



136 North Monroe Street  
Waterloo, WI 53594  
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**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, February 6, 2025 – 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: January 16, 2025
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
  - a. 01/21/2025 CDA
  - b. 01/22/2025 Library Board
  - c. 01/27/2025 Fire/EMS Meeting
  - d. 01/28/2025 Plan Commission Meeting – Cancelled
  - e. 02/04/2025 Water & Light Commission
  - f. 02/05/2025 Parks Commission
  - g. 02/06/2025 Public Safety & Health
  - h. 02/06/2025 Public Works & Property
- 5.) NEW BUSINESS -none
  - a. RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
    - a. CDA
      - i. Annual Report
    - b. Waterloo Water & Light
      - i. Portzen Pay #20 - action
      - ii. City of Waterloo Project Tracking Budget and funding Allocations for Wastewater Remodel - informational
      - iii. Town & Country Update -informational
      - iv. 2025-01 Ordinance §340-27 Amending Collection of Bills in Arrears
      - v. 2025-08 Resolution Approving Town & Country for 2031 State Hwy 19 Project
    - c. Public Health and Safety
      - i. Trek Events
        1. Collegiate Race
        2. Trek 100
      - ii. Waterloo Business Association
        1. Wine Walk
        2. Wiener & Kraut Day
        3. Spooktacular
- 6.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7.) ADJOURNMENT

Jeanne Ritter  
Clerk/Deputy Treasurer

Posted & Emailed: 02/04/2025.

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: January 16, 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, A. Kuhl, C. Kuhl, Weihert, Haseleu, Griffin, and Thomas. Others attending in-person: Police Chief Sorenson; DPW Yerges; Fire Chief Benisch; Lt. Warner; Librarian Mountford; Clerk Ritter; L. Cotting, Susan McDermott, T. Beck, P. Beck, I. Maqbool, and WLOO Videographers.
- 2) MEETING MINUTES APPROVAL: January 2, 2024 [Cummings/A. Kuhl] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT –
- 4) MEETING SUMMARIES (since last Council meeting)
  - a. 01/07/2025 Waterloo Water & Light Commission
  - b. 01/08/2025 Cable Television Board Meeting Motion to move all Cable discussion to 4b. [Kuhl/Weihert] VOICE VOTE: Motion carried.
  - c. 01/15/2025 Board of Zoning Appeals - cancelled
  - d. 01/16/2025 Finance Committee Meeting
- 5) CONSENT AGENDA ITEMS Motion [Cummings/A. Kuhl] VOICE VOTE: Motion carried.
  - a. December 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
- 1) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a) Finance, Insurance and Personnel
    - (1) December 2024 Financial Statements: Payroll \$109,873.18, General Disbursements \$311,463.18 and Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion[Thomas/Cummings] ROLL CALL Y-7 N-0 Motion carried.
    - (2) Resolution 2025-02 Pedestrian Bridge in Waterloo Parks begin Design Services (approx. \$4,900.) Motion to proceed with design services. [Thomas/Griffin] ROLL CALL Y-7 N-0 Motion carried.
    - (3) Parks request for Remainder of Library Unused Furnace Budget dollars. Deferred until Furnaces are installed at the Library. [Thomas/C. Kuhl] Motion carried.
    - (4) Resolution 2025-03 Accepting New Fee Schedule for Park Rates and Fees Motion to accept Feb. 1
  - b) Waterloo Cable
    - i) Cable Updates and Station Issues Review of current updates status for the cable station. Both 991 and 992 are not functioning properly currently. More to come on this.
  - c) Water & Light
    - i) Portzen Pay #19 – Motion [Cummings/A. Kuhl] Yes -7 No 0. ROLL CALL: Y-7 N-0 Motion carried.
    - ii) City of Waterloo Project Tracking Budget and Funding Allocations for Wastewater Remodel - informational
    - iii) Town & Country Update – informational
    - iv) 2025-01 Ordinance §340-27 Amending Collection of Bills in Arrears deferred until next meeting. Motion [Thomas/C. Kuhl] VOICE VOTE: Motion carried.
- 1.) NEW BUSINESS
  - a. Liquor License Request 300 W Madison St. Waterloo Motion [Cummings/Weihert] VOICE VOTE: Motion carried.
  - b. Resolution 2025-04 Purchase of New DPW Ford 550 Truck. (budget item) Motion [C. Kuhl/Cummings] ROLL CALL: Y-7 No-0 Motion carried.
  - c. Resolution #2025-05 New Library Board Member Susan McDermott Motion [Thomas/Griffin] ROLL CALL: Y-7 No-0 Motion carried.
- 6) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 7) ADJOURNMENT [C. Kuhl/Cummings] VOICE VOTE: Motion carried.7:43pm.

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

# Community Development Authority

## *Ordinance #2019-03- Community Development Authority Composition and Procedures*

*3 Alderpersons (Appointed annually)*

*4 Non-Council Members- 4 Year Term*

*Chair Elected Annually*

Jodie Haseleu (Council Representative) 2024-2025  
332 Washington Street  
(920) 988-3233  
[Alder4-5@waterloowi.us](mailto:Alder4-5@waterloowi.us)

Austin Kuhl (Council Representative) 2024-2025  
470 Riverside Drive  
[alder2@waterloowi.us](mailto:alder2@waterloowi.us)  
(920) 988-1039

Charles Kuhl (Council Representative) 2024-2025  
467 Cleveland Street  
(920) 988-9153  
[alderatlarge@waterloowi.us](mailto:alderatlarge@waterloowi.us)

Jennifer Zimmermann 2021-2025  
270 Knowlton Street  
(920) 988-5525  
[jennifer@joranicocosmetics.com](mailto:jennifer@joranicocosmetics.com)  
(to fill Sharpe Term)

Janae O' Connell (Chair) 2021-2025  
499 McKay Way  
(708) 217-6875  
[jannaeloconnell@gmail.com](mailto:jannaeloconnell@gmail.com)

Michelle Soter 2022-2026  
500 Cleveland Street  
(608) 333-3788  
[michellesoter@gmail.com](mailto:michellesoter@gmail.com)

Sean Empey 2024-2028  
207 Anna St  
(608) 370-9299  
[empeysm@gmail.com](mailto:empeysm@gmail.com)

Brian Henning (School District Liason: non-voting)  
865 N Monroe Street  
(920) 478-3633 Ext#4501  
[henningb@waterloo.k12.wi.us](mailto:henningb@waterloo.k12.wi.us)

Approved 4/18/2024

# **2024 COMMUNITY DEVELOPMENT AUTHORITY ANNUAL REPORT**

## **COMPOSITION & ORGANIZATION:**

Chairperson: Jennifer Zimmermann

Vice Chairperson: Jodie Haseleu

[NOTE: A roster is attached for reference.]

The Community Development Authority (“CDA”) met once a month in 2024 except December. Meetings were held in the Council Chambers. The Clerk/Treasurer provided staff support. Everett Butzine from Mad Rep was the Economic Developer.

## **POWERS AND DUTIES:**

As granted by Chapter 35 of the municipal code, the CDA shall have all powers and duties in §§ 66.1333 Wis. Stats. (Operating as a Redevelopment Authority for the purposes of blight elimination and slum clearance). Furthermore, it shall have all powers and duties in §§ 66.1201 Wis. Stats. (Run municipal housing projects; none currently). The CDA also has the powers, duties and functions related to community development as are conferred upon it by the Common Council. These most recent ordinance changes have assigned authority relating to Tax Incremental Finance to the CDA.

## **GOALS & OBJECTIVES:**

CDA received monthly reports reporting on its goals and objectives.

## **ACTIVITIES:**

1. Duquaine Development - N Monroe and Clarkson Rd. The developer is still looking into other funding sources or additional dollars from the City.
2. Downtown Development Plan – Discussions regarding kick starting more interest in the downtown area.
3. 333 Portland Road. Interested in property development, but nothing has been submitted.
4. Blight Removal. In 2024 Public Health and Safety took over the blight list.
5. Facade Grants - 2 grants dispersed. 134 E Madison and 135 W Madison. Total amount \$ 6,975.00.
6. Maunisha Business Center. During 2024 the building was rented for yoga, art studio and stain glass sales.
7. Financial Activity and Fund 600 (Community Development Authority). Revenues and expenses for the CDA are segregated to Fund 600. The CDA was presented with monthly financial statements for this fund as well as Funds 412, 413 and 414 (the three tax incremental finance district funds).
8. BID District – UW Extension was in to talk about pros and cons of district. No interest from the Business Association at this time. Not moving forward



9. Industrial Utility Study – Town and Country did the study. CDA paid \$1,550.70 for study out of CDA funds (600). New Hwy needed to fulfill larger picture.
10. Mad Rep – Supplied Economic Report and Property Inventory Project information. The contract was not renewed for 2025.
11. The 2024 year-end fund balance for Fund 600 (CDA) is: \$41,537.54.

**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>20</u>	<b>Application Date:</b> <u>1/31/2025</u>
<b>Application Period:</b> <b>From</b> <u>1/1/2025</u>	<b>to</b> <u>1/31/2025</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)	\$ 18,184,906.94
5. Retainage	
a. <u>5%</u> X <u>\$ 15,430,021.85</u> Work Completed	\$ 771,501.09
b. <u>5%</u> X <u>\$ 2,754,885.09</u> Stored Materials	\$ 137,744.25
c. Total Retainage (Line 5.a + Line 5.b)	\$ 909,245.34
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 17,275,661.60
7. Less previous payments (Line 6 from prior application)	\$ 16,687,762.57
8. Amount due this application	\$ 587,899.03
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 4,225,043.81

**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;

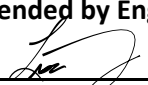
(2) Title to all Work, materials and equipment incorporated in said Work, or otherwise listed in or covered by this Application for Payment, will pass to Owner at time of payment free and clear of all liens, security interests, and encumbrances (except such as are covered by a bond acceptable to Owner 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>1/31/2025</u>

<b>Recommended by Engineer</b>	<b>Approved by Owner</b>
<b>By:</b> 	<b>By:</b> _____
<b>Title:</b> <u>Project Engineer</u>	<b>Title:</b> _____
<b>Date:</b> <u>2/3/2025</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.:		20	Application Period:		From	01/01/25	to	01/31/25	Application Date:		01/31/25
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	165,000.00	2,000.00			167,000.00	92%	13,698.00		
4	Project Management	\$ 466,830.00	419,600.00	7,000.00			426,600.00	91%	40,230.00		
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	12,300.00				12,300.00	96%	512.00		
8	Job trailer	\$ 17,325.00	16,000.00				16,000.00	92%	1,325.00		
9	Trash Disposal	\$ 31,500.00	26,527.00	1,500.00			28,027.00	89%	3,473.00		
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	1,000.00			24,600.00	94%	1,650.00		
13	Project Sign	\$ 1,575.00	1,575.00				1,575.00	100%	-		
14	Lodging	\$ 196,350.00	181,600.00	5,000.00			186,600.00	95%	9,750.00		
15	Temp. Utilities	\$ 105,000.00	84,500.00	5,000.00			89,500.00	85%	15,500.00		
16	Cleaning Site and Building	\$ 45,990.00	28,500.00	3,000.00			31,500.00	68%	14,490.00		
17	Equipment Rental	\$ 175,600.00	154,650.00	7,500.00			162,150.00	92%	13,450.00		
18	SITEWORK						-		-		
19	Selective Demolition	\$ 241,105.00	178,298.00	10,000.00			188,298.00	78%	52,807.00		
20	Site Demo	\$ 114,251.00	38,866.00	10,000.00			48,866.00	43%	65,385.00		
21	Erosion Control	\$ 5,250.00	4,520.00				4,520.00	86%	730.00		
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	Asphalt 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	122,900.00				122,900.00	77%	36,986.00		
29	Building Excavation and Backfill	\$ 190,756.00	165,708.00	20,048.00			185,756.00	97%	5,000.00		
30	Sanitary Systems	\$ 1,515,690.00	1,178,566.88	90,000.00	158,764.00		1,427,330.88	94%	88,359.12		
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	133,995.00		15,782.50		149,777.50	70%	64,266.50		
33	Site Air Piping	\$ 245,980.00	239,096.00	2,500.00			241,596.00	98%	4,384.00		
34	Landscaping WWTF	\$ 46,550.00					-	0%	46,550.00		
35	CONCRETE						-		-		
36	Concrete	\$ 938,579.00	899,653.00	10,000.00			909,653.00	97%	28,926.00		
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	21,085.82				21,085.82	87%	3,181.18		
49	Metal Fabrications	\$ 110,144.00	94,730.34	4,000.00			98,730.34	90%	11,413.66		
50	Guard & Hand Rail	\$ 170,313.00	161,797.78				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.: 20		Application Period: From		01/01/25 to		01/31/25		Application Date: 01/31/25	
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	6,500.00		370,635.00	96%	14,037.00	
52	Labor to install	\$ 229,145.00	184,145.00	15,000.00		199,145.00	87%	30,000.00	
53	Access Hatches	\$ 12,600.00			10,000.00	10,000.00	79%	2,600.00	
54	CARPENTRY					-		-	
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	121,000.00	2,500.00		123,500.00	95%	7,046.00	
58	Finish Carentry	\$ 5,386.00				-	0%	5,386.00	
59	THERMAL & MOISTURE					-		-	
60	Dampproofing & Joint Sealants	\$ 78,250.00	73,317.00			73,317.00	94%	4,933.00	
61	Thermal Insulation	\$ 21,854.00	21,854.00			21,854.00	100%	-	
62	Weather barrier	\$ 5,250.00	5,250.00			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	7,954.00			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	41,764.00			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	DOORS & WINDOWS					-		-	
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	21,817.00			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	10,000.00			10,000.00	69%	4,490.00	
83	Attic Access	\$ 5,250.00	4,900.00			4,900.00	93%	350.00	
84	FINISHES					-		-	
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	693.00			693.00	100%	-	
89	Painting	\$ 469,740.00	391,340.00			391,340.00	83%	78,400.00	
90	SPECIALTIES	\$ 13,681.00	1,240.95		7,582.36	8,823.31	64%	4,857.69	
91	FURNISHINGS					-		-	
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	MECHANICAL					-		-	
98	Plumbing& Process Project Management	\$ 126,000.00	61,792.00	2,783.00		64,575.00	51%	61,425.00	
99	STRUCTURE 10:					-		-	
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.:		20	Application Period:		From	01/01/25	to	01/31/25	Application Date:		01/31/25
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	45,675.00			45,675.00	93%	3,675.00			
123	Plumbing Insulation Material	\$ 3,555.00	3,555.00			3,555.00	100%	-			
124	Plumbing Insulation Labor	\$ 2,703.00	2,575.00			2,575.00	95%	128.00			
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	2,241.00			2,241.00	100%	-			
132	HVAC Insulation Labor	\$ 1,839.00	1,839.00			1,839.00	100%	-			
133	STRUCTURE 30					-		-			
134	Process Materials	\$ 89,250.00	88,305.00	945.00		89,250.00	100%	-			
135	Process Labor	\$ 140,700.00	116,162.00	24,538.00		140,700.00	100%	-			
136	STRUCTURE 35:					-		-			
137	Plumbing/ Process Materials	\$ 5,250.00	3,675.00			3,675.00	70%	1,575.00			
138	Plumbing/Process Labor	\$ 1,050.00	525.00			525.00	50%	525.00			
139	HVAC Sheet Metal	\$ 5,250.00	4,200.00			4,200.00	80%	1,050.00			
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	22,575.00			22,575.00	87%	3,281.00			
143	HVAC Management	\$ 2,625.00	1,050.00			1,050.00	40%	1,575.00			
144	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	3,675.00			3,675.00	58%	2,625.00			
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	58,250.00	115,500.00	114,616.90	288,366.90	96%	10,883.10			
152	Plumbing/Process Labor	\$ 893,231.00	391,808.00	328,125.00		719,933.00	81%	173,298.00			

