



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, October 3, 2024 – 7:00 p.m.**

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

- 1.) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL
- 2.) MEETING MINUTES APPROVAL: September 19, 2024
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
  - a. 09/23/2024 Finance, Insurance and Personnel -Special Budget with Fire Dept
  - b. 09/23/2024 Fire Dept/EMS Meeting
  - c. 09/24/2024 Library Board
  - d. 09/24/2024 Plan Commission – Cancelled
  - e. 09/25/2024 Finance, Insurance and Personnel – Special Budget City Hall/Debit
  - f. 09/01/2024 Waterloo Water & Light
  - g. 10/02/2024 Parks Commission
  - h. 10/03/2024 Public Safety and Health
  - i. 10/03/2024 Public Works & Property
- 5.) OLD BUSINESS
- 6.) NEW BUSINESS
  - a. Resolution 2024-33 County Library Tax Exemption
  - b. Resolution 2024-32 Issuance of 2024-2029 Private Well Approval
  - c. Gravity Sewer Service
- a. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Waterloo Water & Light
    - i. Portzen Pay # action
    - ii. City of Waterloo Project Tracking Budget and Funding Allocations for Wastewater Remodel - informational
    - iii. Town and Country Update informational
    - iv. Sewer Rate Increase 01/01/2024
    - v. Water Tower
  - b. Public Safety and Health
    - i. Resolution 2024-34 Approval of Snowmobile Trail 2024-2025
    - ii. Events Spooktacular October 26, 2024
    - iii. Events Beer Wine & Cheese Crawl
- 7.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 8.) ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Posted & Emailed: 09/26/2024.

PLEASE NOTE: It is possible that members of and possibly a quorum of members of other governmental bodies of the municipality may be in attendance at the above meeting(s) to gather information. No action will be taken by any governmental body other than that specifically noted. Also, upon reasonable notice, efforts will be made to accommodate the needs of disabled individuals through appropriate aids and services. For additional information or to request such services please contact the clerk's office at the above location

## CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: September 19, 2024

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: Cummings, C. Kuhl, Weihert, Haseleu, Griffin, Thomas, Absent: A. Kuhl. Others attending remotely or in-person: Police Chief Sorenson; Library Director Mountford; Lt. Warner; DPW Yerges; Clerk Ritter; DPW Hauptli, Parks Haberkorn and WLOO Videographers
- 2) MEETING MINUTES APPROVAL: September 5, 2024 [Cummings/Griffin] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT –
- 4) MEETING SUMMARIES (since last Council meeting)
  - a. 09/10/2024 Special Finance with Library
  - b. 09/17/2024 CDA
  - c. 09/19/2024 Finance
- 5) CONSENT AGENDA ITEMS Motion [Cummings/Weihert] VOICE VOTE: Motion carried.
  - a. August Reports of City Officials & Contract Service Providers
    - i. Parks
    - ii. Fire & Emergency Medical Services
    - iii. Building Inspections
    - iv. Public Works
    - v. Police
    - vi. Library Board
    - vii. Water & Light Utility Commission
    - viii. Watertown Humane Society
    - ix. Cable TV
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Finance, Insurance and Personnel
    - i. August 2024 Financial Statements: Payroll \$92,162.78, General Disbursements \$304,115.64 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion [Thomas/C. Kuhl] ROLL CALL: Yes 6 no 0 Motion carried. A. Kuhl absent
    - ii. Splitting Police Department Network from City Hall Network by Taylor Computers Motion [Thomas/Cummings] ROLL CALL: Yes 6 No Motion carried. Absent A. Kuhl. Funds from Computer line item in budget
    - iii. Municipal Building Transfer Switch differed in committee
    - iv. City of Waterloo Hours Motion [Cummings/C. Kuhl] VOICE VOTE: Motion carried.
    - v. John Deere Tractor 758 Motion [Thomas/C. Kuhl] ROLL CALL: Yes 6 No Motion carried. A. Kuhl Absent. Funds from Undesignated.
- 7) NEW BUSINESS
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9) ADJOURNMENT [C. Kuhl/Cummings] VOICE VOTE: Motion carried. 7:12pm.

Attest:

Jeanne Ritter Clerk/Deputy Treasurer



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**RESOLUTION #2024-33**  
**Requesting Exemption from County Library Tax**

WHEREAS the Jefferson County Board has established a county library service and levies a county library tax as authorized under Section 43.57 (3) of the Wisconsin Statutes, and

WHEREAS Section 43.64 (2) (b) of the Wisconsin Statutes provides that a village or city is exempt from the county library tax if it levies a tax for public library service and appropriates and expends for a library fund as defined by s.43.52 (1) during the year for which the county tax levy is made a sum at least equal to the county library tax rate in the prior year multiplied by the equalized valuation of the property in the city or village for the current year, and

WHEREAS the City of Waterloo will, in 2025, appropriate and expend an amount in excess of that calculated above,

NOW THEREFORE BE IT RESOLVED that the City of Waterloo hereby requests of the Jefferson County Board of Supervisors that the City of Waterloo be exempted from the payment of any tax for the support of the County Library Service as provided in Section 43.64 (2).

BE IT FURTHER RESOLVED that copies of this resolution be forwarded by the City Clerk/Treasurer to the following parties:

ADMINISTRATOR  
Jefferson County Library Council  
Dwight Foster Public Library  
209 Merchants Avenue  
Fort Atkinson, WI 53538

COUNTY CLERK  
320 S. Main Street, Room 109  
Jefferson, WI 53549

Estimated Municipal 2025 Library Appropriation \$ 208,000.00.

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

Vote: \_\_\_\_\_

City of Waterloo

Signed: \_\_\_\_\_

Jenifer Quimby  
Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter  
City Clerk/Deputy Treasurer



136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
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## RESOLUTION #2024-32

### ISSUANCE OF 2024-2029 PRIVATE WELL PERMITS

**WHEREAS** section §340-7 (5) of the municipal code states that all private well permits expired as of June 30, 2024 and private well owners seeking to renew permits are eligible for a five-year permit renewal with the submittal of a water sampling demonstrating that the well has a history of producing safe water, and

**THEREFORE, BE IT RESOLVED**, that the Waterloo City Council authorizes the issuance of a five-year private well permit to those listed below that have previously been issued permits contingent upon receipt of the necessary safe water evidence and payment of a fee amount:

- Richard Pickhardt N145 Columbus Street Waterloo, WI

**THEREFORE, BE IT FURTHER RESOLVED**, that penalties as prescribed in the Municipal Fee Schedule will be imposed on all responsible parties holding expired private well permits as of June 30, 2024.

**PASSED AND ADOPTED** this 3rd day of October 2024.

### CITY OF WATERLOO

Signed: \_\_\_\_\_  
Jenifer Quimby, Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter, Clerk/Treasurer

SPONSOR(S) – Clerk/Treasurer's Office

FISCAL NOTE – Revenue of \$175 for each private well permit renewal.



## Jeanne Ritter

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**From:** Everett Butzine <ebutzine@madisonregion.org>  
**Sent:** Tuesday, September 17, 2024 5:28 PM  
**To:** Jeanne Ritter  
**Subject:** Fw: Waterloo: Fischer Rd. Development  
**Attachments:** Gravity Sewer Service Area.pdf

Below and attached.

**Everett Butzine, CEcD**

**Vice President of Economic Development**  
**Madison Region Economic Partnership (MadREP)**  
8517 Excelsior Drive, Suite 107  
Madison, WI 53717  
PH: 608.571.0404

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**From:** Ben Heidemann <ben@tcengineers.net>  
**Sent:** Tuesday, September 10, 2024 7:14:50 AM  
**To:** Everett Butzine <ebutzine@madisonregion.org>  
**Cc:** bsorenson@waterlooutilities.com <bsorenson@waterlooutilities.com>; City of Waterloo, Mayor <mayor@waterloowi.us>; Lisa Twarog <ltwarog@tcengineers.net>  
**Subject:** RE: Waterloo: Fischer Rd. Development

Mimecast Attachment Protection has deemed this file to be safe, but always exercise caution when opening files.

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Everett,

Thanks for your patience. We've completed the assessment of Fischer Road and will be preparing a summary memo to follow this up. Below is a summary of the findings:

The City of Waterloo is interested in entertaining commercial and industrial development on the southeast side of the City, on the southern terminus of Fischer Road and with to determine the viability of providing sewer and water service to the area. For additional consideration the City is anticipating STH 89 being reconstructed in coming years. As a part of the STH 89 reconstruction project the Utility will be reconstructing water and sewer mains along that route; deepening the sanitary sewer and enlarging the water main. Findings related to Fischer Road include:

**Sewer:**

- Sewer service could be provided from the existing sanitary sewer on STH 89. Burry depth for the sewer is anticipated to be as shallow as 3.5 feet and as a result would require either insulation for the entire length of Fischer Drive or raising the roadway surface of Fischer Drive 18" – 24" (recommended). Burry depth this shallow would limit sewer service from served customers to first floor only (i.e. no basements or basements with sewage ejectors only) and would likely require building first floor elevations to be raised above current grades.

- Sewer service would be at a preferred depth if installed after STH 89 reconstruction and would increase service area at the southern terminus of Fischer Road as well as provide the possibility for basements or better use of existing grades within that area.
- A sewer service area map has been prepared (attached). Blue represents the potential sewer service area if a shallow sanitary sewer is installed from the existing STH 89 sewer. Yellow and pink represent a range of potential sewer service areas based upon a deeper sanitary sewer after the STH 89 deepening project.
- In all situations providing sewer services to the entirety of the development area currently owned by Sheehy will require a lift station.

#### Water:

- Water service could be provided to a business at the end of Fischer Road from the current water system. Maximum available fire flow is around 500 gpm.
- Fire flow in this area can be increased to up to 1,600 gpm with the upsizing of STH 89, the Maple Drive Loop, and by looping from Fischer Drive to STH 89 via the City owned parcel on STH 89.

Again, we will create a report with cost estimates and get those over to you. If, in the meantime, there are any questions feel free to reach out.

