <sup>th</sup> 1 <sup>st</sup> mtg - Annual Organizational Mtg & Appointments - 2nd mtg after regular election - Update Emergency Response Plan - Audit Presentation 2 <sup>nd</sup> mtg
MAY - National Firefighters Day (always May 4th) 1 <sup>st</sup> mtg - National Police Week (w/o May 15 <sup>th</sup> ) 1 <sup>st</sup> mtg - National EMS Week (3 <sup>rd</sup> full week of May Sat-Sun) 2 <sup>nd</sup> mtg - National Public Works Day (3 <sup>rd</sup> full week of May) 2 <sup>nd</sup> mtg
JUNE
JULY - Budget Kick off
AUGUST
SEPTEMBER - Annual Wheel Tax Ordinance – 1 <sup>st</sup> mtg
OCTOBER - National Government Week (2 <sup>nd</sup> week)
NOVEMBER - Budget public hearing and consideration of a Finance, Insurance & Personnel Committee budget recommendation
DECEMBER

## ONLINE LINKS

- [Municipal Code Chapter 30 -- CITY COUNCIL](#)
- [2021-2026 Comprehensive Plan Update](#)