**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.:	20	Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25
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	2,440.00			2,440.00	100%	-
154	Plumbing Insulation Labor	\$ 1,730.00	1,730.00			1,730.00	100%	-
155	HVAC Sheet Metal	\$ 9,450.00	6,300.00			6,300.00	67%	3,150.00
156	HVAC Misc. Materials	\$ 9,923.00	1,050.00			1,050.00	11%	8,873.00
157	HVAC Equipment Rental	\$ 3,150.00				-	0%	3,150.00
158	HVAC Labor	\$ 64,776.00	34,650.00			34,650.00	53%	30,126.00
159	HVAC Management	\$ 2,625.00				-	0%	2,625.00
160	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	3,675.00			3,675.00	29%	8,925.00
161	HVAC Insulation Materials	\$ 1,120.00	1,120.00			1,120.00	100%	-
162	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-
163	<b>STRUCTURE 55</b>					-		-
164	Plumbing/Process Materials	\$ 168,000.00	168,000.00			168,000.00	100%	-
165	Plumbing/Process Labor	\$ 115,500.00	115,500.00			115,500.00	100%	-
166	Plumbing Insulation Materials	\$ 1,837.00	1,837.00			1,837.00	100%	-
167	Plumbing Insulation Labor	\$ 1,405.00	1,405.00			1,405.00	100%	-
168	HVAC Sheet Metal	\$ 12,600.00	12,600.00			12,600.00	100%	-
169	HVAC Vent, Stands	\$ 6,300.00	6,300.00			6,300.00	100%	-
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	1,120.00			1,120.00	100%	-
176	HVAC Insulation Labor	\$ 975.00	975.00			975.00	100%	-
177	<b>STRUCTURE 60</b>					-		-
178	Process Materials	\$ 55,650.00	53,550.00			53,550.00	96%	2,100.00
179	Process Labor	\$ 44,100.00	39,165.00			39,165.00	89%	4,935.00
180	<b>STRUCTURE 70</b>					-		-
181	Process Materials	\$ 44,100.00	43,600.00			43,600.00	99%	500.00
182	Process Labor	\$ 162,750.00	154,875.00			154,875.00	95%	7,875.00
183	<b>STRUCTURE 75</b>					-		-
184	Plumbing/Process Materials	\$ 31,415.00			6,500.00	6,500.00	21%	24,915.00
185	Plumbing/Process Labor	\$ 68,250.00				-	0%	68,250.00
186	<b>Indian Hills Booster Station</b>					-		-
187	Process Materials	\$ 1,260.00				-	0%	1,260.00
188	Process Labor	\$ 1,260.00				-	0%	1,260.00
189	<b>ELECTRICAL</b>					-		-
190	Mobilization	\$ 138,776.00	138,776.00			138,776.00	100%	-
191	Supervision	\$ 140,127.00	98,088.55			98,088.55	70%	42,038.45
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	<b>General &amp; Site</b>					-		-
196	Temp Electric	\$ 34,643.00	34,643.00			34,643.00	100%	-
197	Electrical Labor	\$ 90,573.00	83,322.73			83,322.73	92%	7,250.27
198	Electrical Material	\$ 227,857.00	216,445.59			216,445.59	95%	11,411.41
199	Electrical Lighting and Labor	\$ 9,548.00	4,775.00			4,775.00	50%	4,773.00
200	Generator Install	\$ 19,960.00	17,962.00			17,962.00	90%	1,998.00
201	Demo	\$ 17,690.00	10,944.00			10,944.00	62%	6,746.00
202	Electrical Excavation & ductbank	\$ 95,592.00	81,894.00			81,894.00	86%	13,698.00
203	<b>STR 10</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.:				
Contractor:	Portzen					Contractor's Project No.:				
Project:	2023 Water and Wastewater Improvements									
Contract:	Wastewater Treatment Facility and Water Booster Station									
Application No.:	20		Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25	
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	4,209.00			4,209.00	68%	1,981.00		
213	Electrical Labor	\$ 6,160.00	3,684.00			3,684.00	60%	2,476.00		
214	STR 25					-		-		
215	Electrical Material	\$ 56,170.00	48,882.00			48,882.00	87%	7,288.00		
216	Electrical Labor	\$ 56,725.00	38,569.00			38,569.00	68%	18,156.00		
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	40,620.00			40,620.00	100%	27.00		
220	Electrical Labor	\$ 41,110.00	37,724.00			37,724.00	92%	3,386.00		
221	STR 35					-		-		
222	Electrical Material	\$ 14,827.00	13,876.00			13,876.00	94%	951.00		
223	Electrical Labor	\$ 23,100.00	20,299.00			20,299.00	88%	2,801.00		
224	Electrical Lighting and Labor	\$ 9,190.00	9,190.00			9,190.00	100%	-		
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	105,535.00			105,535.00	79%	28,442.00		
231	Electrical Labor	\$ 112,934.00	57,595.00			57,595.00	51%	55,339.00		
232	Electrical Lighting and Labor	\$ 52,589.00	16,632.00			16,632.00	32%	35,957.00		
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	34,095.00			34,095.00	90%	3,667.00		
236	Electrical Labor	\$ 53,015.00	50,192.00			50,192.00	95%	2,823.00		
237	Electrical Lighting and Labor	\$ 8,388.00	7,968.00			7,968.00	95%	420.00		
238	STR 60					-		-		
239	Electrical Material	\$ 7,497.00	4,910.00			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	27,350.00			27,350.00	100%	-		
244	Electrical Labor	\$ 19,915.00	16,329.00			16,329.00	82%	3,586.00		
245	Electrical Lighting and Labor	\$ 30,410.00	30,410.00			30,410.00	100%	-		
246	STR 75					-		-		
247	Electrical Material	\$ 6,165.00	915.00			915.00	15%	5,250.00		
248	Electrical Labor	\$ 5,893.00	870.00			870.00	15%	5,023.00		
249	Electrical Lighting and Labor	\$ 6,666.00	652.00			652.00	10%	6,014.00		
250	PROCESS INTERCONNECTIONS					-		-		
251	Installation of Stop Plates and Logs	\$ 3,717.00			1,500.00	1,500.00	40%	2,217.00		
252	Installation of Slide and Weir Gates	\$ 38,241.00	29,100.00		2,000.00	31,100.00	81%	7,141.00		
253	Prefabricated Flumes	\$ 3,087.00				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**

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.:	20	Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25
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	<b>MATERIAL PROCESSING AND HANDLING EQUIPMENT</b>					-		-
256	Cranes and Hoist	\$ 73,952.00			70,431.00	70,431.00	95%	3,521.00
257	Labor to install Cranes and Hoist	\$ 19,948.00	11,900.00	2,500.00		14,400.00	72%	5,548.00
258	<b>PROCESS GAS &amp; LIQUID HANDLING, PURIFICATION &amp; STORAGE EQUIPMENT</b>					-		-
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	<b>WATER &amp; WASTEWATER EQUIPMENT</b>					-		-
267	Installation of step Screen and Washer	\$ 4,788.00	3,500.00	750.00		4,250.00	89%	538.00
268	Installation of Vortex Grit Chamber	\$ 6,384.00	5,000.00	750.00		5,750.00	90%	634.00
269	Installation of Grit Seperator Classifier	\$ 6,384.00	5,000.00	750.00		5,750.00	90%	634.00
270	Installation of Mixers	\$ 11,172.00	1,500.00	5,500.00		7,000.00	63%	4,172.00
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		6,500.00		6,500.00	51%	6,268.00
274	Labor to install UV System	\$ 6,384.00				-	0%	6,384.00
275	Labor to install Samplers	\$ 798.00				-	0%	798.00
276	<b>Budget Allowances</b>					-		-
277	Soils Testing Services	\$ 20,000.00	772.90	290.08		1,062.98	5%	18,937.02
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	25,687.54			25,687.54	86%	4,312.46
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	50,938.87			50,938.87	68%	24,061.13
291	<b>Pre-negotiated Items</b>					-		-
292	Diesel Engine Driven Generator/ Transfer Switch	\$ 298,618.00	268,756.00	29,862.00		298,618.00	100%	-
293	Process Integration & Control	\$ 1,371,706.00	1,213,139.00			1,213,139.00	88%	158,567.00
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 Seperator 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	75,600.00		68,040.00	143,640.00	95%	7,560.00
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.:	20		Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25	
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			14,663.00	14,663.00	90%	1,630.00		
308	STR 75 Prenegotiated Items					-		-		
309	Process Integration & Control	\$ 44,606.00	36,090.00			36,090.00	81%	8,516.00		
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	25,000.00			25,000.00	100%	-		
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	3,180.00			3,180.00	100%	-		
321	Metal Fabrications	\$ 5,350.00	5,350.00			5,350.00	100%	-		
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	3,150.00			3,150.00	3%	117,600.00		
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	7,715.00			7,715.00	12%	56,588.00		
332	Electrical Labor	\$ 44,340.00	4,877.00			4,877.00	11%	39,463.00		
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	34,290.00			34,290.00	23%	112,052.00		
339	Process Valves	\$ 28,765.00			28,765.00	28,765.00	100%	-		
								-		
								-		
Original Contract Totals		\$ 22,062,937.75	\$ 14,482,191.27	\$ 724,841.08	\$ 2,754,885.09	\$ 17,961,917.44	81%	\$ 3,558,166.72		

**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.:	20	Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25
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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 (\$)				
Change Orders								
	Change Order #1	188,613.00	165,681.00	22,932.00		188,613.00	100%	-
						-		-
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						-		-
						-		-
Change Order Totals		\$ 188,613.00	\$ 165,681.00	\$ 22,932.00	\$ -	\$ 188,613.00	100%	\$ -
Original Contract and Change Orders								
Project Totals		\$ 22,251,550.75	\$ 14,647,872.27	\$ 747,773.08	\$ 2,754,885.09	\$ 18,150,530.44	82%	\$ 3,558,166.72