*Ben*

Ben Heidemann, P.E. – Vice-President  
[Ben@tcengineers.net](mailto:Ben@tcengineers.net)  
 Town & Country Engineering, Inc.  
 6264 Nesbitt Road  
 Madison, WI 53719  
 (608) 273-3350 Cell: (920) 988-6009

**From:** Everett Butzine <[ebutzine@madisonregion.org](mailto:ebutzine@madisonregion.org)>  
**Sent:** Monday, September 9, 2024 10:14 AM  
**To:** Ben Heidemann <[ben@tcengineers.net](mailto:ben@tcengineers.net)>  
**Cc:** [bsorenson@waterlooutilities.com](mailto:bsorenson@waterlooutilities.com); City of Waterloo, Mayor <[mayor@waterloowi.us](mailto:mayor@waterloowi.us)>  
**Subject:** Re: Waterloo: Fischer Rd. Development

Ben,

Just doing my check in with you. Status update?

**Everett Butzine, CEcD**

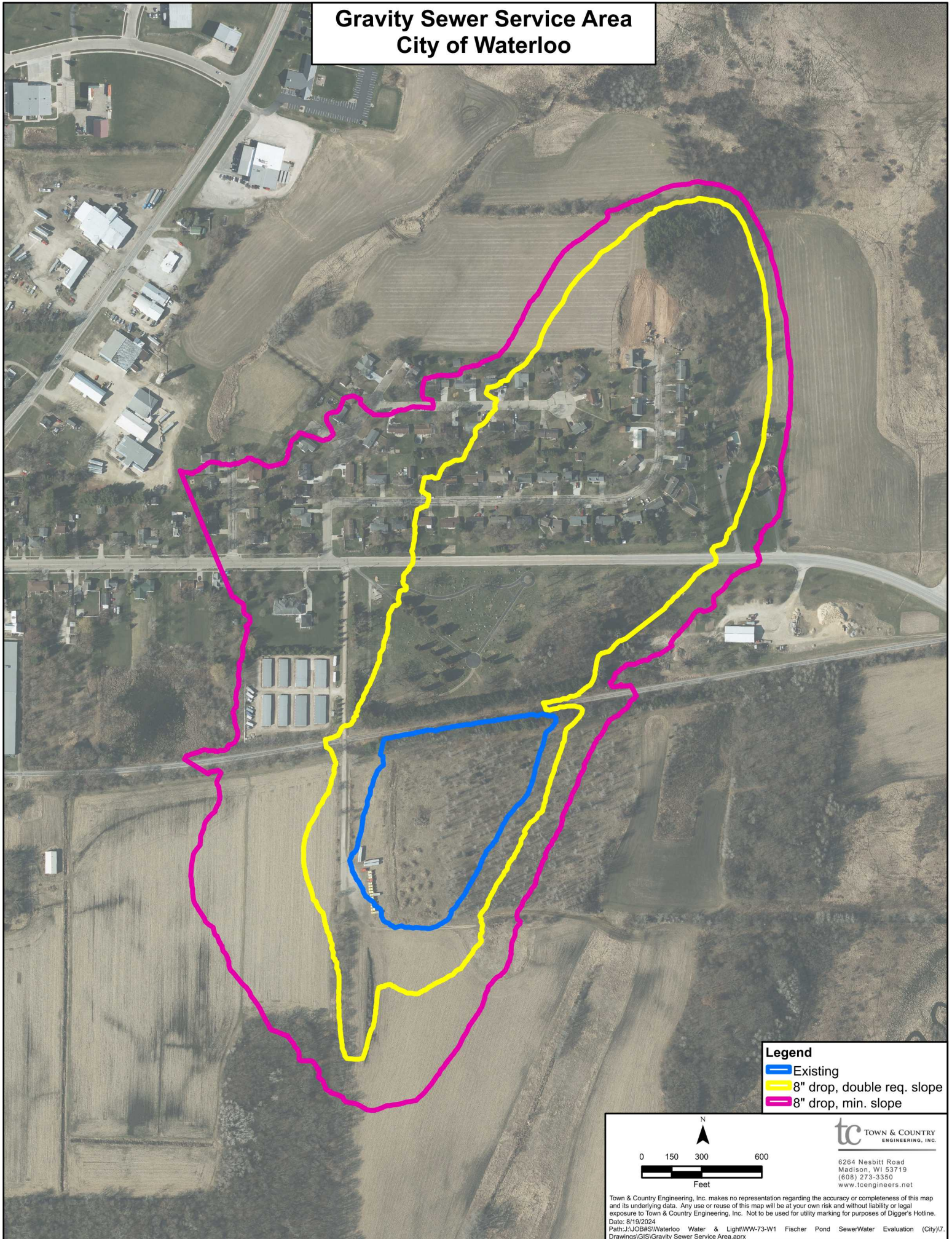
**Vice President of Economic Development**  
**Madison Region Economic Partnership (MadREP)**  
 8517 Excelsior Drive, Suite 107  
 Madison, WI 53717  
 PH: 608.571.0404

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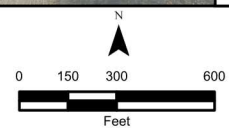
**From:** Ben Heidemann <[ben@tcengineers.net](mailto:ben@tcengineers.net)>  
**Sent:** Wednesday, August 7, 2024 11:00 AM  
**To:** Everett Butzine <[ebutzine@madisonregion.org](mailto:ebutzine@madisonregion.org)>  
**Cc:** [bsorenson@waterlooutilities.com](mailto:bsorenson@waterlooutilities.com) <[bsorenson@waterlooutilities.com](mailto:bsorenson@waterlooutilities.com)>; City of Waterloo, Mayor



# Gravity Sewer Service Area City of Waterloo



- Legend**
- Existing
  - 8" drop, double req. slope
  - 8" drop, min. slope



**tc** TOWN & COUNTRY  
ENGINEERING, INC.  
6264 Nesbitt Road  
Madison, WI 53719  
(608) 273-3350  
www.tcengineers.net

Town & Country Engineering, Inc. makes no representation regarding the accuracy or completeness of this map and its underlying data. Any use or reuse of this map will be at your own risk and without liability or legal exposure to Town & Country Engineering, Inc. Not to be used for utility marking for purposes of Digger's Hotline.  
Date: 8/19/2024  
Path: J:\JOB#S\Waterloo Water & Light\WW-73-W1 Fischer Pond Sewer\Water Evaluation (City)\7. Drawings\GIS\Gravity Sewer Service Area.aprx



**Waterloo Water & Light Commission**

Rates effective 1/1/2025

	<b>2025</b>	<b>2023</b>	<b>Change</b>	<b>% Change</b>
<b>Category A</b>				
<b>Fixed Customer Charge Monthly</b>	See Table 1	See Table 1		
Volume per 1,000 Gallons	\$20.50	\$17.00	\$3.50	20.59%

**Category B**

<b>Fixed Customer Charge Monthly</b>	See Table 1	See Table 1		
Volume per 1,000 Gallons	\$9.54	\$17.00	(\$7.46)	-43.88%
BOD charge per Pound >250 mg/L		\$1.03	(\$1.03)	
BOD charge per Pound	\$1.08			
Suspended Solids Charge per Pound >250 mg/L		\$0.54	\$0.03	
Suspended Solids Charge per Pound	\$0.57			
Phosphorus Charge per Pound >7mg/L		\$45.60	\$7.06	
Phosphorus Charge per Pound	\$52.66			

Category B users will be charged for every pound of BOD, TSS, and Phosphorus discharged which is why the Category B volume charge is decreased.

**Table 1**

<b>Meter Size:</b>	<b>Monthly Customer Charge</b>		
5/8"	\$15.00	\$15.00	\$0.00
3/4"	\$15.00	\$15.00	\$0.00
1"	\$35.05	\$35.05	\$0.00
1 1/4"	\$51.09	\$51.09	\$0.00
1 1/2"	\$68.46	\$68.46	\$0.00
2"	\$108.56	\$108.56	\$0.00
3"	\$202.13	\$202.13	\$0.00
4"	\$335.79	\$335.79	\$0.00
6"	\$669.95	\$669.95	\$0.00



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**RESOLUTION #2024-34**  
**Authorizing A Municipally Designated Snowmobile Route**

WHEREAS, snowmobiles are regulated by the state under Chapter 350 of the Wisconsin Statutes and municipal peace officers have authority to enforce those regulations [sec. 350.17(1) Wis. Stat.], and;

WHEREAS, local regulation of snowmobiles is limited by sec. 350.18 Wis. Stat., and municipalities may designate snowmobile routes and regulate snowmobile operations on routes designated, and;

WHEREAS, the Public Safety & Health Committee is recommending a route as attached and presented in map form on this night.

NOW THEREFORE BE IT RESOLVED that the City of Waterloo agrees with the committee recommendation and designates the route as presented on this night as a 2024-2025 winter snowmobile route with the designation expiring on June 1, 2025.

