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

PUBLIC NOTICE OF A COMMITTEE MEETING
OF THE COMMON COUNCIL OF THE CITY OF WATERLOO

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

COMMITTEE: **PUBLIC SAFETY AND HEALTH COMMITTEE**
DATE: **September 3, 2026**
TIME: **6:00 p.m.**
LOCATION: **Municipal Building Police Training Room, 136 N. Monroe Street**

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: July 2, 2026 (August Meeting Cancelled)
3. PUBLIC COMMENT (3 Minute Limit)
4. OLD BUSINESS
   a. Mobile Food & Beverage Carts
5. NEW BUSINESS
   a. Special Event Permit Application: Waterloo School District Homecoming Parade.
6. BLIGHT REPORT
7. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
   a. Next Meeting: October 1, 2026, at 6:00 pm
8. ADJOURNMENT

Committee Members: Cummings, Zimmermann, Dorn

posted, e-mailed & distributed: 08/27/2026

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 NOTICED. ALSO, UPON REASONABLE NOTICE, EFFORTS WILL BE MADE TO ACCOMMODATE THE NEEDS OF DISABLED INDIVIDUALS THROUGH APPROPRIATE AIDS AND SERVICES. FOR ADDITIONAL INFORMATION OR TO REQUEST SUCH SERVICES PLEASE CONTACT THE CLERK'S OFFICE AT THE ABOVE LOCATION.

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
July 2nd, 2026

1. **Call to Order:**
   The Public Safety Committee meeting was called to order by Alderperson Cummings at 6:00PM

2. **Roll Call:**
   Committee members present – Alderperson Dorn, Cummings, Chief Warner, Alderman Thomas, Fire Chief Butzine and Alderperson Zimermann at 6:03 pm

3. **Approval of Public Safety Committee Minutes of June 4th, 2026.** Motion by Dorn, to approve Prior minutes of June 4th, 2026, second by Alderperson Cummings, motion carried.

4. **Public Comment:** None:

5. **Unfinished Business**:
   a. Mobile Food and Beverage Carts: Standalone ordinance was discussed, Alderperson Zimmermann joined committee meeting at 6:03 pm. Nothing has gone to Attorney yet. Alderperson Dorn suggested in season recreational vehicles added to current City Ordinance. Permits and different allowances to possibly be added to current Ordinance, allowing seasonal recreational vehicles, trailers etc... Discussion of a trial period and possible permits.
   b. It was decided that a New Ordinance for "Mobile Food and Beverage" with a permit basis would be written up by Alderperson Cummings, she would then give copy of the New Ordinance to City Clerk for them to forward to City Attorney. Alderperson Cummings also stated that she would like to have a provision of a trial/probation period before New Ordinance became permanent and enforceable.
   c. Possible dates suggested for New Ordinance would possibly be April through October.

6. **New Business:** Discussion of Fire Department making a makeshift splash pad for community and community enjoyed it very much.

7. **Blight Report: Chief**: No update given, blight list not attached to agenda

8. **Future Agenda Items, Communications, and announcements**: Alderperson Dorn advised, Fourth of July event in Fireman's Park on Saturday, Volunteers for Carousel still needed.

9. **Adjourn:** Motion to Adjourn by Alderperson Zimmerman, second by Dorn motion carried at 6:44 pm

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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 High School

STATUS: (circle one) unincorporated incorporated individual other_____

CONTACT NAME: Rachel Holden

PHONE NUMBER: 920-478-2171 / 608-617-5455 / _____
DAYTIME EVENING FAX

EMAIL ADDRESS: holdenr@waterloo.k12.wi.us

NAME OF EVENT: Homecoming Parade

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

PURPOSE OF EVENT: _____

DATE OF EVENT: October 1, 6pm

EVENT HOURS: 45 minutes SET UP HOURS_____ BREAKDOWN_____

DESCRIPTION OF EVENT: Homecoming Parade

SITE/ADDRESS FOR EVENT (list if multiple locations) Start at Van Holtons, West Madison St. to Monroe St. end at the high school

PROJECTED ATTENDANCE:_____ PAST ATTENDANCE:_____

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT:_____

RAIN POLICY: Canceled if severe weather

DATE APPLICATION MADE 8/27/2026

Pursuant to Section 172-2 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:**

Rachel Holden
Name (please print)

Signature

Signatory Title (if applicable)

8/27/26
Date

Pursuant to Section 172-2 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

_____Fire Department

_____Public Works

_____Waterloo Utilities

____Council Approval_____
Date

____Certificate of Insurance

Fee for Profit Events = $50.00 per event.

Fee is <u>WAIVED</u> 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: Homecoming Parade

DATE (S) OF EVENT: October 1 HOURS: 6pm-7pm

LOCATION/PROPERTY: Waterloo city streets

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: Rachel Holden phone # 920-478-2171

2) What time will set up begin: 5:15pm

3) Name of clean up contact person: Rachel Holden Cell Phone# 920-478-2171

4) Estimated time for clean up after event: 0 minutes

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? N/A

_____

(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 _____ Entertainer name _____

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

Equipment being used: _____

Location: _____ Entertainer name _____

Concessions: _____amps= _____lines @ $20 Cost $_____

Equipment being used: _____

Location:_____

Concessions: _____ amps=_____lines @ $20 Cost $_____

Equipment being used: _____

Location:_____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO✔

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed_____ Time needed_____

Estimated costs: _____locations @ $100. = $_____ Total costs

4) Will parking considerations be needed YES NO✔

Type(s)_____

Location:_____Amount_____

Date: _____Time: _____

5) Will picnic tables be needed? YES NO✔

Location_____ Amount_____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO✔

Location _____Date_____ Time_____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins _____ Barrels_____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

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