**Progress Estimate - Unit Price Work**
**Contractor's Application for Payment**

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

<b>Application No.:</b>	20	<b>Application Period:</b>	From	01/01/25	to	01/31/25	<b>Application Date:</b> 01/31/25				
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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) (\$)				
<b>Original Contract</b>											
B-1	Excavation	1,000.00	CY	20.00	20,000.00	468.00	9,360.00		9,360.00	47%	10,640.00
B-2	Structural Fill	1,000.00	CY	58.00	58,000.00	403.00	23,374.00		23,374.00	40%	34,626.00
B-3	Breaker Run	300.00	CY	58.00	17,400.00		-		-	0%	17,400.00
B-4	Fencing	50.00	LF	60.00	3,000.00		-		-	0%	3,000.00
B-5	Reinforced Concrete	100.00	CY	450.00	45,000.00		-		-	0%	45,000.00
B-6	Asphalt	300.00	SY	30.00	9,000.00		-		-	0%	9,000.00
B-7	Pipe Bollards	5.00	EA	750.00	3,750.00		-		-	0%	3,750.00
B-8	Geotextile Fabric	250.00	SY	5.00	1,250.00	328.50	1,642.50		1,642.50	131%	(392.50)
B-9	Silt Fencing	250.00	LF	4.00	1,000.00		-		-	0%	1,000.00
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<b>Original Contract Totals</b>					<b>\$ 158,400.00</b>		<b>\$ 34,376.50</b>	<b>\$ -</b>	<b>\$ 34,376.50</b>	<b>22%</b>	<b>\$ 124,023.50</b>

# 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.:	20	Application Period:	From	01/01/25	to	01/31/25	Application Date:	01/31/25
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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

### Contractor's Application for Payment

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Work Change Directives  
City of Waterloo / Waterloo Utilities  
2023 WWTF/Booster Construction

1.	04/07/2023	Samplers	\$0.00
2.	04/10/2023	Transformer Pad	\$0.00
3.	04/24/2023	Str. 35 Eyewash Station	\$1,143.00
4.	05/03/2023	Booster Pumps	(\$22,551.00)
5.	05/12/2023	BIL Signage	\$1,277.00
6.	06/29/2023	Buried Structure	\$0.00
7.	06/29/2023	Lab Casework	(\$6,000)
8.	08/10/2023	Transformer Pad Basements	\$0.00
9.	08/10/2023	Str. 55 Backwater Valve	\$494.00
10.	09/08/2023	Casework Additions	\$679.00
11.	09/22/2023	AB 1 Valve	\$0.00
12.	11/13/2023	Str. 10 Fire Damper	\$799.00
13.	01/23/2024	Str. 10 Roof Overflow Drains	\$25,384.00
14.	01/23/2024	Str. 30 Valve Extensions	\$16,130.00
15.	02/02/2024	Str. 60 Pumps – Chains	\$0.00
16.	02/07/2024	Flow Conditioners	\$4,160.00
17.	02/07/2024	MLSS Line 14E	\$1,822.00
18.	03/26/2024	Exit & Egress Lighting – Bid Item 1	\$43,667.00
19.	03/26/2024	Exit & Egress Lighting – Bid Item 2	\$8,640.00
20.	4/17/2024	Sealed Light Fixtures	\$4,575.00
21.	5/31/2024	Anodized Aluminum	(\$28,525.00)
22.	6/27/2024	Str. 35 Electrical/Water/NG Conflict	\$2,291.00

Work Change Directives  
City of Waterloo / Waterloo Utilities  
2023 WWTF/Booster Construction

23.	8/1/2024	Str. 70 Coating (T&M)	\$134,628.00
		<b>CO No. 1</b>	<b>\$188,613</b>
24.	12/5/2024	Str. 30 Hinged Grating	\$449.00
25.	12/5/2024	Aluminum Dome Doors	\$2,693.00
26.	12/5/2024	Vac Dump Hydrant	\$18,103.00
27.	12/12/2024	Str. 30 Piping to AB 1	\$25,919.00
28.	12/12/2024	Str. 50 Gate Valves	\$1,850.00
29.	12/12/2024	Str. 60 Gates	\$6,928.00
30.	12/12/2024	Concrete Pad for Well 2 Bladder Tanks	\$0.00
31.	1/9/2025	Booster Station Piping	\$26,581.00
32.	1/27/2025	Str. 50 Drain Valves	\$5,817.00
33.	1/27/2025	Str. 55 Valves	\$16,691.00
		<b>CO No. 2 Running Total</b>	<b>\$105,031</b>
		<b>TOTAL</b>	<b>\$293,644</b>

State of Wisconsin  
 Department of Natural Resources  
 Bureau of Community Financial Assistance  
 101 S. Webster St., PO Box 7921  
 Madison WI 53707-7921  
 FAX (608) 267-0496  
[DNRCFELDisbursements@wisconsin.gov](mailto:DNRCFELDisbursements@wisconsin.gov)

## Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 1 of 4

☒ Clean Water Fund Program ☐ Safe Drinking Water Loan Program

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

1. Municipality	2. Project Number	3. Request Number	4. Type of Request
City of Waterloo	4682-04	6	<input checked="" type="radio"/> Partial <input type="radio"/> Final

Disbursement worksheet must be completed and invoices must be attached for all costs.	This Claim	For DNR Use Only	
		Adjustments	Claim Amount Paid
Force Account <a href="#">Complete worksheet on page 3</a>	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	34,150.30		
Construction / Equipment	587,899.03		
Miscellaneous Costs			
EIF Closing Costs			
<b>Total Requested</b>	<b>622,049.33</b>		

### Municipal Certification

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

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

Date Signed \_\_\_\_\_

Signature of Municipal Representative \_\_\_\_\_

Title Mayor

Telephone Number (920) 478-3025

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

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



## Instructions

Type or print legibly.

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

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

## PAYMENT CYCLES

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

# Request for Disbursement for Financial Assistance Programs

Form 8700-215 (R 12/22)

Page 3 of 4

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

## Payment Request Worksheet

<input checked="" type="radio"/> Clean Water Fund Program <input type="radio"/> Safe Drinking Water Loan Program				Municipality City of Waterloo Project Number 4682-04								Request Number 6		6. Other Funding Indicate Dollar Amount and Fund Source, i.e., CDBG, RD, internal funds	
1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	5. Budget Categories (Requesting EIF funds for incurred eligible costs.)								Amt.	Source		
Force Account	Interim Financing	Preliminary Design/ Engineering	Land or Easement Acquisition	Engineering/ Construction Management	Construction /Equipment*	Misc. Costs	Closing Costs								
06/01/2013	Sample		250,000.00						200,000.00			50,000.00	CDBG		
01/16/2025	T&C Engineering	27801	23,300.00					23,300.00							
01/16/2025	T&C Engineering	27802	10,850.30					10,850.30							
02/03/2025	Portzen	PAY APP 20	587,899.03						587,899.03						
(SUB) TOTAL			622,049.33					34,150.30	587,899.03						

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

**Instructions**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Fax: 608-267-0496

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

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

# INVOICE FOR SERVICES



6264 Nesbitt Road  
Madison, WI 53719  
(608) 273-3350  
www.tcengineers.net

INVOICE NUMBER: 27801  
INVOICE DATE: January 16, 2025  
PROJECT NUMBER: WW 62

Waterloo Utilities  
575 Commercial Avenue  
Waterloo, WI 53594

Attention: Mr. Barry Sorenson, Superintendent

PROJECT NAME: Waterloo WWTP Construction

For professional services rendered in connection with construction administration services for the wastewater treatment plant construction for a lump sum cost of \$857,000 according to Amendment 5. Services during this period include coordination with the contractor and submittal review.

# OF UNITS	UNIT DESCRIPTION	UNIT PRICE	LINE TOTAL
	PROFESSIONAL SERVICES		\$23,300.00

TOTAL THIS PERIOD		\$23,300.00
CUMULATIVE PROFESSIONAL SERVICES THROUGH	1/11/2025	\$413,700.00
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	12/7/2024	\$390,400.00
AMOUNT DUE THIS INVOICE		\$23,300.00

PLEASE RETURN THE SECOND COPY OF THIS INVOICE WITH YOUR PAYMENT  
THANK YOU!

# INVOICE FOR SERVICES



6264 Nesbitt Road  
Madison, WI 53719  
(608) 273-3350  
www.tcengineers.net

INVOICE NUMBER:	27802
INVOICE DATE:	January 16, 2025
PROJECT NUMBER:	WW 65

Waterloo Utilities  
575 Commercial Avenue  
Waterloo, WI 53594

Attention: Mr. Barry Sorenson, Superintendent

**PROJECT NAME: WWTF Resident Engineering**

For professional services rendered in connection with resident observation for the wastewater treatment plant construction on an hourly basis for an hourly cost estimated to be \$649,500 according to Amendment 5. Services provided during this period include resident engineering during the billing period.

# OF UNITS		UNIT DESCRIPTION	UNIT PRICE	LINE TOTAL
95.5	hrs.	Engineering Technician III	\$105.00	\$10,027.50
800	miles	Vehicle Use	\$0.70	\$560.00
360	miles	Vehicle Use	\$0.73	\$262.80

TOTAL THIS PERIOD		\$10,850.30
CUMULATIVE PROFESSIONAL SERVICES THROUGH	1/11/2025	\$347,530.84
CUMULATIVE PREVIOUS BILLINGS FOR SERVICES THROUGH	12/7/2024	\$336,680.54
AMOUNT DUE THIS INVOICE		\$10,850.30

PLEASE RETURN THE SECOND COPY OF THIS INVOICE WITH YOUR PAYMENT  
THANK YOU!

Project Name:	Waterloo - 2023 Water and Wastewater Improvements
Project No.:	WW-47
Month of:	January 2025
Completed By:	Lisa Twarog

## Monthly Report

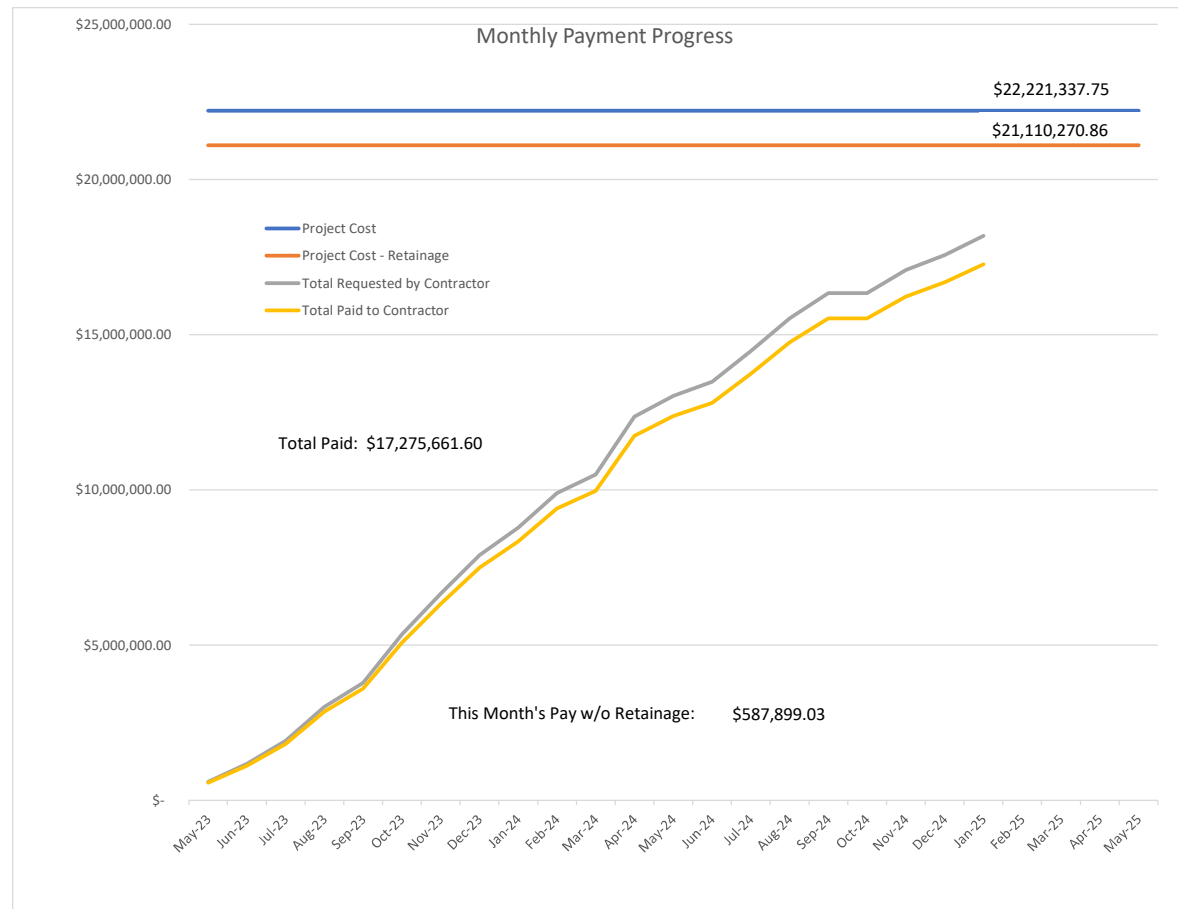
General Construction Activities by Structure				
Structure	Activity			
05 - Site	<ul style="list-style-type: none"> <li>- Hydrant installed next to vac dump station</li> <li>- Standby generated started and tested</li> <li>- MH P set</li> <li>- Mixers installed in Flocculation, Coagulation, and Rapid Mix tanks</li> </ul>			
Vac Dump				
10				
20				
25				
30	<ul style="list-style-type: none"> <li>- Aeration equipment install complete</li> <li>- Began installation of mixers and recycle pump</li> </ul>			
35				
40				
45				
50	<ul style="list-style-type: none"> <li>- Cable tray installation</li> <li>- West mini disk filter installation started (concrete removal, new concrete walls poured)</li> <li>- Half of filter room sandblasted and painted</li> <li>- Weir openings cut into wall</li> <li>- Phosphate analyzer sample sink installed</li> </ul>			
55	<ul style="list-style-type: none"> <li>- Landing wires in electrical panels</li> </ul>			
60				
65				
70				
75	<ul style="list-style-type: none"> <li>- Excavated</li> <li>- Concrete poured</li> </ul>			
Booster Station				
Contractors/Firms On-Site		This Month's Work Change Directives		
Portzen (General Contractor)	1/9/2025	Booster Station Piping	\$	26,581
Pieper (Electrical)	1/27/2025	Str. 50 Drain Valves	\$	5,817
Dubuque Plumbing and Heating (Plumber)	1/27/2025	Str. 55 Valves	\$	16,691
Thermo Dynamics (HVAC)				
Grote (Painter)				
			<b>Monthly Total:</b>	\$49,089
			<b>Project Total</b>	\$293,644
RFI's/Clarifications/Issues				
- Unmarked watermain hit on 1/14/2025. Repaired same day				
Significant Meetings				
Date	Topic	Participants	Action Items	
1/8/2025	Monthly Construction Meeting	Waterloo Utilities, Portzen, T&C, Pieper, LW Allen		
1/8/2025	Start-up Sequencing Meeting	Portzen, T&C, Pieper, LW Allen		
1/16/2025	Subcontractor Meeting	Portzen, DPH, Pieper, Altronex, T&C	<ul style="list-style-type: none"> <li>- Portzen to set up call with Aqua Aerobics, Altronex, and Pieper to go over filter startup requirements</li> </ul>	
1/30/2025	Subcontractor Meeting	Portzen, DPH, Pieper, Altronex, T&C	<ul style="list-style-type: none"> <li>- Prepare for filter startup on 3/3/2025</li> <li>- Prepare for blower startup on 3/18/2025</li> </ul>	