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

Vote: \_\_\_\_\_

City of Waterloo

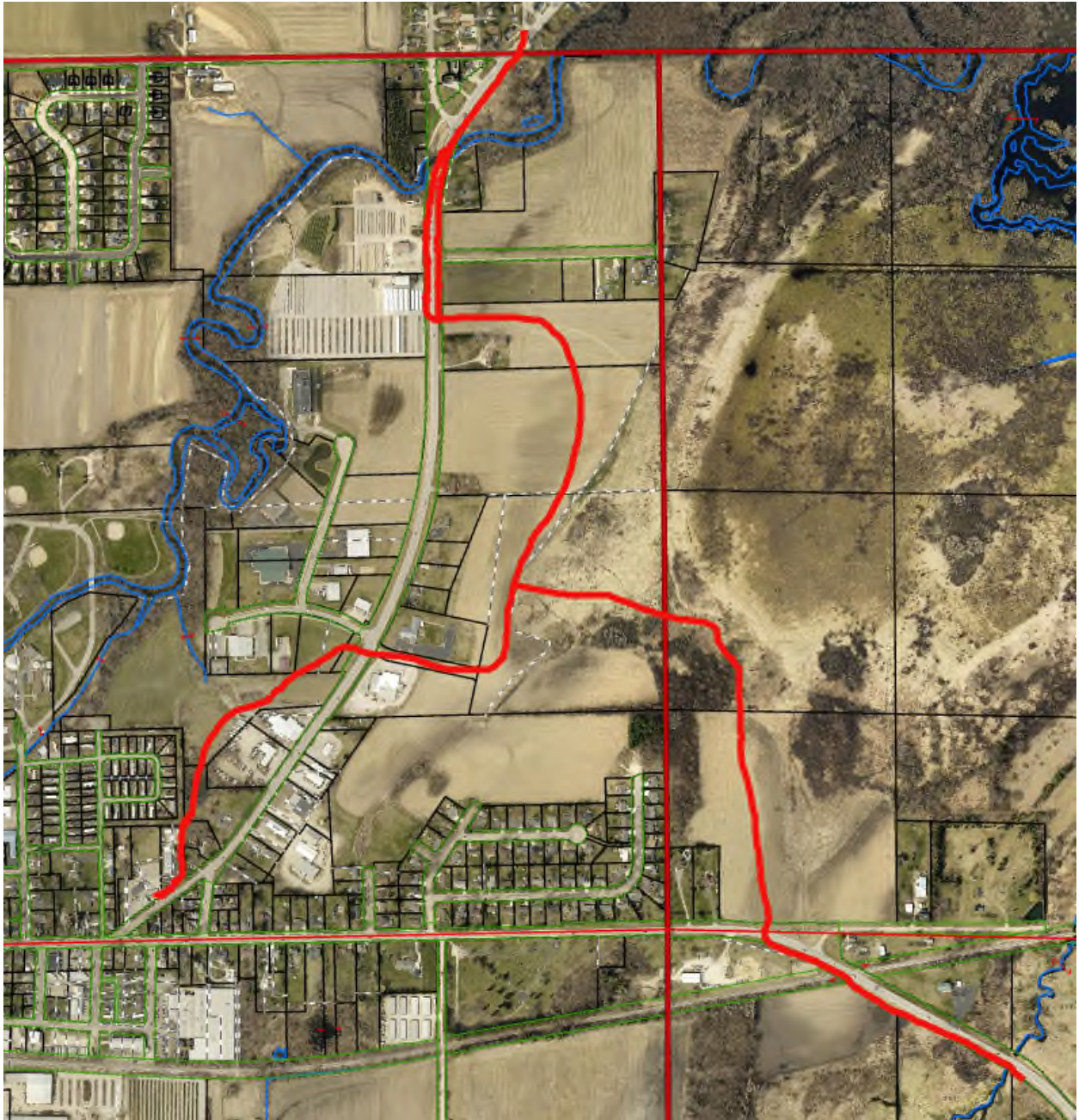
Signed: \_\_\_\_\_

Jenifer Quimby  
Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter  
City Clerk/Deputy Treasurer

SPONSOR(S) – Public Safety & Health Committee  
FISCAL EFFECT – None.



Proposed 2024/2025 Snowmobile route in the City of Waterloo, Same as the past several years. Properly signed, permissions granted. Two-way traffic except HWY 19 bridge near Portland where both sides of the ROW will be utilized.

**Contractor's Application for Payment**

<b>Owner:</b> <u>Waterloo Utilities</u>	<b>Owner's Project No.:</b> _____
<b>Engineer:</b> <u>Town &amp; Country Engineering</u>	<b>Engineer's Project No.:</b> <u>WW-62</u>
<b>Contractor:</b> <u>Portzen</u>	<b>Contractor's Project No.:</b> <u>23-04</u>
<b>Project:</b> <u>2023 Water and Wastewater Improvements</u>	
<b>Contract:</b> <u>Wastewater Treatment Facility and Water Booster Station</u>	
<b>Application No.:</b> <u>17</u>	<b>Application Date:</b> <u>9/30/2024</u>
<b>Application Period:</b> <b>From</b> <u>9/1/2024</u>	<b>to</b> <u>9/30/2024</u>

1. Original Contract Price	\$ 22,221,337.75
2. Net change by Change Orders	\$ 188,613.00
3. Current Contract Price (Line 1 + Line 2)	\$ 22,409,950.75
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 16,343,926.53
5. Retainage	
a. <u>5%</u> X <u>\$ 13,521,260.44</u> Work Completed	\$ 676,063.02
b. <u>5%</u> X <u>\$ 2,822,666.09</u> Stored Materials	\$ 141,133.30
c. Total Retainage (Line 5.a + Line 5.b)	\$ 817,196.32
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 15,526,730.21
7. Less previous payments (Line 6 from prior application)	\$ 14,748,524.21
8. Amount due this application	\$ 778,206.00
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 6,066,024.22

**Contractor's Certification**


The undersigned Contractor certifies, to the best of its knowledge, the following:

(1) All previous progress payments received from Owner on account of Work done under the Contract have been applied on account to discharge Contractor's legitimate obligations incurred in connection with the Work covered by prior Applications for Payment;


(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner indemnifying Owner against any such liens, security interest, or encumbrances); and

(3) All the Work covered by this Application for Payment is in accordance with the Contract Documents and is not defective.

<b>Contractor:</b> <u>Portzen Construction Inc.</u>	
<b>Signature:</b> 	<b>Date:</b> <u>9/30/2024</u>

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> <u></u>	<b>By:</b> _____
<b>Title:</b> <u>Project Engineer</u>	<b>Title:</b> _____
<b>Date:</b> <u>9/30/2024</u>	<b>Date:</b> _____
<b>Approved by Funding Agency</b>	
<b>By:</b> _____	<b>By:</b> _____
<b>Title:</b> _____	<b>Title:</b> _____
<b>Date:</b> _____	<b>Date:</b> _____

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.: 17		Application Period: From 09/01/24 to 09/30/24		Application Date: 09/30/24				
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
Original Contract								
1	GENERAL REQUIREMENTS					-		-
2	Bonds	\$ 111,350.00	111,350.00			111,350.00	100%	-
3	Mobilization	\$ 180,698.00	150,000.00	5,000.00		155,000.00	86%	25,698.00
4	Project Management	\$ 466,830.00	397,100.00	7,500.00		404,600.00	87%	62,230.00
5	Project Management Software	\$ 27,562.00	27,562.00			27,562.00	100%	-
6	Temporary Construction Fence	\$ 20,000.00	20,000.00			20,000.00	100%	-
7	Port-a-potty rental	\$ 12,812.00	9,300.00	600.00		9,900.00	77%	2,912.00
8	Job trailer	\$ 17,325.00	12,750.00	650.00		13,400.00	77%	3,925.00
9	Trash Disposal	\$ 31,500.00	22,527.00	800.00		23,327.00	74%	8,173.00
10	Safety	\$ 15,750.00	14,700.00			14,700.00	93%	1,050.00
11	Survey & Staking	\$ 10,500.00	7,500.00			7,500.00	71%	3,000.00
12	Concrete Testing	\$ 26,250.00	23,600.00			23,600.00	90%	2,650.00
13	Project Sign	\$ 1,575.00	1,575.00			1,575.00	100%	-
14	Lodging	\$ 196,350.00	150,600.00	7,000.00		157,600.00	80%	38,750.00
15	Temp. Utilities	\$ 105,000.00	74,500.00			74,500.00	71%	30,500.00
16	Cleaning Site and Building	\$ 45,990.00	23,500.00			23,500.00	51%	22,490.00
17	Equipment Rental	\$ 175,600.00	129,650.00	5,000.00		134,650.00	77%	40,950.00
18	SITEWORK					-		-
19	Selective Demolition	\$ 241,105.00	166,298.00	7,000.00		173,298.00	72%	67,807.00
20	Site Demo	\$ 114,251.00	31,366.00	2,500.00		33,866.00	30%	80,385.00
21	Erosion Control	\$ 5,250.00	4,020.00			4,020.00	77%	1,230.00
22	Rammed Aggregate Piers	\$ 109,605.00	109,605.00			109,605.00	100%	-
23	Paving Prep	\$ 182,735.00				-	0%	182,735.00
24	Aphalt Paving	\$ 171,308.00				-	0%	171,308.00
25	Concrete Paving	\$ 155,770.00	16,800.00			16,800.00	11%	138,970.00
26	Site Furnishings	\$ 3,150.00				-	0%	3,150.00
27	Temp Roads	\$ 7,875.00	7,875.00			7,875.00	100%	-
28	Rough Grading	\$ 159,886.00	91,400.00	3,500.00		94,900.00	59%	64,986.00
29	Building Excavation and Backfill	\$ 190,756.00	150,708.00			150,708.00	79%	40,048.00
30	Sanitary Systems	\$ 1,515,690.00	1,178,566.88		158,764.00	1,337,330.88	88%	178,359.12
31	Storm Systems	\$ 121,166.00	90,415.00		6,723.00	97,138.00	80%	24,028.00
32	Water Systems	\$ 214,044.00	113,995.00		15,782.50	129,777.50	61%	84,266.50
33	Site Air Piping	\$ 245,980.00	239,096.00			239,096.00	97%	6,884.00
34	Landscaping WWTF	\$ 46,550.00				-	0%	46,550.00
35	CONCRETE					-		-
36	Concrete	\$ 938,579.00	809,653.00		18,600.00	828,253.00	88%	110,326.00
37	Precast Concrete	\$ 41,583.00	41,583.00			41,583.00	100%	-
38	MASONRY					-		-
39	Masonry Materials ST 10	\$ 155,608.00	155,608.00			155,608.00	100%	-
40	Masonry Labor ST10	\$ 301,146.00	290,675.00		1,512.00	292,187.00	97%	8,959.00
41	Masonry Materials ST 25	\$ 93,952.00	93,952.00			93,952.00	100%	-
42	Masonry Labor ST25	\$ 156,675.00	148,676.00			148,676.00	95%	7,999.00
43	Masonry Materials ST 50	\$ 8,515.00	8,000.00			8,000.00	94%	515.00
44	Masonry Labor ST50	\$ 19,753.00	17,000.00			17,000.00	86%	2,753.00
45	Masonry Materials ST 55	\$ 44,533.00	44,533.00			44,533.00	100%	-
46	Masonry Labor ST55	\$ 75,320.00	75,320.00			75,320.00	100%	-
47	METALS					-		-
48	Structural Steel Framing	\$ 24,267.00	20,135.82	950.00		21,085.82	87%	3,181.18
49	Metal Fabrications	\$ 110,144.00	94,730.34			94,730.34	86%	15,413.66
50	Guard & Hand Rail	\$ 170,313.00	95,312.78	66,485.00		161,797.78	95%	8,515.22



**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.: 17		Application Period: From 09/01/24 to 09/30/24		Application Date: 09/30/24				
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
51	Bar Grating	\$ 384,672.00	364,135.00			364,135.00	95%	20,537.00
52	Labor to install	\$ 229,145.00	164,145.00	12,000.00		176,145.00	77%	53,000.00
53	Access Hatches	\$ 12,600.00				-	0%	12,600.00
54	<b>CARPENTRY</b>					-		-
55	Trusses	\$ 39,108.00	39,108.00			39,108.00	100%	-
56	Truss Labor	\$ 22,460.00	22,460.00			22,460.00	100%	-
57	Rough Carpentry	\$ 130,546.00	114,500.00	3,500.00		118,000.00	90%	12,546.00
58	Finish Carentry	\$ 5,386.00				-	0%	5,386.00
59	<b>THERMAL &amp; MOISTURE</b>					-		-
60	Dampproofing & Joint Sealants	\$ 78,250.00	70,967.00	2,350.00		73,317.00	94%	4,933.00
61	Thermal Insulation	\$ 21,854.00	17,261.00			17,261.00	79%	4,593.00
62	Weather barrier	\$ 5,250.00	4,500.00	750.00		5,250.00	100%	-
63	ST 10 Roofing Materials	\$ 117,398.00	110,232.00			110,232.00	94%	7,166.00
64	ST 10 Roofing Labor	\$ 63,361.00	38,840.00			38,840.00	61%	24,521.00
65	ST 25 Roofing Materials	\$ 23,610.00	23,610.00			23,610.00	100%	-
66	ST 25 Roofing Labor	\$ 14,857.00	14,857.00			14,857.00	100%	-
67	ST 35 Roofing Materials	\$ 7,954.00	5,800.00	2,154.00		7,954.00	100%	-
68	ST 35 Roofing Labor	\$ 3,512.00		3,512.00		3,512.00	100%	-
69	ST 50 Roofing Materials	\$ 41,764.00	35,800.00	5,964.00		41,764.00	100%	-
70	ST 50 Roofing Labor	\$ 17,556.00		17,556.00		17,556.00	100%	-
71	ST 55 Roofing Materials	\$ 21,510.00	21,510.00			21,510.00	100%	-
72	ST 55 Roofing Labor	\$ 12,755.00	12,755.00			12,755.00	100%	-
73	<b>DOORS &amp; WINDOWS</b>					-		-
74	Structure 10 Doors, Frames & Hardware	\$ 46,925.00	46,925.00			46,925.00	100%	-
75	Structure 25 Doors, Frames & Hardware	\$ 11,887.00	11,887.00			11,887.00	100%	-
76	Structure 35 Doors, Frames & Hardware	\$ 9,161.00	9,161.00			9,161.00	100%	-
77	Structure 50 Doors, Frames & Hardware	\$ 25,080.00	25,080.00			25,080.00	100%	-
78	Structure 55 Doors, Frames & Hardware	\$ 5,863.00	5,863.00			5,863.00	100%	-
79	Labor to install	\$ 35,140.00	16,817.00	5,000.00		21,817.00	62%	13,323.00
80	Sectional Overhead Doors	\$ 62,450.00	45,754.00			45,754.00	73%	16,696.00
81	Aluminum Windows and Galzing	\$ 21,169.00	18,000.00			18,000.00	85%	3,169.00
82	Aluminum Access Doors	\$ 14,490.00				-	0%	14,490.00
83	Attic Access	\$ 5,250.00	2,450.00			2,450.00	47%	2,800.00
84	<b>FINISHES</b>					-		-
85	Gyp Wall Board Assemblies	\$ 36,414.00	30,500.00			30,500.00	84%	5,914.00
86	Acoustical Ceilings	\$ 15,015.00				-	0%	15,015.00
87	Quarry Tile	\$ 72,420.00	42,553.00			42,553.00	59%	29,867.00
88	Vinyl Wall Base	\$ 693.00				-	0%	693.00
89	Painting	\$ 469,740.00	316,340.00	75,000.00		391,340.00	83%	78,400.00
90	<b>SPECIALTIES</b>	\$ 13,681.00	1,240.95		3,582.36	4,823.31	35%	8,857.69
91	<b>FURNISHINGS</b>					-		-
92	Plastic Laminate Casework	\$ 5,250.00				-	0%	5,250.00
93	Labor to install casework	\$ 2,194.00				-	0%	2,194.00
94	Laboratory Casework	\$ 67,568.00	67,568.00			67,568.00	100%	-
95	Labor to install casework	\$ 9,118.00	9,118.00			9,118.00	100%	-
96	Engineering for Casework	\$ 2,100.00	2,100.00			2,100.00	100%	-
97	<b>MECHANICAL</b>					-		-
98	Plumbing& Process Project Management	\$ 126,000.00	50,820.00	2,782.00		53,602.00	43%	72,398.00
99	<b>STRUCTURE 10:</b>					-		-
100	Plumbing/Hydronics Materials and Equipment	\$ 136,500.00	77,400.00		40,000.00	117,400.00	86%	19,100.00
101	Plumbing/Hydronics Labor	\$ 262,500.00	183,585.00			183,585.00	70%	78,915.00

Progress Estimate - Lump Sum Work

Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.: 17		Application Period: From 09/01/24 to 09/30/24		Application Date: 09/30/24				
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
102	Plumbing Insulation Materials	\$ 6,898.00	5,848.00			5,848.00	85%	1,050.00
103	Plumbing Insulation Labor	\$ 5,515.00	4,465.00			4,465.00	81%	1,050.00
104	Excavation	\$ 11,550.00	10,200.00			10,200.00	88%	1,350.00
105	HVAC Equipment	\$ 312,841.00	82,361.00		219,505.00	301,866.00	96%	10,975.00
106	HVAC Sheetmetal	\$ 61,950.00	14,700.00			14,700.00	24%	47,250.00
107	HVAC Vent, Stands	\$ 6,720.00	2,625.00			2,625.00	39%	4,095.00
108	HVAC Misc. Materials	\$ 5,775.00	3,150.00			3,150.00	55%	2,625.00
109	HVAC Equipment Rental	\$ 9,450.00	5,775.00			5,775.00	61%	3,675.00
110	HVAC Labor	\$ 130,218.00	33,600.00			33,600.00	26%	96,618.00
111	HVAC Management	\$ 5,250.00	4,200.00			4,200.00	80%	1,050.00
112	HVAC Test and Balance	\$ 10,080.00				-	0%	10,080.00
113	HVAC Controls	\$ 168,000.00	61,950.00			61,950.00	37%	106,050.00
114	HVAC Submittals, Pre-Con and Mobilization	\$ 71,720.00	16,800.00			16,800.00	23%	54,920.00
115	HVAC Insulation Materials	\$ 16,810.00	11,379.00			11,379.00	68%	5,431.00
116	HVAC Insulation Labor	\$ 13,844.00	12,415.00			12,415.00	90%	1,429.00
117	STRUCTURE 20					-		-
188	Process Materials	\$ 42,000.00			10,000.00	10,000.00	24%	32,000.00
119	Process Labor	\$ 37,800.00				-	0%	37,800.00
120	STRUCTURE 25:					-		-
121	Plumbing/Process Materials	\$ 36,750.00	34,650.00			34,650.00	94%	2,100.00
122	Plumbing/Process Labor	\$ 49,350.00	24,675.00	21,000.00		45,675.00	93%	3,675.00
123	Plumbing Insulation Material	\$ 3,555.00				-	0%	3,555.00
124	Plumbing Insulation Labor	\$ 2,703.00				-	0%	2,703.00
125	HVAC Sheet Metal	\$ 15,750.00	15,750.00			15,750.00	100%	-
126	HVAC Vent, Stands	\$ 4,200.00	4,200.00			4,200.00	100%	-
127	HVAC Misc. Materials	\$ 3,150.00	3,150.00			3,150.00	100%	-
128	HVAC Equipment Rental	\$ 4,200.00	4,200.00			4,200.00	100%	-
129	HVAC Labor	\$ 36,267.00	31,500.00			31,500.00	87%	4,767.00
130	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-
131	HVAC Insulation Materials	\$ 2,241.00				-	0%	2,241.00
132	HVAC Insulation Labor	\$ 1,839.00				-	0%	1,839.00
133	STRUCTURE 30					-		-
134	Process Materials	\$ 89,250.00	87,910.00			87,910.00	98%	1,340.00
135	Process Labor	\$ 140,700.00	91,625.00			91,625.00	65%	49,075.00
136	STRUCTURE 35:					-		-
137	Plumbing/ Process Materials	\$ 5,250.00			1,500.00	1,500.00	29%	3,750.00
138	Plumbing/Process Labor	\$ 1,050.00				-	0%	1,050.00
139	HVAC Sheet Metal	\$ 5,250.00				-	0%	5,250.00
140	HVAC Misc. Materials	\$ 2,100.00				-	0%	2,100.00
141	HVAC Equipment Rental	\$ 2,100.00				-	0%	2,100.00
142	HVAC Labor	\$ 25,856.00	2,625.00			2,625.00	10%	23,231.00
143	HVAC Management	\$ 2,625.00	500.00			500.00	19%	2,125.00
144	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	2,500.00			2,500.00	40%	3,800.00
145	HVAC Insulation Materials	\$ 1,120.00				-	0%	1,120.00
146	HVAC Insulation Labor	\$ 975.00				-	0%	975.00
147	STRUCTURE 40					-		-
148	Process Materials	\$ 14,700.00			1,000.00	1,000.00	7%	13,700.00
149	Process Labor	\$ 30,450.00				-	0%	30,450.00
150	STRUCTURE 50:					-		-
151	Plumbing/Process Materials	\$ 299,250.00	53,550.00		224,616.90	278,166.90	93%	21,083.10
152	Plumbing/Process Labor	\$ 893,231.00	210,473.00	110,250.00		320,723.00	36%	572,508.00