Anticipated Work Next Month	
Structure	Activity
Site	- Installation of MH M
	- Installation of new water line
Vac Dump	- Complete
10	
20	- Install new 6" Parshall Flume
25	
30	
35	
40	
45	
50	- Electrical Filter Work
	- Prepare for startup on 3/3/2025
55	- Startup of Temporary RAS line
60	
65	
70	
75	- Backfill and grade
Booster	



Project Name: Waterloo - 2023 Water and Wastewater Improvements  
Project No.: WW-47  
Month of: January 2025  
Completed By: Lisa Twarog

**Monthly Payment Progress**





**Monthly Progress Pictures**



Site - Setting of MH P

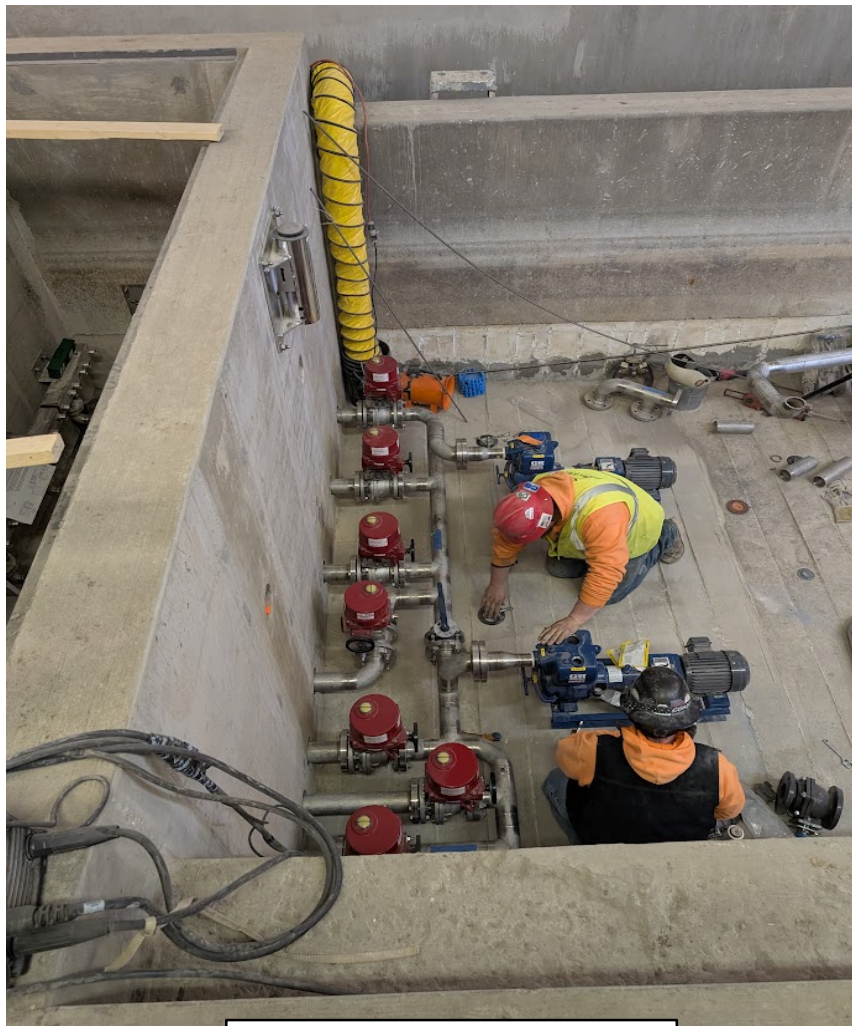


Site - excavation for gravity sewer to  
MH M off Hendricks St.



Str. 75 - New Hauled Waste Receiving  
Structure





Str. 50 - Backwash Piping for Tertiary Filters



Str. 50 - New concrete walls for Tertiary Filter basins



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[www.waterloowi.us](http://www.waterloowi.us)

---

## ORDINANCE #2025-01

### An Ordinance Amending Section §340-27 Collection of Bills in Arrears

The Common Council of the City of Waterloo, Wisconsin do ordain as follows:

#### Section 1: §340-27

- A. Authority. All water, sewer, and electric service charges unpaid and in arrears on October 1 of each year shall be collected in accordance with the procedure hereinafter provided pursuant to the authority granted in §§ 66.0809(3), 66.0821(4)(c), and 66.0627, Wis. Stats., respectively.
- B. Procedure.
- (1) On ~~or about~~ October 1 of each year, the Waterloo Water and Light Utility shall ~~furnish the Clerk-Treasurer~~ compile a list of all unpaid utility bills, including penalties, which are in arrears.
  - (2) On October 15 of each year, the ~~Clerk-Treasurer~~ Utility Representative shall mail a notice of such arrearages by first class mail to the occupant and to the owner of the premises receiving such utility service.
  - (3) In the event any such utility bill is not paid by November 1 thereafter, the ~~Clerk-Treasurer~~ Utility Representative shall add a penalty of 10%.
  - (4) In the event any such utility bill is not paid on or before November 15 thereafter, the ~~Clerk-Treasurer, on November 16, shall place the amount of such arrearages, together with penalty, on the tax roll as a tax against the lot or parcel of real estate for which water, sewer, and electric services were provided~~ Utility Representative shall provide the City Representative a list of all arrearages to be placed on the tax roll. The City Representative shall place the provided arrearage amounts on the tax roll as a lien against the lot or parcel of real estate. In the case of a manufactured or mobile home for which utility services are furnished and metered directly, the delinquent amount becomes a lien on the manufactured home or mobile home unit rather than a lien on the parcel of real estate on which the manufactured home or mobile home unit is located.

Section 2: This ordinance shall take effect and be in force after its passage and publication in a manner provided for by law.

Acted on and adopted at a result meeting of the Common Council on January 16<sup>th</sup>, 2025.

**CITY OF WATERLOO**

---

Jenifer Quimby, Mayor

Attest:

---

Jeanne Ritter, City Clerk

Date Adopted:

Date Published:



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## **Resolution 2025-08**

### **A Resolution Approving Town & Country as Engineer for Hwy 19 Project in 2031.**

**WHEREAS**, the State of Wisconsin, has identified the need for reconstruction of State Hwy 19 to enhance infrastructure and improve safety for residents and motorists.; and

**WHEREAS**, Waterloo Utilities will be using Town and Country as their engineer services for this project, and

**WHEREAS**, the City of Waterloo agrees to designate Town and Country the Engineer for this project.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Waterloo, WI, does hereby approve Town and Country Engineering for the Highway 19 Project, as detailed above.

**ADOPTED** this 6th day of October 2025, by the City Council of the City of Waterloo, WI.

Signed: \_\_\_\_\_  
Jenifer Quimby Mayor of Waterloo

Attest: \_\_\_\_\_  
Jeanne Ritter, City Clerk/Deputy Treasurer





Page 1 of 8  
License Application

**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, \_\_\_\_\_ 20\_\_\_\_ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594**. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of \_\_\_\_\_ the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_ 20\_\_\_\_. \_\_\_\_\_ Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:**

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

Mike Monger

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

*Mike Monger*

\_\_\_\_\_  
Signature

1/27/2025

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

\_\_\_\_\_  
Date

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

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

Clerk's Office to complete the section below:

Cc:

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

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

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

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

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

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

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

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

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

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

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

## Attachment 1

### CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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



## **SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: \_\_\_\_\_

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

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

### **SAFETY PROCEDURES:**

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

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

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

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

Will WPD officers be required?              YES              NO

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

2) What are your plans for medical assistance? \_\_\_\_\_

Municipal estimation of cost: \_\_\_\_\_ WFD equipment/personnel @ \_\_\_\_\_ \$ hours = \$ \_\_\_\_\_

3) Will there be fireworks at your event?              YES              NO

Date of fireworks \_\_\_\_\_ Time of Fireworks \_\_\_\_\_

Name/Address of company supplying fireworks \_\_\_\_\_

Fire Marshall must be contacted for approval and consultation.

### **SET UP / CLEAN UP PROCEDURES:**

1) Name of person in charge of set up: \_\_\_\_\_ phone # \_\_\_\_\_

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

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

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

### **FEES AND PROCEEDS:**

1) Will admission be charged for this event?              YES              NO

If yes, how much: Adult \_\_\_\_\_ Seniors \_\_\_\_\_ Students \_\_\_\_\_

Children 5 & under \_\_\_\_\_ Families \_\_\_\_\_

2) If a participant fee is charged, please indicate the amount: Booth: \_\_\_\_\_