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.: 17		Application Period: From 09/01/24 to 09/30/24		Application Date: 09/30/24				
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
153	Plumbing Insulation Material	\$ 2,440.00	2,100.00			2,100.00	86%	340.00
154	Plumbing Insulation Labor	\$ 1,730.00	1,491.00			1,491.00	86%	239.00
155	HVAC Sheet Metal	\$ 9,450.00				-	0%	9,450.00
156	HVAC Misc. Materials	\$ 9,923.00				-	0%	9,923.00
157	HVAC Equipment Rental	\$ 3,150.00				-	0%	3,150.00
158	HVAC Labor	\$ 64,776.00	5,250.00			5,250.00	8%	59,526.00
159	HVAC Management	\$ 2,625.00				-	0%	2,625.00
160	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	1,500.00			1,500.00	12%	11,100.00
161	HVAC Insulation Materials	\$ 1,120.00	966.00			966.00	86%	154.00
162	HVAC Insulation Labor	\$ 975.00	840.00			840.00	86%	135.00
163	STRUCTURE 55					-		-
164	Plumbing/Process Materials	\$ 168,000.00	160,945.00			160,945.00	96%	7,055.00
165	Plumbing/Process Labor	\$ 115,500.00	100,800.00	7,350.00		108,150.00	94%	7,350.00
166	Plumbing Insulation Materials	\$ 1,837.00	1,575.00			1,575.00	86%	262.00
167	Plumbing Insulation Labor	\$ 1,405.00	1,207.50			1,207.50	86%	197.50
168	HVAC Sheet Metal	\$ 12,600.00	10,080.00			10,080.00	80%	2,520.00
169	HVAC Vent, Stands	\$ 6,300.00	5,040.00			5,040.00	80%	1,260.00
170	HVAC Misc. Materials	\$ 2,362.00	1,890.00			1,890.00	80%	472.00
171	HVAC Equipment Rental	\$ 2,100.00	1,680.00			1,680.00	80%	420.00
172	HVAC Labor	\$ 25,331.00	20,165.00			20,165.00	80%	5,166.00
173	HVAC Management	\$ 2,625.00	2,100.00			2,100.00	80%	525.00
174	HVAC Submittals, Pre-Con and Mobilization	\$ 15,750.00	12,525.00			12,525.00	80%	3,225.00
175	HVAC Insulation Materials	\$ 1,120.00	945.00			945.00	84%	175.00
176	HVAC Insulation Labor	\$ 975.00	840.00			840.00	86%	135.00
177	STRUCTURE 60					-		-
178	Process Materials	\$ 55,650.00	50,400.00	3,150.00		53,550.00	96%	2,100.00
179	Process Labor	\$ 44,100.00	28,665.00	10,500.00		39,165.00	89%	4,935.00
180	STRUCTURE 70					-		-
181	Process Materials	\$ 44,100.00	43,600.00			43,600.00	99%	500.00
182	Process Labor	\$ 162,750.00	133,875.00	21,000.00		154,875.00	95%	7,875.00
183	STRUCTURE 75					-		-
184	Plumbing/Process Materials	\$ 31,415.00			4,000.00	4,000.00	13%	27,415.00
185	Plumbing/Process Labor	\$ 68,250.00				-	0%	68,250.00
186	Indian Hills Booster Station					-		-
187	Process Materials	\$ 1,260.00				-	0%	1,260.00
188	Process Labor	\$ 1,260.00				-	0%	1,260.00
189	ELECTRICAL					-		-
190	Mobilization	\$ 138,776.00	138,776.48			138,776.48	100%	(0.48)
191	Supervision	\$ 140,127.00	64,458.07	8,407.62		72,865.69	52%	67,261.31
192	Start-up & Commissioning	\$ 15,785.00				-	0%	15,785.00
193	Closeout Documents	\$ 12,050.00				-	0%	12,050.00
194	Demobilization	\$ 8,914.00				-	0%	8,914.00
195	General & Site					-		-
196	Temp Electric	\$ 34,643.00	34,643.00			34,643.00	100%	-
197	Electrical Labor	\$ 90,573.00	81,511.73	1,811.00		83,322.73	92%	7,250.27
198	Electrical Material	\$ 227,857.00	148,089.59	29,621.00		177,710.59	78%	50,146.41
199	Electrical Lighting and Labor	\$ 9,548.00				-	0%	9,548.00
200	Generator Install	\$ 19,960.00	7,984.00	4,391.00		12,375.00	62%	7,585.00
201	Demo	\$ 17,690.00	6,174.00			6,174.00	35%	11,516.00
202	Electrical Excavation & ductbank	\$ 95,592.00	74,894.00	7,000.00		81,894.00	86%	13,698.00
203	STR 10					-		-

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.: 17		Application Period: From 09/01/24 to 09/30/24		Application Date: 09/30/24				
A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
204	Temp Electric	\$ 17,326.00	13,860.10			13,860.10	80%	3,465.90
205	Electrical Raceway Material	\$ 107,165.00	63,226.00			63,226.00	59%	43,939.00
206	Electrical Raceway Labor	\$ 104,843.00	57,343.75			57,343.75	55%	47,499.25
207	Electrical Wire Material	\$ 18,490.00	10,168.00			10,168.00	55%	8,322.00
208	Electrical Wire Labor	\$ 25,925.00	14,253.00			14,253.00	55%	11,672.00
209	Electrical Labor - MCC, Gear & Equipment	\$ 9,806.00	3,748.00			3,748.00	38%	6,058.00
210	Electrical Lighting and Labor	\$ 62,270.00	46,700.00			46,700.00	75%	15,570.00
211	STR 20					-	-	-
212	Electrical Material	\$ 6,190.00	310.00	1,176.00		1,486.00	24%	4,704.00
213	Electrical Labor	\$ 6,160.00		912.00		912.00	15%	5,248.00
214	STR 25					-	-	-
215	Electrical Material	\$ 56,170.00	35,957.00	9,550.00		45,507.00	81%	10,663.00
216	Electrical Labor	\$ 56,725.00	29,496.00	6,807.00		36,303.00	64%	20,422.00
217	Electrical Lighting and Labor	\$ 24,694.00	22,225.00			22,225.00	90%	2,469.00
218	STR 30					-	-	-
219	Electrical Material	\$ 40,647.00	24,371.00	10,565.00		34,936.00	86%	5,711.00
220	Electrical Labor	\$ 41,110.00	19,701.00	5,700.00		25,401.00	62%	15,709.00
221	STR 35					-	-	-
222	Electrical Material	\$ 14,827.00	13,286.00			13,286.00	90%	1,541.00
223	Electrical Labor	\$ 23,100.00	19,606.00			19,606.00	85%	3,494.00
224	Electrical Lighting and Labor	\$ 9,190.00	8,729.00			8,729.00	95%	461.00
225	STR 40					-	-	-
226	Electrical Material	\$ 16,622.00	7,309.00			7,309.00	44%	9,313.00
227	Electrical Labor	\$ 14,581.00	2,887.00			2,887.00	20%	11,694.00
228	Electrical Lighting and Labor	\$ 12,091.00	12,059.00			12,059.00	100%	32.00
229	STR 50					-	-	-
230	Electrical Material	\$ 133,977.00	60,289.00			60,289.00	45%	73,688.00
231	Electrical Labor	\$ 112,934.00	18,070.00			18,070.00	16%	94,864.00
232	Electrical Lighting and Labor	\$ 52,589.00	12,908.00			12,908.00	25%	39,681.00
233	Electrical Labor - MCC, Gear & Equipment	\$ 13,705.00	10,508.00			10,508.00	77%	3,197.00
234	STR 55					-	-	-
235	Electrical Material	\$ 37,762.00	29,943.00			29,943.00	79%	7,819.00
236	Electrical Labor	\$ 53,015.00	32,693.00			32,693.00	62%	20,322.00
237	Electrical Lighting and Labor	\$ 8,388.00	3,770.00			3,770.00	45%	4,618.00
238	STR 60					-	-	-
239	Electrical Material	\$ 7,497.00	1,130.00	3,780.00		4,910.00	65%	2,587.00
240	Electrical Labor	\$ 12,235.00	1,216.00			1,216.00	10%	11,019.00
241	Electrical Lighting and Labor	\$ 2,910.00		2,348.00		2,348.00	81%	562.00
242	STR 70					-	-	-
243	Electrical Material	\$ 27,350.00	13,127.00	6,563.00		19,690.00	72%	7,660.00
244	Electrical Labor	\$ 19,915.00	6,372.00			6,372.00	32%	13,543.00
245	Electrical Lighting and Labor	\$ 30,410.00	18,854.00			18,854.00	62%	11,556.00
246	STR 75					-	-	-
247	Electrical Material	\$ 6,165.00				-	0%	6,165.00
248	Electrical Labor	\$ 5,893.00				-	0%	5,893.00
249	Electrical Lighting and Labor	\$ 6,666.00				-	0%	6,666.00
250	PROCESS INTERCONNECTIONS					-	-	-
251	Installation of Stop Plates and Logs	\$ 3,717.00				-	0%	3,717.00
252	Installation of Slide and Weir Gates	\$ 38,241.00	24,100.00			24,100.00	63%	14,141.00
253	Prefabricated Flumes	\$ 3,087.00			2,904.00	2,904.00	94%	183.00
254	Installation of Flumes	\$ 2,955.00				-	0%	2,955.00