Concessionaire: \_\_\_\_\_

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

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

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

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

#### ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

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

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

\_\_\_\_\_

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

other \_\_\_\_\_

#### PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES NO

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

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

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

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

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

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

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

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

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) \_\_\_\_\_

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

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

5) Will picnic tables be needed? YES NO

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

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

Estimated cost(s) \_\_\_\_\_ Picnic tables @ \$5.00 per table = \$ \_\_\_\_\_

6) Is a street sweeper needed? YES NO

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

Estimated cost(s) \_\_\_\_\_ hours @ \_\_\_\_\_ = \$ \_\_\_\_\_ total cost

Name of company providing service, if not City: \_\_\_\_\_

7) Will you need additional trash bins? YES NO

If yes how many requested? Cardboard trash bins \_\_\_\_\_ Barrels \_\_\_\_\_

Where do you want them placed? \_\_\_\_\_

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

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

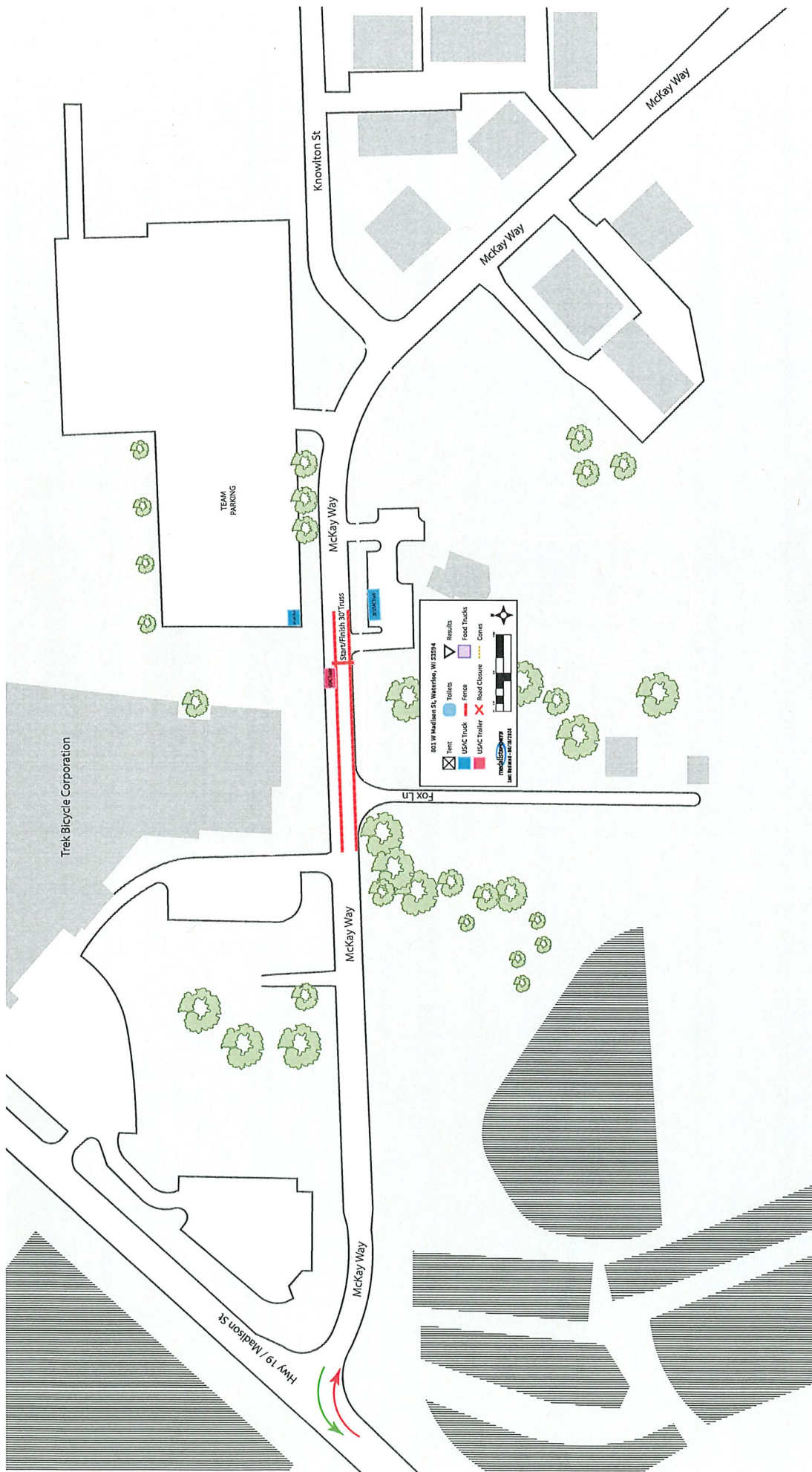
**Waterloo, WI**

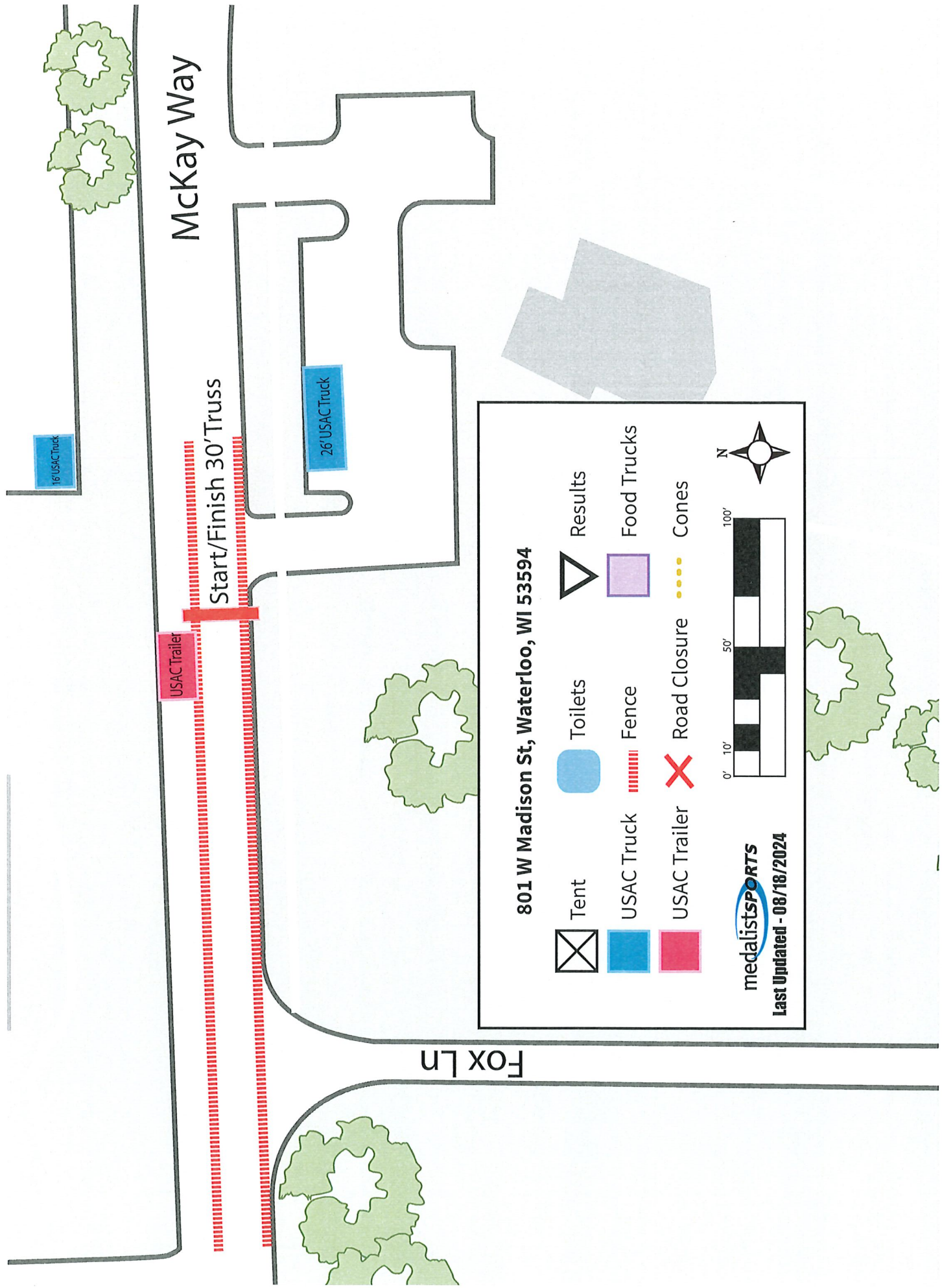
8) Will water connection be needed? YES NO

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

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

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





McKay Way

Start/Finish 30' Truss










26' USAC Truck

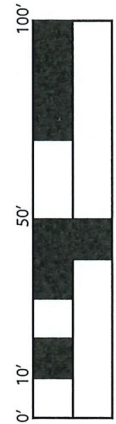
USAC Trailer

16' USAC Truck

Fox Ln

801 W Madison St, Waterloo, WI 53594








- |   |              |   |              |   |             |
|---|--------------|---|--------------|---|-------------|
|    | Tent         |    | Toilets      |    | Results     |
|  | USAC Truck   |  | Fence        |  | Food Trucks |
|  | USAC Trailer |  | Road Closure |  | Cones       |



medalists**PORTS**  
Last Updated - 08/18/2024

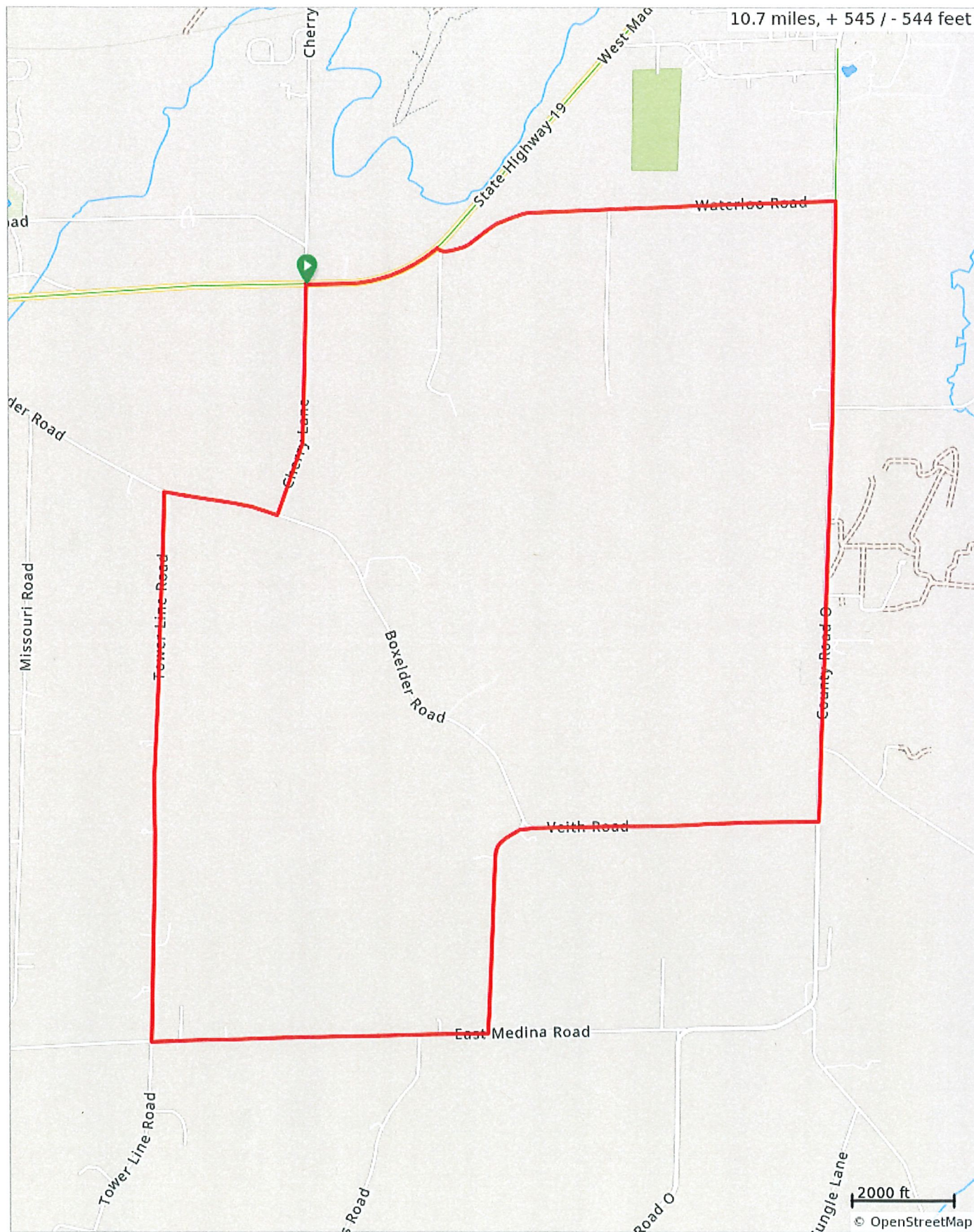
















Num	Type	Note	Next
1.		Sharp L onto Knowlton Street	0.1
2.		L onto Knowlton Street	0.6
3.		Sharp R onto South Monroe Street, CTH O	10.1
4.		Sharp L onto Knowlton Street	0.6
5.		R onto Knowlton Street	0.1
6.		Keep R onto Knowlton Street	0.0
7.		Sharp L onto Knowlton Street	0.0



# 10 mile road race

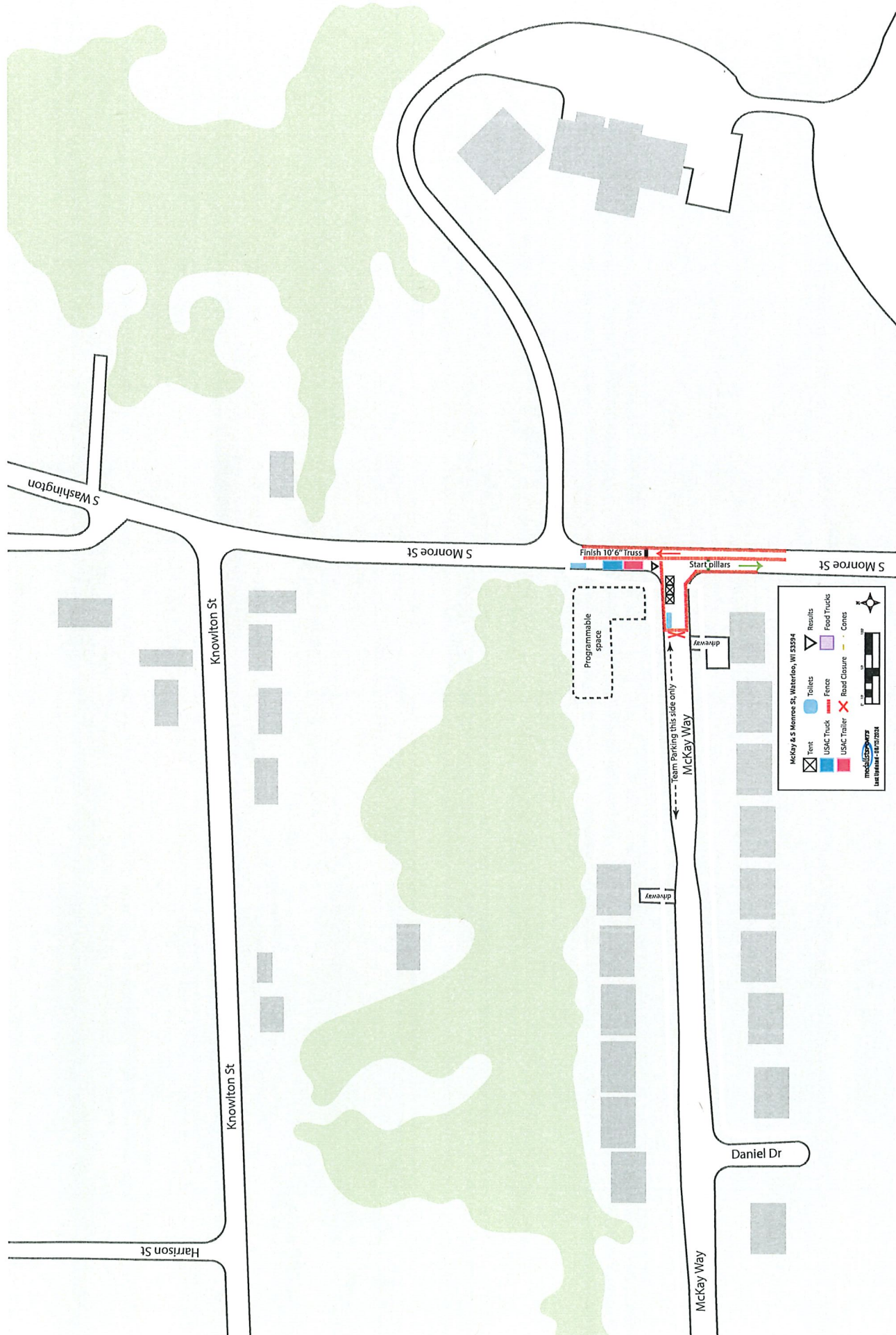


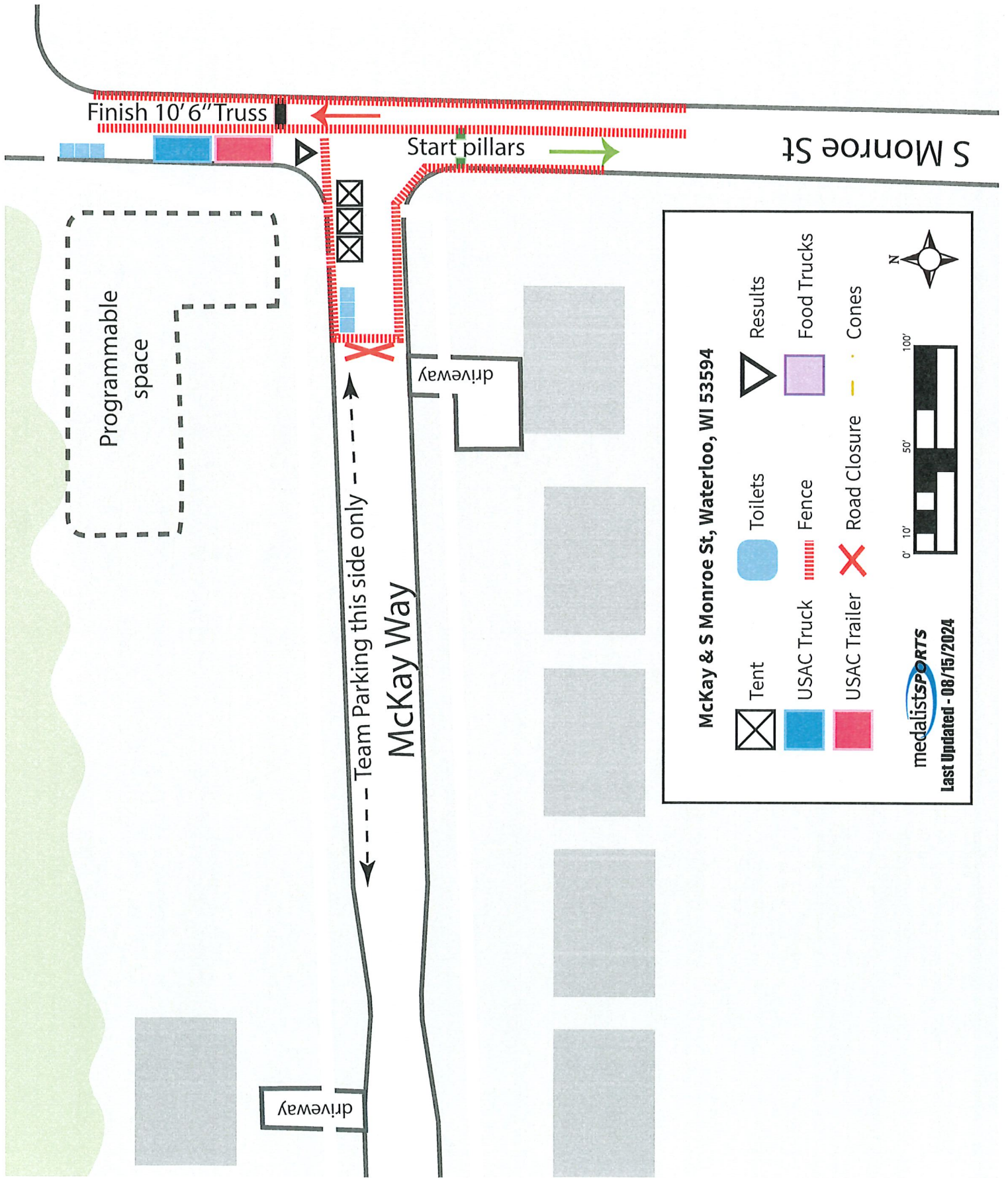
## 10 mile road race

Num	Type	Note	Next
1.		Start of route	0.0
2.		L onto State Highway 19, WI 19	0.5
3.		R onto East Waterloo Road	1.5
4.		R onto County Road O, CTH O	2.3
5.		R onto Veith Road	1.1
6.		Keep L onto Veith Road	0.0
7.		Slight L onto Boxelder Road	0.8
8.		R onto East Medina Road	1.2
9.		R onto Tower Line Road	2.0
10.		R onto Boxelder Road	0.4
11.		L onto Cherry Lane	0.9
12.		End of route	0.0

10.7 miles. +545/-544 feet









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---

**APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE**

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

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

NAME OF SPONSOR (Applicant): MACC Fund - Midwest Athletes Against Childhood Cancer, Inc.

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

CONTACT NAME: Alli Neumann

PHONE NUMBER: 414-955-5834 / 262-305-4820 /  
DAYTIME                                  EVENING                                  FAX

EMAIL ADDRESS: aneumann@maccfund.org

NAME OF EVENT: Trek 100

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

PURPOSE OF EVENT: Trek 100 raises money for childhood cancer and related blood disorders research.

DATE OF EVENT: Saturday, June 7, 2025

EVENT HOURS: 6am-6pm    SET UP HOURS 4am-6am    BREAKDOWN 5pm-7pm

DESCRIPTION OF EVENT: Multiple distance bike rides (routes between ~20-100 miles) beginning and ending at Trek HQ.

SITE/ADDRESS FOR EVENT (list if multiple locations) Trek Bikes - 801 W. Madison Street

PROJECTED ATTENDANCE: 2200    PAST ATTENDANCE: 2200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 350

RAIN POLICY: Ride will take place in any weather except lightning.

DATE APPLICATION MADE 01/20/2025



**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, \_\_\_\_\_ 20\_\_\_\_ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594.** Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_ 20\_\_\_\_. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:**

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

Alli Neumann

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

*Alli Neumann*

\_\_\_\_\_  
Signature

Events Coordinator

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

01/20/2025

\_\_\_\_\_  
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.
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**\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.**
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4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
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Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025



## SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Trek 100 Bike Ride

DATE (S) OF EVENT: Saturday, June 7, 2025 HOURS: 6am-6pm

LOCATION/PROPERTY: Trek Bikes; 801 W. Madison St, Waterloo, WI 53594

### **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? Medical personnel from Trek Health Center

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: Alli Neumann phone # 262-305-4820

2) What time will set up begin: 4am

3) Name of clean up contact person: Alli Neumann Cell Phone# 262-305-4820

4) Estimated time for clean up after event: 5pm-7pm

### **FEES AND PROCEEDS:**

1) Will admission be charged for this event? YES ☒ NO ☐

If yes, how much: Adult \$75 Seniors \_\_\_\_\_ Students \$25

Children 5 & under \_\_\_\_\_ Families \_\_\_\_\_

2) If a participant fee is charged, please indicate the amount: Booth: \_\_\_\_\_

Concessionaire: \_\_\_\_\_

Waterloo, WI

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

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

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

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

#### ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

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

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

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

#### PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? ☒ YES NO

Purpose of barricades: Help with traffic flow near Trek HQ

Location of placement: Hwy 19 & McKay Way; Knowlton & McKay Way Amount needed \_\_\_\_\_

Date barricades needed Saturday, June 7th, 2025 Time of placement \_\_\_\_\_

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

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

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

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

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

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

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

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

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) No Parking

Location: Milwaukee Ave Amount \_\_\_\_\_

Date: 06/06-06/07 Time: overnight

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: LRS

Where will dumpster be place: In Trek's upper parking lot

**Waterloo, WI**

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

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

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

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

## 2025 - 24 Mile Official

23.6 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.1
0.6	←	Left	Turn left onto Washington Street, CTH O	0.7
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.1
0.1	→	Right	Turn right onto North Monroe Street	1.2
3.8	→	Slight Right	Keep right onto Tri-County Road	5.0
0.8	↑	Straight	Continue onto Tri-County Road	5.7
1.4	→	Right	Turn right onto Sullivan Road	7.1
0.0	→	Right	Turn right onto Tri-County Road	7.1
1.0	←	Left	Turn left onto Kasper Road	8.1
1.0	→	Right	Turn right onto State Highway 89	9.1
1.0	←	Left	Turn left onto Priem Road	10.1
0.5	→	Right	Turn right onto Columbus Road	10.6
0.6	↑	U Turn	Make a U-turn onto Columbus Road	11.2
1.6	→	Sharp Right	Turn sharp right onto County Highway V	12.8
0.6	←	Left	Turn left onto Marshall Road	13.4
3.2	↑	Straight	Continue onto State Highway 73	16.7
0.9	←	Left	Turn left onto County Road TV	17.6
2.0	→	Right	Turn right onto State Highway 89	19.6
2.9	←	Left	Turn left onto East Madison Street, WI 19	22.5
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	22.6
0.4	→	Right	Turn right onto Knowlton Street	23.0
0.6	→	Right	Turn right onto Knowlton Street	23.6

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## 2025 - 35 Mile

34.8 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.0
0.6	←	Left	Turn left onto Washington Street, CTH O	0.6
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.0
0.1	→	Right	Turn right onto North Monroe Street	1.1
1.0	→	Right	Turn right onto Clarkson Road	2.1
0.8	←	Left	Turn left onto West Street, CTH I	2.9
2.8	→	Right	Turn right onto County Road T, CTH I, CTH T	5.7
1.3	→	Right	Turn right onto County Road I, CTH I	7.0
2.0	←	Left	Turn left onto Yerges Road	9.0
1.4	←	Left	Turn left onto County Road I, CTH BB, CTH I	10.5
0.4	←	Slight Left	Keep left onto County Road BB, CTH BB	10.9
2.7	←	Slight Left	Keep left onto County Road TT, CTH TT	13.5
2.8	→	Right	Turn right onto County Road T, CTH T	16.4
0.1	←	Left	Turn left onto Elba Street	16.4
0.2	←	Left	Turn left onto County Road TT	16.6
0.1	→	Right	Turn right onto County Road T	16.7
0.5	→	Right	Turn right onto Duffy Road	17.1
2.9	↑	Straight	Continue onto Sydo Road	20.0
1.1	←	Left	Turn left onto State Highway 89	21.2
0.1	→	Right	Turn right onto Priem Road	21.3
0.5	→	Right	Turn right onto Columbus Road	21.8
0.6	↑	U Turn	Make a U-turn onto Columbus Road	22.4
1.6	→	Sharp Right	Turn sharp right onto County Highway V	24.0
0.6	→	Right	Turn right onto Marshall Road	24.6
3.2	↑	Straight	Continue onto State Highway 73	27.8
0.9	←	Left	Turn left onto County Road TV	28.8
2.0	→	Right	Turn right onto State Highway 89	30.8
2.9	←	Left	Turn left onto East Madison Street, WI 19	33.7
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	33.8
0.4	→	Right	Turn right onto Knowlton Street	34.2