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

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Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
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Application No.:		17	Application Period:		From	09/01/24	to	09/30/24	Application Date:		09/30/24
A	B		C	D	E	F	G	H	I		
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)			
			(D + E) From Previous Application (\$)	This Period (\$)							
255	MATERIAL PROCESSING AND HANDLING EQUIPMENT						-		-		
256	Cranes and Hoist	\$ 73,952.00					-	0%	73,952.00		
257	Labor to install Cranes and Hoist	\$ 19,948.00					-	0%	19,948.00		
258	PROCESS GAS & LIQUID HANDLING, PURIFICATION & STORAGE EQUIPMENT						-		-		
259	Air Sparging Blowers	\$ 30,000.00				28,571.43	28,571.43	95%	1,428.57		
260	Labor to install Air Sparging Blowers	\$ 3,192.00					-	0%	3,192.00		
261	Labor to install High Speed Blowers	\$ 9,975.00			7,200.00		7,200.00	72%	2,775.00		
262	Labor to install Rotary Lobe Blowers	\$ 9,975.00			3,000.00		3,000.00	30%	6,975.00		
263	Aluminum Domes	\$ 456,750.00	456,750.00				456,750.00	100%	-		
264	Labor for Aluminum Domes	\$ 204,750.00	204,750.00				204,750.00	100%	-		
265	Electrical Motors Install	\$ 3,990.00					-	0%	3,990.00		
266	WATER & WASTEWATER EQUIPMENT						-		-		
267	Installation of step Screen and Washer	\$ 4,788.00		3,500.00			3,500.00	73%	1,288.00		
268	Installation of Vortex Grit Chamber	\$ 6,384.00		5,000.00			5,000.00	78%	1,384.00		
269	Installation of Grit Sperator Classifier	\$ 6,384.00		5,000.00			5,000.00	78%	1,384.00		
270	Installation of Mixers	\$ 11,172.00			1,500.00		1,500.00	13%	9,672.00		
271	Density Current Baffles	\$ 61,950.00	61,950.00				61,950.00	100%	-		
272	Labor to install	\$ 15,960.00	15,960.00				15,960.00	100%	-		
273	Labor to install TERTIARY DISC FILTERS	\$ 12,768.00					-	0%	12,768.00		
274	Labor to install UV System	\$ 6,384.00					-	0%	6,384.00		
275	Labor to install Samplers	\$ 798.00					-	0%	798.00		
276	Budget Allowances						-		-		
277	Soils Testing Services	\$ 20,000.00		772.90			772.90	4%	19,227.10		
278	Electrical Service	\$ 75,000.00		84,487.47			84,487.47	113%	(9,487.47)		
279	Natural Gas Service	\$ 20,000.00					-	0%	20,000.00		
280	Internet Service	\$ 5,000.00					-	0%	5,000.00		
281	SCADA Computers	\$ 40,000.00					-	0%	40,000.00		
282	Office Furniture	\$ 20,000.00					-	0%	20,000.00		
283	Lab Equipment	\$ 30,000.00		25,031.54			25,031.54	83%	4,968.46		
284	Shop Tools and Storage	\$ 30,000.00					-	0%	30,000.00		
285	Truck Lift	\$ 15,000.00					-	0%	15,000.00		
286	Skid Steer	\$ 80,000.00		37,500.00			37,500.00	47%	42,500.00		
287	Algae Cloth	\$ 5,000.00					-	0%	5,000.00		
288	Landscaping	\$ 20,000.00					-	0%	20,000.00		
289	Plaque	\$ 5,000.00					-	0%	5,000.00		
290	Blower Temporary Air	\$ 75,000.00		23,472.42			23,472.42	31%	51,527.58		
291	Pre-negotiated Items						-		-		
292	Diesel Engine Driven Generator/ Transfer Switch	\$ 298,618.00			268,756.00		268,756.00	90%	29,862.00		
293	Process Integration & Control	\$ 1,371,706.00		1,022,339.00			1,022,339.00	75%	349,367.00		
294	Process Valves	\$ 368,967.00		246,437.00		122,530.00	368,967.00	100%	-		
295	Stop Plates & Logs / Slide & Weir Gates	\$ 349,387.00		205,899.00		143,488.00	349,387.00	100%	-		
296	High Speed Blowers & Rotary Lobe Blowers	\$ 299,746.88				269,772.19	269,772.19	90%	29,974.69		
297	Dry Pit Pumps	\$ 66,040.00				59,436.00	59,436.00	90%	6,604.00		
298	Torque Flow Grit Pumps	\$ 26,285.00				23,656.50	23,656.50	90%	2,628.50		
299	Submersible Waste Water Pumps	\$ 210,704.00				189,634.00	189,634.00	90%	21,070.00		
300	Step Screen with Washer Compact	\$ 128,593.49				115,734.14	115,734.14	90%	12,859.35		
301	Mechanical Vortex Grit Chamber	\$ 72,750.00		65,475.00			65,475.00	90%	7,275.00		
302	Grit Sperator Classifier	\$ 68,860.00		66,860.00			66,860.00	97%	2,000.00		
303	Submersible Mixers	\$ 80,885.00				72,797.00	72,797.00	90%	8,088.00		
304	Flexible Membrane Disc Diffuses	\$ 151,200.00				136,080.00	136,080.00	90%	15,120.00		
305	Tertiary Filters	\$ 654,186.38		50,200.00		538,567.66	588,767.66	90%	65,418.72		

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:		17	Application Period:		From	09/01/24	to	09/30/24	Application Date:		09/30/24
A	B		C	D	E	F	G	H	I		
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)			
			(D + E) From Previous Application (\$)	This Period (\$)							
	306	Open Channel UV Treatment	\$ 169,720.00			152,748.00	152,748.00	90%	16,972.00		
	307	Waste Water Samplers	\$ 16,293.00				-	0%	16,293.00		
308	STR 75 Prenegotiated Items						-		-		
	309	Process Integration & Control	\$ 44,606.00				-	0%	44,606.00		
	310	Process Valves	\$ 4,742.00			4,742.00	4,742.00	100%	-		
	311	Submersible Waste Water Pumps	\$ 17,680.00			15,912.00	15,912.00	90%	1,768.00		
	312	Coarse Bubble Diffusers	\$ 12,500.00			11,250.00	11,250.00	90%	1,250.00		
313	Booster Station						-		-		
	314	General Requirements	\$ 4,260.00		1,200.00		1,200.00	28%	3,060.00		
	315	Selective Demolition	\$ 30,610.00		2,500.00		2,500.00	8%	28,110.00		
	316	Sitework	\$ 25,000.00		15,000.00		15,000.00	60%	10,000.00		
	317	Asphalt Pavement	\$ 5,250.00				-	0%	5,250.00		
	318	Seeding	\$ 2,835.00				-	0%	2,835.00		
	319	Concrete	\$ 4,000.00				-	0%	4,000.00		
	320	Masonry	\$ 3,180.00				-	0%	3,180.00		
	321	Metal Fabrications	\$ 5,350.00				-	0%	5,350.00		
	322	Doors and Hardware	\$ 17,700.00	1,127.00			1,127.00	6%	16,573.00		
	323	Painting	\$ 12,350.00				-	0%	12,350.00		
	324	Process Materials	\$ 198,450.00			93,443.91	93,443.91	47%	105,006.09		
	325	Process Labor	\$ 120,750.00				-	0%	120,750.00		
	326	HVAC Equipment	\$ 19,591.00				-	0%	19,591.00		
	327	HVAC Misc. Materials	\$ 2,940.00				-	0%	2,940.00		
	328	HVAC Labor	\$ 18,637.00				-	0%	18,637.00		
	329	HVAC Management	\$ 1,050.00				-	0%	1,050.00		
	330	HVAC Submittals, Pre-Con and Mobilization	\$ 1,102.00	1,000.00			1,000.00	91%	102.00		
	331	Electrical Material	\$ 64,303.00		5,145.00		5,145.00	8%	59,158.00		
	332	Electrical Labor	\$ 44,340.00		3,547.00		3,547.00	8%	40,793.00		
	333	Electrical Lighting and Labor	\$ 12,132.00				-	0%	12,132.00		
	334	Electrical Labor - MCC, Gear & Equipment	\$ 31,615.00		7,903.00		7,903.00	25%	23,712.00		
	335	Horizontal Split Case Centrifugal Pump	\$ 89,425.00			74,596.50	74,596.50	83%	14,828.50		
336	Booster Station Pre-negotiated Items						-		-		
	337	Diesel Engine Drive Generator	\$ 68,019.00			61,217.00	61,217.00	90%	6,802.00		
	338	Instrumentation and Control	\$ 146,342.00				-	0%	146,342.00		
	339	Process Valves	\$ 28,765.00				-	0%	28,765.00		
									-		
									-		
Original Contract Totals			\$ 22,062,937.75	\$ 12,501,317.32	\$ 825,185.62	\$ 2,822,666.09	\$ 16,149,169.03	73%	\$ 5,300,810.13		

**Progress Estimate - Lump Sum Work**

**Contractor's Application for Payment**

Owner:	Waterloo Utilities				Owner's Project No.:			
Engineer:	Town & Country Engineering				Engineer's Project No.:	WW-62		
Contractor:	Portzen				Contractor's Project No.:	23-04		
Project:	2023 Water and Wastewater Improvements							
Contract:	Wastewater Treatment Facility and Water Booster Station							

Application No.:	17	Application Period:	From	09/01/24	to	09/30/24	Application Date:	09/30/24
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A	B	C	D	E	F	G	H	I
Item No.	Description	Scheduled Value (\$)	Work Completed		Materials Currently Stored (not in D or E) (\$)	Work Completed and Materials Stored to Date (D + E + F) (\$)	% of Scheduled Value (G / C) (%)	Balance to Finish (C - G) (\$)
			(D + E) From Previous Application (\$)	This Period (\$)				
<b>Change Orders</b>								
	Change Order #1	188,613.00	131,531.00	28,850.00		160,381.00	85%	28,232.00
						-		-
						-		-
						-		-
						-		-
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<b>Change Order Totals</b>		<b>\$ 188,613.00</b>	<b>\$ 131,531.00</b>	<b>\$ 28,850.00</b>	<b>\$ -</b>	<b>\$ 160,381.00</b>	<b>85%</b>	<b>\$ 28,232.00</b>
<b>Original Contract and Change Orders</b>								
<b>Project Totals</b>		<b>\$ 22,251,550.75</b>	<b>\$ 12,632,848.32</b>	<b>\$ 854,035.62</b>	<b>\$ 2,822,666.09</b>	<b>\$ 16,309,550.03</b>	<b>73%</b>	<b>\$ 5,329,042.13</b>

## Contractor's Application for Payment

Unit Price



# Progress Estimate - Unit Price Work

# Contractor's Application for Payment

Owner:	Waterloo Utilities	Owner's Project No.:	
Engineer:	Town & Country Engineering	Engineer's Project No.:	WW-62
Contractor:	Portzen	Contractor's Project No.:	23-04
Project:	2023 Water and Wastewater Improvements		
Contract:	Wastewater Treatment Facility and Water Booster Station		

Application No.:	17	Application Period:	From	09/01/24	to	09/30/24	Application Date:	09/30/24
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A	B	C	D	E	F	G	H	I	J	K	L				
Bid Item No.	Description	Contract Information				Work Completed		Materials Currently Stored (not in G) (\$)	Work Completed and Materials Stored to Date (H + I) (\$)	% of Value of Item (J / F) (%)	Balance to Finish (F - J) (\$)				
		Item Quantity	Units	Unit Price (\$)	Value of Bid Item (C X E) (\$)	Estimated Quantity Incorporated in the Work	Value of Work Completed to Date (E X G) (\$)								
Change Orders															
					-		-		-		-				
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Change Order Totals					\$	-	\$	-	\$	-	\$	-			
Original Contract and Change Orders															
Project Totals					\$	158,400.00	\$	34,376.50	\$	-	\$	34,376.50	22%	\$	124,023.50