Leg	Dir	Type	Notes	Total
0.6	→	Right	Turn right onto Knowlton Street	34.8

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## 2025 - 62 Mile Official

61.2 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.0
0.6	←	Left	Turn left onto Washington Street, CTH O	0.6
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.0
0.1	→	Right	Turn right onto North Monroe Street	1.1
1.0	→	Right	Turn right onto Clarkson Road	2.1
0.8	←	Left	Turn left onto West Street, CTH I	2.8
2.8	→	Right	Turn right onto County Road T, CTH I, CTH T	5.7
1.3	→	Right	Turn right onto County Road I, CTH I	7.0
2.0	←	Left	Turn left onto Yerges Road	9.0
1.4	←	Left	Turn left onto County Road I, CTH BB, CTH I	10.4
0.4	←	Slight Left	Keep left onto County Road BB, CTH BB	10.9
2.7	←	Slight Left	Keep left onto County Road TT, CTH TT	13.5
2.8	→	Right	Turn right onto County Road T, CTH T	16.3
0.1	←	Left	Turn left onto Elba Street	16.4
0.2	→	Right	Turn right onto County Road TT, CTH TT	16.6
1.7	←	Left	Turn left onto Behan Road	18.3
2.6	→	Right	Turn right onto WI 73, US 151 Business	21.0
0.5	↑	Straight	Continue onto State Highway 73, WI 73	21.4
1.8	→	Right	Turn right onto Moriah Road	23.2
0.8	←	Left	Turn left onto Lark Road	24.0
2.6	→	Right	Turn right onto Hemling Road	26.6
1.4	←	Sharp Left	Turn sharp left onto Harrison Road	28.0
0.9	↑	Straight	Continue onto County Road Z	28.9
2.4	←	Left	Turn left onto County Road CD	31.3
2.5	←	Left	Turn left onto Sauer Road	33.8
0.3	→	Right	Turn right onto Swarthout Road	34.1
0.9	→	Sharp Right	Turn sharp right onto Steel Road	35.0
0.1	←	Slight Left	Keep left onto Steel Road	35.1
0.8	→	Right	Turn right onto Duborg Road	35.9
2.0	←	Left	Turn left onto Wendt Road	37.9
3.7	←	Left	Turn left onto Sanderson Road	41.6



Leg	Dir	Type	Notes	Total
1.6	←	Left	Turn left onto Bristol Road	43.2
0.4	→	Sharp Right	Turn sharp right onto Schaefer Road	43.7
0.7	↑	Straight	Continue onto State Highway 73	44.4
0.8	←	Left	Turn left onto Weiner Road	45.2
0.2	←	Left	Turn left onto Fox Road	45.4
2.1	→	Sharp Right	Turn sharp right onto Hillcrest Road	47.5
0.6	→	Right	Turn right onto Columbus Road	48.1
2.2	→	Sharp Right	Turn sharp right onto County Highway V	50.3
0.6	←	Left	Turn left onto Marshall Road	51.0
3.2	↑	Straight	Continue onto State Highway 73	54.2
0.9	←	Left	Turn left onto County Road TV	55.2
2.0	→	Right	Turn right onto State Highway 89	57.2
2.9	←	Left	Turn left onto East Madison Street, WI 19	60.0
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	60.1
0.4	→	Right	Turn right onto Knowlton Street	60.6
0.6	→	Right	Turn right onto Knowlton Street	61.1

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## 2025 - 100 Mile Official

100.2 miles

Leg	Dir	Type	Notes	Total
	←	Left	Turn left onto Knowlton Street	0.0
0.6	←	Left	Turn left onto Washington Street, CTH O	0.6
0.4	←	Sharp Left	Turn sharp left onto East Madison Street, WI 19	1.0
0.1	→	Right	Turn right onto North Monroe Street	1.1
1.0	→	Right	Turn right onto Clarkson Road	2.1
0.8	←	Left	Turn left onto West Street, CTH I	2.8
2.8	→	Right	Turn right onto County Road T, CTH I, CTH T	5.7
1.3	→	Right	Turn right onto County Road I, CTH I	7.0
2.0	←	Left	Turn left onto Yerges Road	9.0
1.4	←	Left	Turn left onto County Road I, CTH BB, CTH I	10.4
0.4	←	Slight Left	Keep left onto County Road BB, CTH BB	10.9
2.7	←	Slight Left	Keep left onto County Road TT, CTH TT	13.5
2.8	→	Right	Turn right onto County Road T, CTH T	16.3
0.1	←	Left	Turn left onto Elba Street	16.4
0.2	→	Right	Turn right onto County Road TT, CTH TT	16.6
1.7	←	Left	Turn left onto Behan Road	18.3
2.6	→	Right	Turn right onto WI 73, US 151 Business	21.0
0.5	↑	Straight	Continue onto State Highway 73, WI 73	21.4
1.8	→	Right	Turn right onto Moriah Road	23.2
0.8	←	Left	Turn left onto Lark Road	24.0
2.6	→	Right	Turn right onto Hemling Road	26.6
1.4	←	Sharp Left	Turn sharp left onto Harrison Road	28.0
0.9	↑	Straight	Continue onto County Road Z	28.9
5.0	↑	Straight	Continue onto Welch Street	33.9
0.2	→	Slight Right	Turn slight right onto County Road A	34.1
0.9	→	Right	Turn right onto Palmer Road	34.9
2.8	→	Right	Turn right onto Ludwig Road	37.7
1.7	←	Left	Turn left onto Jennings Road	39.4
1.3	→	Right	Turn right onto Old B Road	40.7
0.5	←	Left	Turn left onto Raddatz Road	41.3
4.0	↑	Straight	Continue onto Old B Road	45.2

Leg	Dir	Type	Notes	Total
1.5	←	Left	Turn left onto Welsh Prairie Road	46.7
1.5	→	Right	Turn right onto Morgan Road	48.2
0.8	←	Slight Left	Turn slight left onto County Road B, CTH B	49.0
1.0	←	Left	Turn left onto Mary Street, CTH B	50.0
0.4	↑	Straight	Continue onto East Edgewater Street, CTH P	50.4
2.3	→	Right	Turn right onto Fordeg Road	52.7
0.7	←	Left	Turn left onto Cemetery Road	53.4
2.0	→	Slight Right	Keep right onto Cemetery Road	55.5
0.0	→	Slight Right	Turn slight right onto Jones Road	55.5
1.0	→	Right	Turn right onto County Road A	56.5
2.1	←	Left	Turn left onto Jung Road	58.6
1.3	←	Sharp Left	Turn sharp left onto County Road G	59.9
0.7	→	Right	Turn right onto County Road DG	60.6
2.1	←	Left	Turn left onto Hyland Road	62.7
0.9	→	Right	Turn right onto Fountain Road	63.6
1.0	→	Right	Turn right onto Pete Reak Road	64.7
0.8	←	Sharp Left	Turn sharp left onto County Road DG	65.4
2.5	→	Right	Turn right onto County Road Z	67.9
2.4	←	Left	Turn left onto County Road CD	70.3
2.5	←	Left	Turn left onto Sauer Road	72.8
0.3	→	Right	Turn right onto Swarthout Road	73.1
0.9	→	Sharp Right	Turn sharp right onto Steel Road	74.0
0.1	←	Slight Left	Keep left onto Steel Road	74.1
0.8	→	Right	Turn right onto Duborg Road	74.9
2.0	←	Left	Turn left onto Wendt Road	76.9
3.7	←	Left	Turn left onto Sanderson Road	80.6
1.6	←	Left	Turn left onto Bristol Road	82.2
0.4	→	Sharp Right	Turn sharp right onto Schaefer Road	82.7
0.7	↑	Straight	Continue onto State Highway 73	83.4
0.8	←	Left	Turn left onto Weiner Road	84.2

Leg	Dir	Type	Notes	Total
0.2	←	Left	Turn left onto Fox Road	84.4
2.1	→	Sharp Right	Turn sharp right onto Hillcrest Road	86.5
0.6	→	Right	Turn right onto Columbus Road	87.1
0.6	↑	U Turn	Make a U-turn onto Columbus Road	87.7
1.6	←	Left	Turn left onto County Highway V	89.3
0.0	↑	U Turn	Make a U-turn onto County Highway V	89.3
0.6	←	Left	Turn left onto Marshall Road	90.0
3.2	↑	Straight	Continue onto State Highway 73	93.2
0.9	←	Left	Turn left onto County Road TV	94.1
2.0	→	Right	Turn right onto State Highway 89	96.1
2.9	←	Left	Turn left onto East Madison Street, WI 19	99.0
0.1	→	Sharp Right	Turn sharp right onto South Washington Street, CTH O	99.1
0.4	→	Right	Turn right onto Knowlton Street	99.6
0.6	→	Right	Turn right onto Knowlton Street	100.1

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## 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: 01/20/2025

☐ 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 06/07/2025 and ending 06/07/2025 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 MACC Fund (Midwest Athletes Against Childhood Cancer, Inc.)

(b) Address 10000 W. Innovation Drive, Suite 135, Milwaukee, WI 53226

(Street)

☐ Town

☐ Village

☒ City

(c) Date organized 12/10/1976

(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 Becky Pinter, 5245 S. 22nd Street, Milwaukee, WI 53221

Vice President \_\_\_\_\_

Secretary \_\_\_\_\_

Treasurer \_\_\_\_\_

**(g) Name and address of manager or person in charge of affair:** Alli Neumann

19406 Rock Pointe Way, Apt F207, Lannon, WI 53046

**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 801 W. Madison Street, Waterloo, WI 53594 - Upper Parking Lot at Trek Bikes

(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 Trek 100 Bike Ride

(b) Dates of event 06/07/2025

### 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 Becky Pinter, 01/20/2025

(Signature / Date)

MACC Fund (Midwest Athletes Against Childhood Cancer, Inc.)

(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

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

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

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

## Additional Information

**May be Granted and Issued only to** (secs. 125.26(6), and 125.51(10), Wis. Stats.):

- (1) **Bona fide clubs.**
- (2) State, county, or local fair associations, or agricultural societies.
- (3) Churches, lodges, or societies that have been in existence for at least 6 months prior to the date of application.
- (4) Posts of veterans organizations.
- (5) Chambers of commerce or similar civic or trade organizations organized under ch. 181, Wis. Stats.

### Application:

- (1) Filing: In writing, for each event, on Form AT-315.
- (2) **The local licensing authority may act on application or authorize an official or body of the municipality to issue the license.** (secs. 125.26(1) and 125.51(10), Wis. Stats.)
- (3) **The written application shall be filed with the clerk of the municipality in which premises are located:**
  - Class "B" (Beer):
    - a. The governing body shall establish any waiting period before granting of a license for events lasting less than 4 days (sec. 125.04(3)(f), Wis. Stats.)
    - b. At least 15 days prior to the granting of the license for events lasting 4 or more days.
  - "Class B" (Wine):

**The application shall be filed with the clerk of the local municipality in which the event will be held at least 15 days prior to the granting of the license.**
- (4) Seller's Permit: (sec. 77.54 (7m), Wis. Stats.), provides an exemption from Wisconsin sales and use taxes relating to **certain sales by a nonprofit organization. Check the box if your organization qualifies for the exemption and therefore is not required to hold a seller's permit.**
- (5) Publication: Not required. (sec. 125.04(3)(g), Wis. Stats.)

**Fee:** Determined by the municipality, but may not exceed \$10. (Exception: No additional fee may be charged if organization is applying for both a Temporary Class "B" and a Temporary "Class B" license for the same event.) (secs. 125.26(6) and 125.51(10), Wis. Stats.)

**Duration:** **The day, or consecutive days, that the specified event is in progress. A municipality may issue up to 20 licenses to the same licensee for a single event, if each license is issued for the same date and time.** (sec. 125.51(10)(b), Wis. Stats.)