# Stored Materials Summary

# Contractor's Application for Payment

<b>Owner:</b> Waterloo Utilities <b>Engineer:</b> Town & Country Engineering <b>Contractor:</b> Portzen <b>Project:</b> 2023 Water and Wastewater Improvements <b>Contract:</b> Wastewater Treatment Facility and Water Booster Station						<b>Owner's Project No.:</b> <b>Engineer's Project No.:</b> WW-62 <b>Contractor's Project No.:</b> 23-04						
<b>Application No.:</b> 17		<b>Application Period:</b>		<b>From</b> 09/01/24	<b>to</b> 09/30/24	<b>Application Date:</b> 09/30/24						
A	B	C	D	E	F	Materials Stored			Incorporated in Work			M
Item No. (Lump Sum Tab) or Bid Item No. (Unit Price Tab)	Supplier Invoice No.	Submittal No. (with Specification Section No.)	Description of Materials or Equipment Stored	Storage Location	Application No. When Materials Placed in Storage	Previous Amount Stored (\$)	Amount Stored this Period (\$)	Amount Stored to Date (G+H) (\$)	Amount Previously Incorporated in the Work (\$)	Amount Incorporated in the Work this Period (\$)	Total Amount Incorporated in the Work (J+K) (\$)	Materials Remaining in Storage (I-L) (\$)
263	P000014525		Materials ready for shipment	CST	9		95,817.00	95,817.00		95,817.00	95,817.00	-
								-			-	-
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								-			-	-
<b>Totals</b>						\$ -	\$ 95,817.00	\$ 95,817.00	\$ -	\$ 95,817.00	\$ 95,817.00	\$ -

## City of Waterloo Project Tracking - Budget & Funding Allocations

A. Municipality City of Waterloo	B. Project Number WW-47/49/55/56/62/65	C. Date 9/30/2024	D. Type of Request (Partial or Final) Partial	E. Request Number 19	
Budget Allocations	Budget Amount	Amount Previously Requested	This Claim	Claimed to Date	Percent of Budget
E1 Land & Rights	\$60,000.00	\$45,680.93	\$0.00	\$45,680.93	76.1%
E2 Legal Services	\$10,000.00	\$340.00	\$0.00	\$340.00	3.4%
E3 Engineering - Design	\$1,060,100.00	\$1,055,342.57	\$0.00	\$1,055,342.57	99.6%
E4 Engineering - Construction Admin	\$858,300.00	\$334,260.00	\$19,100.00	\$353,360.00	41.2%
E5 Engineering - Inspections	\$570,800.00	\$282,895.74	\$14,910.00	\$297,805.74	52.2%
E6 Engineering - Additional Services	\$25,000.00	\$12,269.26	\$0.00	\$12,269.26	49.1%
E7 Development	\$15,878,600.00	\$14,645,847.36	\$25,835.92	\$14,671,683.28	92.4%
E8 Bond Counsel	\$52,500.00	\$17,000.00	\$0.00	\$17,000.00	32.4%
E9 Interim Financing Interest	\$1,438,000.00	\$624,533.20	\$0.00	\$624,533.20	43.4%
E10 Other - Administrative/RD Coordination	\$27,500.00	\$26,148.02	\$0.00	\$26,148.02	95.1%
E11 Contingency	\$1,133,200.00	\$9,837.00	\$0.00	\$9,837.00	0.9%
Supplemental Funding	\$6,176,742.00	\$108,156.15	\$754,936.59	\$863,092.74	14.0%
<b>Total Costs</b>	<b>\$27,290,742.00</b>	<b>\$17,162,310.23</b>	<b>\$814,782.51</b>	<b>\$17,977,092.74</b>	<b>65.9%</b>
<b>Funding Sources</b>					
1. City Contribution Amount	\$0.00	\$0.00	\$0.00	\$0.00	
2. USDA Loan Amount	\$17,114,000.00	\$17,054,154.08	\$59,845.92	\$17,114,000.00	100.0%
3. USDA Grant Amount	\$4,000,000.00	\$0.00	\$0.00	\$0.00	0.0%
4. Supplemental Funding	\$6,176,742.00	\$108,156.15	\$754,936.59	\$863,092.74	14.0%
<b>Total Funding</b>	<b>\$27,290,742.00</b>	<b>\$17,162,310.23</b>	<b>\$814,782.51</b>	<b>\$17,977,092.74</b>	<b>65.9%</b>



Engineer

9/30/2024

Date

Rural Development

Date

Owner

Date

Notes:

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

## Monthly Report

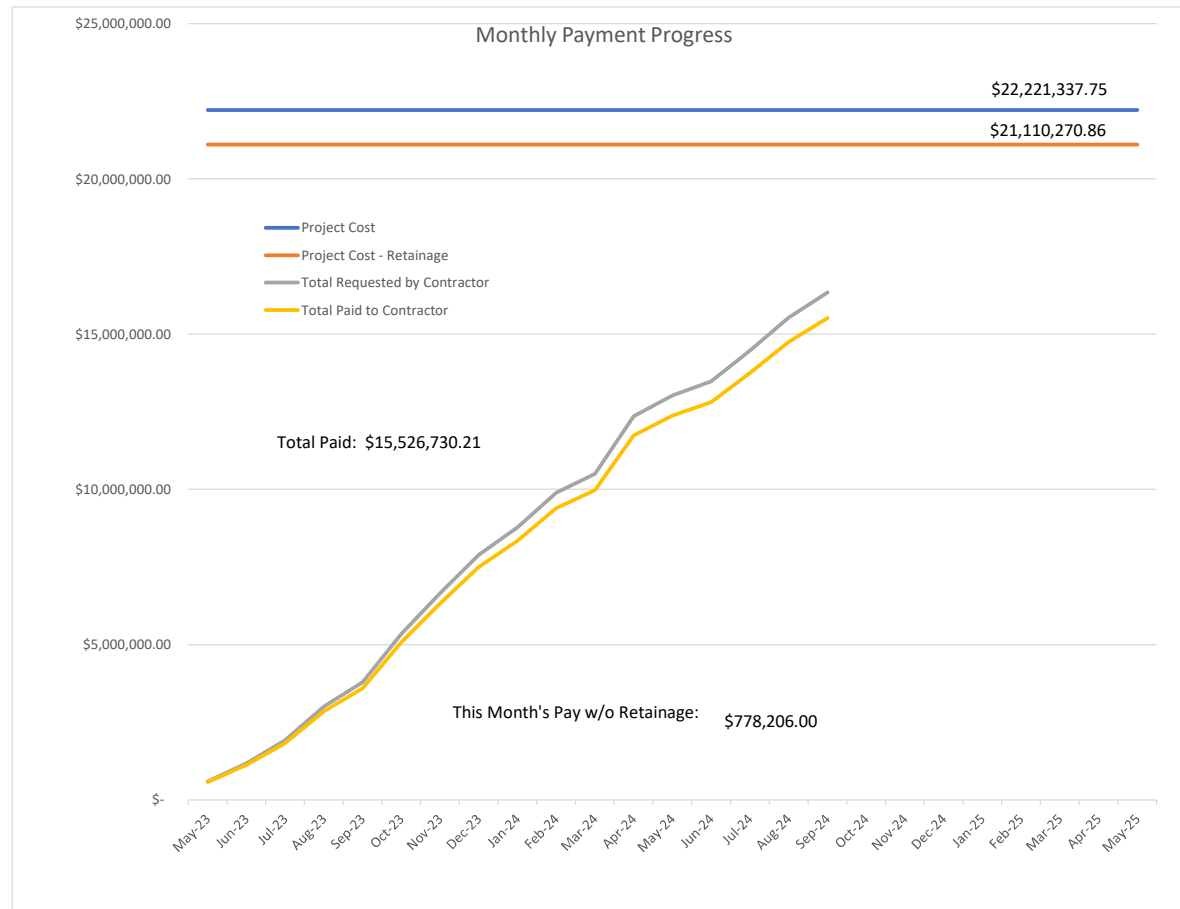
General Construction Activities by Structure			
Structure	Activity		
05 - Site	<ul style="list-style-type: none"> <li>- Ductbank K complete</li> <li>- Pipes 82A and B installed</li> <li>- Manholes N and O adjuster rings and castings set</li> </ul>		
Vac Dump	- Complete		
10	<ul style="list-style-type: none"> <li>- Caulking complete</li> <li>- Trim around attic access installed</li> <li>- Pipe labeling in progress</li> </ul>		
20			
25	<ul style="list-style-type: none"> <li>- Caulking complete</li> <li>- SS solenoid valves installed on step screen</li> <li>- Conduit work in progress</li> </ul>		
30	<ul style="list-style-type: none"> <li>- Guardrails installed</li> <li>- Mixer guiderails in 2 basins</li> <li>- Recycle pump guiderails</li> </ul>		
35	<ul style="list-style-type: none"> <li>- Roof replaced</li> <li>- HVAC units installed</li> </ul>		
40			
45			
50	<ul style="list-style-type: none"> <li>- Blower piping partly installed</li> <li>- Roof replaced</li> <li>- HVAC units installed</li> </ul>		
55			
60			
65			
70	<ul style="list-style-type: none"> <li>- Valves painted</li> <li>- All diffusers successfully started up</li> <li>- electrical conduit work in progress</li> </ul>		
75			
Booster Station	<ul style="list-style-type: none"> <li>- Generator pad poured</li> <li>- Bollards and sonotubes set in place and filled</li> <li>- Knockout wall removed</li> <li>- MCC housekeeping pad</li> <li>- Chemical room door replaced</li> </ul>		
Contractors/Firms On-Site		This Month's Work Change Directives	
Portzen Construction (General Contractor)			
Pieper Power (Electrical)			
Dubuque Plumbing & Heating (Plumbing)			
Grote (Painting)			
JT Ramm (Roofing)		<b>Monthly Total:</b>	\$0
Thermo Dynamics (HVAC)			
		<b>Project Total</b>	\$188,613
RFI's/Clarifications/Issues			
<ul style="list-style-type: none"> <li>- Rural Development Loan closing in November, loan resolutions to be signed at City Council meeting on 10/17</li> <li>- Rural Development tour of treatment plant on 10/9/2024 at 10 AM</li> </ul>			
Significant Meetings			
Date	Topic	Participants	Action Items
9/26/2024	Monthly Construction Meeting	Waterloo Utilities, T&C, Portzen, DPH	

Anticipated Work Next Month	
Structure	Activity
Site	- Rough grading
Vac Dump	- Complete
10	- Temporary heating in the new area - Baseboard around cabinets
20	- Exterior grating
25	
30	- Startup diffusers
35	
40	
45	
50	- Air piping - Painting of pipes and ceiling - Begin hanging cable trays
55	
60	- Gate modifications
65	
70	
75	- Start
Booster	- Set MCC and generator



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

**Monthly Payment Progress**



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

### Monthly Progress Pictures



Str. 35 - New Roof



Str. 70 - Diffuser Grid



Site - WWTF Generator



Booster Station - Generator Pad





Site Progress





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) NFP

CONTACT NAME: Steve Parker

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

EMAIL ADDRESS: Roofguy835@gmail.com

NAME OF EVENT: SPOOKTACULAR - 2024

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

PURPOSE OF EVENT: Community Event

DATE OF EVENT: October 26, 2024

EVENT HOURS: 9 AM - 4 PM SET UP HOURS 8 AM BREAKDOWN 4 PM

DESCRIPTION OF EVENT: Vendors, Hayrides, Downtown Trick/Trunk or Treat

SITE/ADDRESS FOR EVENT (list if multiple locations) Downtown and Veterans Park Same Template as Last Year

PROJECTED ATTENDANCE: 1500+ PAST ATTENDANCE: 1500+

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 15-20

RAIN POLICY: Make Changes as Necessary

DATE APPLICATION MADE September 23, 2024

**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 On File 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.

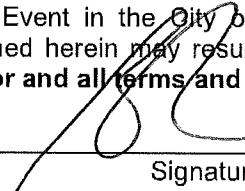
**LIABILITY WAIVER:**

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

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

September 22, 2024  
\_\_\_\_\_  
Date

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN NINETY DAYS (90) PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street**, Waterloo, WI. 53594. A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Clerk's Office to complete the section below:

Cc:

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

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

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

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

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

\_\_\_\_\_ Waterloo Utilities

**Fee for Profit Events = \$50.00 per event.**

***Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.***

**Fee Paid:** \_\_\_\_\_

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

**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

*ON FILE w/City*

## SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: SPOOKTACULAR 2024

DATE (S) OF EVENT: October 26, 2024 HOURS: 9 AM - 4 PM

LOCATION/PROPERTY: Downtown and Veterans Park

### **SAFETY PROCEDURES:**

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

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

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

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

Will WPD officers be required? YES ☒ NO

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

2) What are your plans for medical assistance? 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: Steve Parker phone # 608-575-9095

2) What time will set up begin: 8 AM

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

4) Estimated time for clean up after event: 4 PM

### **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 Free Event to Public

(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 \_\_\_\_\_ Hi Energy DJ \_\_\_\_\_  
\_\_\_\_\_

2) Describe other entertainment / activities planned for your event: \_\_\_\_\_  
Vendors, Face Painting, Hayrides, etc.

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: Back of Cul-de-Sac - S. Monroe Street \_\_\_\_\_

Location of placement: Same Amount needed Same

Date barricades needed 10/25 pm Time of placement 10/26 am

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 Veterans Park Entertainer name Hi Energy DJ

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

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

Location: \_\_\_\_\_ Entertainer name \_\_\_\_\_

Waterloo, WI

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) South end Bridge to Bridge on E & W Madison St. City Hall to Cul-de-Sac on N. & S. Monroe Street

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

Date: 10-26-2024 Time: 9 AM - 4 PM

5) Will picnic tables be needed YES NO

Location Veterans Park Amount 3-4

Date needed: 10-26-2024 Time needed 9 AM - 4 PM

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

Where do you want them placed? Veterans Park

Name of disposal company if other than the City: Personal dumpster @ 144 W. Madison, Street

Where will dumpster be place: In place at present 144 W. Madison St.

Waterloo, WI

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)  
09/04/2024

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).

PRODUCER	CONTACT NAME: Tim Haldiman	
Service Insurance Agency	PHONE (A/C, No. Ext):	FAX (A/C, No):
PO BOX 173	E-MAIL ADDRESS: tim@serviceinsurance.us	
Waterloo WI 53594	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: West Bend Mutual	
INSURED	INSURER B:	
Waterloo Business Association	INSURER C:	
W10788 County Road I	INSURER D:	
Reeseville WI 53579	INSURER E:	
	INSURER F:	

## COVERAGES

CERTIFICATE NUMBER:

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"/> COMMERCIAL GENERAL LIABILITY			B804249	09/04/2024	09/04/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ excluded				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> AUTOS ONLY						\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
	<input type="checkbox"/> CLAIMS-MADE						\$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

## CERTIFICATE HOLDER

## CANCELLATION

City of Waterloo 136 N Monroe St. 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 

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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) NFP

CONTACT NAME: Steve Parker

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

EMAIL ADDRESS: Roofguy835@gmail.com

NAME OF EVENT: BEER, WINE & CHEESE CRAWL - 2024

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

PURPOSE OF EVENT: Community Event

DATE OF EVENT: November 6, 2024 November 16, 2024

EVENT HOURS: 10 AM - 3 PM    SET UP HOURS 9 AM    BREAKDOWN 3 PM

DESCRIPTION OF EVENT: Downtown stops for Beer/Wine/Cheese and food inside Downtown Businesses (Mimics Wine Walk)

SITE/ADDRESS FOR EVENT (list if multiple locations) Downtown Businesses

PROJECTED ATTENDANCE: 150 +/-    PAST ATTENDANCE: N/A

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 3-5

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE September 23, 2024

**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, On File 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:**

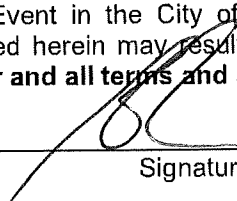
I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we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

WBA VP

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

  
\_\_\_\_\_  
Signature

September 22, 2024

\_\_\_\_\_  
Date

THIS APPLICATION, WITH A DETAILED SITE PLAN ATTACHED, AND ANY OTHER APPLICABLE DOCUMENTS AS OUTLINED HEREIN, MUST BE REMITTED TO THE CLERK'S OFFICE NO LATER THAN NINETY DAYS (90) PRIOR TO THE OPENING DAY OF THE EVENT. Application received late or incomplete may be denied. Direct mail to the **City Clerk, City of Waterloo, 136 N. Monroe Street, Waterloo, WI. 53594.** A copy of the application will then be forwarded to the appropriate committees and or Departments for consideration of approval, denial, and scheduling.

Date application received: \_\_\_\_\_ Received by: \_\_\_\_\_

Clerk's Office to complete the section below:

Cc:

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

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

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

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

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

\_\_\_\_\_ Waterloo Utilities

**Fee for Profit Events = \$50.00 per event.**

***Fee is WAIVED for events held or sponsored by educational, charitable, nonprofit, or religious organizations when the proceeds are devoted to the purposes of such organization.***

**Fee Paid:** \_\_\_\_\_

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

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

## Attachment 1

### CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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

ON FILE w/City

## SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: BEER, WINE & CHEESE CRAWL - 2024

DATE (S) OF EVENT: ~~November 6, 2024~~ November 16, 2024 HOURS: 10 AM - 3 PM

LOCATION/PROPERTY: Downtown Businesses (Inside)

### **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: Steve Parker phone # 608-575-9095

2) What time will set up begin: 9 AM

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

4) Estimated time for clean up after event: 3 PM

### **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? Included with entry fee

4) What does the Sponsor intend to do with any revenue over and above the expenditures? \_\_\_\_\_  
Support Community and other local organizations

**(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 Hi Energy DJ  
\_\_\_\_\_

2) Describe other entertainment / activities planned for your event: \_\_\_\_\_  
Beer, Wine and Cheese tasting inside pre-described downtown businesses

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: \_\_\_\_\_

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 Veterans Park Entainer name Hi Energy DJ

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

# Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ \_\_\_\_\_

Application Date: 09/22/2024

☐ Town ☐ Village ☒ City of WATERLOO

County of JEFFERSON

The named organization applies for: (check appropriate box(es).)

- ☒ A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.  
☒ A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 11/06/2024 11/16/2024 and ending 11/06/2024 11/16/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

## 1. Organization (check appropriate box) →

- ☐ Bona fide Club ☐ Church ☐ Lodge/Society  
☐ Veteran's Organization ☐ Fair Association or Agricultural Society  
☒ Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name WATERLOO BUSINESS ASSOCIATION

(b) Address P.O. BOX 84 WATERLOO, WI 53594  
(Street)

☐ Town ☐ Village ☒ City

(c) Date organized 03/01/2021

(d) If corporation, give date of incorporation \_\_\_\_\_

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box: ☒

(f) Names and addresses of all officers:

President SAMANTHA HENSLER

Vice President STEVE PARKER

Secretary LEE COLUMBUS

Treasurer BEN REIGEL

(g) Name and address of manager or person in charge of affair: SAMANTHA HENSLER

## 2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number INSIDE VARIOUS DOWNTOWN BUSINESS ALONG A PREDESCRIBED LIST OF LOCATIONS

(b) Lot \_\_\_\_\_ Block \_\_\_\_\_

(c) Do premises occupy all or part of building? \_\_\_\_\_

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: \_\_\_\_\_

## 3. Name of Event

(a) List name of the event BEER/WINE.CHEESE CRAWL - 2024

(b) Dates of event 11/06/2024 11-16-2024

## DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer [Signature]  
(Signature / Date)

WBA.  
(Name of Organization)

Date Filed with Clerk 09/23/2024

Date Reported to Council or Board \_\_\_\_\_

Date Granted by Council \_\_\_\_\_

License No. \_\_\_\_\_



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/04/2024

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).

PRODUCER	CONTACT NAME: Tim Haldiman		
Service Insurance Agency	PHONE (A/C, No, Ext):	FAX (A/C, No):	
PO BOX 173	E-MAIL ADDRESS: tim@serviceinsurance.us		
Waterloo WI 53594	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: West Bend Mutual		
INSURED	INSURER B:		
Waterloo Business Association	INSURER C:		
W10788 County Road I	INSURER D:		
Reeseville WI 53579	INSURER E:		
	INSURER F:		

## COVERAGES

CERTIFICATE NUMBER:

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"/> COMMERCIAL GENERAL LIABILITY			B804249	09/04/2024	09/04/2025	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
			MED EXP (Any one person) \$ excluded				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 1,000,000
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 1,000,000
	OTHER:						\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY	<input type="checkbox"/> NON-OWNED AUTOS ONLY					PROPERTY DAMAGE (Per accident) \$
	<input type="checkbox"/> AUTOS ONLY						\$
	UMBRELLA LIAB	<input type="checkbox"/> OCCUR					EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					AGGREGATE \$
	DED <input type="checkbox"/> RETENTION \$						\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						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)

## CERTIFICATE HOLDER

## CANCELLATION

City of Waterloo 136 N Monroe St. 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>April Schuch</i>

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# 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 4 <sup>th</sup> ) 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](#)