### Restrictions:

- (1) License may not be issued to individuals. (secs. 125.02 (14), 125.26(6), 125.51(10), Wis. Stats.)
- (2) Licenses to organizations, other than ex-servicemen's organizations, can be issued only for a picnic or similar gathering. (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (3) **License may cover either a specified area or the entire picnic grounds. (secs. 125.26(6) and 125.51(10), Wis. Stats.)**
- (4) License issued to a county or district fair must cover the entire fairgrounds (secs. 125.26(6) and 125.51(10), Wis. Stats.)
- (5) No license to clubs having any indebtedness to any wholesaler for more than 15 days for beer (sec. 125.33(7), Wis. Stats.) and 30 days for wine (s. 125.69(4)(b), Wis. Stats.)
- (6) Licensed operator(s) must be present at all times (secs. 125.17, 125.26(6), 125.32(2) - Beer; 125.17, 125.51(10), 125.68(2) - Wine; Wis. Stats.)
- (7) The licensed club, club members, or any other persons are not permitted to possess intoxicating liquor on licensed premises on the Temporary Class "B"/"Class B" licensed picnic area. (sec. 125.32(6), Wis. Stats.)
- (8) Not more than 2 wine licenses may be issued to any club, county or local fair association, agricultural association, church, lodge, society, chamber of commerce or similar civic or trade organization or veterans' post in any 12 month period. A municipality may issue up to 20 wine licenses to the same licensee if: 1) each license is issued for the same date and times, 2) the licensee is the sponsor of an event held at multiple locations within the municipality on this date and at these times, 3) an admission fee is charged for participation in the event and no additional fee is charged for service of alcohol beverages at the event, and 4) within the immediately preceding 12-month period, the municipality has issued these multiple licenses for fewer than 2 events. In addition, each event for which multiple licenses are issued shall count as one license toward the 2-license limit. (sec. 125.51(10), Wis. Stats.)
- (9) Licensed organizations must purchase their alcohol beverages only from permitted Wisconsin wholesalers, breweries and brewpubs. (secs. 125.33(6), and 125.69(6), Wis. Stats.)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/06/2025

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

## COVERAGES

CERTIFICATE NUMBER: 24-25

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 <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Blanket Additional Insured GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			0625089 WB1450GL	12/01/2024	12/01/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			0625089	12/01/2024	12/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 0			0625089	12/01/2024	12/01/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> N N/A			0625090	12/01/2024	12/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.I. EACH ACCIDENT \$ 500,000 E.I. DISEASE - EA EMPLOYEE \$ 500,000 E.I. DISEASE - POLICY LIMIT \$ 500,000

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

## CERTIFICATE HOLDER

## CANCELLATION

aneumann@macccfund.org

City of Waterloo  
136 N. Monroe Street  
Waterloo, WI 53594

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Peggy Bradley/PB707

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

## **ADDITIONAL INSURED – NOT OTHERWISE CLASSIFIED**

This endorsement modifies insurance provided under the following:

BUSINESSOWNERS COVERAGE FORM  
COMMERCIAL GENERAL LIABILITY COVERAGE PART  
LIQUOR LIABILITY COVERAGE FORM

### **SCHEDULE**

<b>Name of Person or Organization (Additional Insured):</b>
Blanket Additional Insured
Information required to complete this Schedule, if not shown above, will be shown in the Declarations.

**Section II – Who Is An Insured** is amended to include as an insured the person or organization shown in the Schedule as an additional insured, but only with respect to liability incurred solely as a result of some act or omission of the named insured.

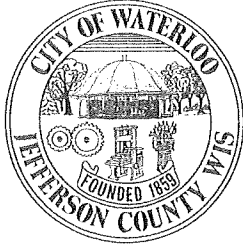
It is further understood and agreed that the designation of the entity named as an additional insured does not increase or alter the limit of liability, nor the scope of coverage of this policy.

The coverage granted to the additional insured under this endorsement shall be excess over any other valid and collectible insurance, whether contingent, excess or primary.

This endorsement provides no coverage to the additional insured for its liability arising out of the claimed negligence, statutory liability or fault of the additional insured.

As a condition of coverage, the additional insured shall be obligated to tender the defense and indemnity of every claim or suit to all other insurers that may provide coverage to the additional insured, whether on a contingent, excess or primary basis.





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 501c Non-Profit

CONTACT NAME: Steve Parker

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

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: 2025 Annual Beer & Wine Walk

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

PURPOSE OF EVENT: Downtown Business Promotion

DATE OF EVENT: May 29, 2025

EVENT HOURS: 4 - 8 pm    SET UP HOURS 3:00 pm    BREAKDOWN 8:00 pm

DESCRIPTION OF EVENT: Wine & Beer walk through Downtown Waterloo Businesses

SITE/ADDRESS FOR EVENT (list if multiple locations) At present, 10-13 stops. A full list will be provided when completed and a minimum of 2 weeks prior to event.

PROJECTED ATTENDANCE: 150-200    PAST ATTENDANCE: 150-200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 5-10 in addition to business owners in attendance

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE January 24, 2025

**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, \_\_\_\_\_ 20\_\_\_\_ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594**. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_ 20\_\_\_\_. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:**

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

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

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Vicw President WBA  
Signatory Title (if applicable)

\_\_\_\_\_  
January 24, 2025  
Date

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

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

Clerk's Office to complete the section below:

Cc:

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

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

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

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

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

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

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

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

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

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

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

## Attachment 1

### CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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

## SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: n 2025 Wine & Beer Walk

DATE (S) OF EVENT: May 29, 2025 HOURS: 4 - 8 pm

LOCATION/PROPERTY: Downtown Business locations

### **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 if applicable

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: May 29, 2025 @ 3:00 pm

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

4) Estimated time for clean up after event: 1 hour

### **FEES AND PROCEEDS:**

1) Will admission be charged for this event? YES ☒ NO ☐

If yes, how much: Adult \$50.00 Seniors \$50.00 Students N/A

Children 5 & under n/A Families N/A

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? Cost of admission includes sampling at various locations

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

Community based events

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

### ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

Hi Energy DJ

2) Describe other entertainment / activities planned for your event: \_\_\_\_\_  
Various vendors in downtown area as per template

3) How will your event be promoted? Television Radio Newspapers Posters Flyers  
other Social media and Word of Mouth

### 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: Electricity at Bandstand

Location Bandstand Entainer name Hi Energy DJ

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

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

Location: \_\_\_\_\_ Entainer 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) \_\_\_\_\_

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 6

Where do you want them placed? in cul-de-sac for WBA to distribute

Name of disposal company if other than the City: LRS

Where will dumpster be placed: We will use private dumpsters

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: 01/23/2025

☐ 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 05/29/2025 and ending 05/29/2025 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: Steve Parker

### 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 Various Downtown Business stops/ within said business property building

(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 2025 Annual Beer & Wine Walk

(b) Dates of event 01/23/2025

### 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 / Date)

Waterloo Business Association

(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

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).

<b>PRODUCER</b>		<b>CONTACT NAME:</b> Tim Haldiman	
<b>Service Insurance Agency</b>		<b>PHONE (A/C, No, Ext):</b>	<b>FAX (A/C, No):</b>
<b>PO BOX 173</b>		<b>E-MAIL ADDRESS:</b> tim@serviceinsurance.us	
<b>Waterloo</b>		<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>WI 53594</b>		<b>INSURER A:</b> West Bend Mutual	
<b>INSURED</b>		<b>INSURER B:</b>	
<b>Waterloo Business Association</b>		<b>INSURER C:</b>	
<b>W10788 County Road 1</b>		<b>INSURER D:</b>	
<b>Reeseville</b>		<b>INSURER E:</b>	
<b>WI 53579</b>		<b>INSURER F:</b>	

**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.

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

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

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b>
<b>City of Waterloo</b>	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>
<b>136 N Monroe St.</b>	<b>AUTHORIZED REPRESENTATIVE</b>
<b>Waterloo</b>	<i>April Schultz</i>
<b>WI 53594</b>	



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 501c Not-for-Profit

CONTACT NAME: Steve Parker

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

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: 2025 Weiner & Kraut Day

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

PURPOSE OF EVENT: Downtown Community Celebration (Annual)

DATE OF EVENT: September 13, 2025

EVENT HOURS: 9am - 7pm    SET UP HOURS 7 am    BREAKDOWN 7 pm

DESCRIPTION OF EVENT: Selling Weiners, Kraut & Beer to raise money for community projects

SITE/ADDRESS FOR EVENT (list if multiple locations) See attached previously approved template for the  
portion of the downtown area to be affected.

PROJECTED ATTENDANCE: 2000+    PAST ATTENDANCE: 2000+

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 20-40

RAIN POLICY: Rain or Shine

DATE APPLICATION MADE January 28, 2025

**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, provided 20\_\_ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594**. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at Monroe street as per timeplate 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 September 13, 2025 through September 13, 2025 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

Vice president

Signatory Title (if applicable)

January 28, 2025

Date

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

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

Clerk's Office to complete the section below:

Cc:

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

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

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

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

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

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

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

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

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

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

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

## Attachment 1

### CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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

## **SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: WEINER & KRAUT DAY 2025

DATE (S) OF EVENT: September 13, 2025 HOURS: 9 am - 7 pm

LOCATION/PROPERTY: N. & S. Monroe Street/E. & W. Madison Street as per template

### **SAFETY PROCEDURES:**

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

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

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

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

Will WPD officers be required? YES ☐ NO ☒

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

2) What are your plans for medical assistance? \_\_\_\_\_

Municipal estimation of cost: \_\_\_\_\_ WFD equipment/personnel @ \_\_\_\_\_ \$ hours = \$ \_\_\_\_\_

3) Will there be fireworks at your event? YES ☐ NO ☒

Date of fireworks \_\_\_\_\_ Time of Fireworks \_\_\_\_\_

Name/Address of company supplying fireworks \_\_\_\_\_

Fire Marshall must be contacted for approval and consultation.

### **SET UP / CLEAN UP PROCEDURES:**

1) Name of person in charge of set up: Steve Parker phone # 608-575-9095

2) What time will set up begin: 6-7 am

3) Name of clean up contact person: Sam Hensler Cell Phone# 920-342-0840

4) Estimated time for clean up after event: 7 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? \$5 per beer if approved

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Continue to support community events sponsored by the organization (WBA)

(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:

Hi Energy DJ

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

3) How will your event be promoted? Television Radio Newspapers Posters Flyers  
other Internet/Facebook/Social Media/Word of Mouth/Tradition

#### PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES NO

Purpose of barricades: Create beer garden in S. Monroe Street Cul-de-sac

Location of placement: See attached template Amount needed Same as 2024

Date barricades needed September 12, 2025 Time of placement Steve will place

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

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

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

Equipment being used: Dj setup

Location Bandstand Entainer name Hi Energy DJ

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

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

Location: \_\_\_\_\_ Entainer 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: Barricade at Cul-de-sac

Location: See template 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 Cul-de-sac Amount 4 if possible

Date needed: September 13, 2025 Time needed 7 am. Steve will pick up if necessary

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 6

Where do you want them placed? Steve will place as part of setup

Name of disposal company if other than the City: LRS

Where will dumpster be place: Private dumpsters will be used

**Waterloo, WI**

8) Will water connection be needed?

YES

~~NO~~

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

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

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

## 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: 01/27/2025

☐ 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 09/13/2025 and ending 09/13/2025 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: Steve Parker 608-575-9095

**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 Cul-de-sac at end of South Monroe Street as described in template

(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 2025 Weiner & Kraut Day

(b) Dates of event 09/13/2025

### 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 \_\_\_\_\_ 01-28-2025  
(Signature / Date)

Waterloo Business Association  
(Name of Organization)

Date Filed with Clerk \_\_\_\_\_

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

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

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



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 501c Not-for-Profit

CONTACT NAME: Steve Parker

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

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: 2025 Spooktacular

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

PURPOSE OF EVENT: Community Give-back Event

DATE OF EVENT: October 25, 2025

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

DESCRIPTION OF EVENT: Vendors, hayrides, Downtown Trick or Treat

SITE/ADDRESS FOR EVENT (list if multiple locations) Downtown and Veterans Park. Same template at previous  
years \_\_\_\_\_

PROJECTED ATTENDANCE: 1500+    PAST ATTENDANCE: 1500+

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 15-20

RAIN POLICY: Make changes as necessary

DATE APPLICATION MADE January 28, 2025

**HOLD HARMLESS CLAUSE:**

The special event or entertainment sponsor hereby agrees to indemnify and hold harmless the City of Waterloo, Wisconsin, its agents, public officials, officers, employees and authorized volunteers, from and against any and all legal actions, claims, damages, losses, expenses arising out of the permitted event/activity or any activity associated with the conduct of the sponsor's operation of the event, including but not limited to, claims for personal or bodily injury, disease or death, or injury to or destruction of property, excluding claims caused by the willful commission or omission by employees of the City of Waterloo acting within the scope of their employment.

Further, the event sponsor agrees to indemnify the City of Waterloo and any of its agents, public officers, officials or employees and authorized volunteers for any attorneys fees and court costs incurred or to be incurred in defending any actions brought against them as a result of the sponsor's use of public property or operation of the event as set forth in the application for special permit.

**INSURANCE REQUIREMENTS:**

Proof of insurance is required of all Special or Entertainment Event Sponsors before the event. The attached list of insurance requirements should be reviewed immediately with your Insurance Agent to comply. Please provide a Certificate of Insurance with your completed application by, \_\_\_\_\_ 20\_\_\_\_ to the **City Clerk's Office 136 N. Monroe Street, Waterloo, WI. 53594**. Insurance coverage shall be from companies and in amounts acceptable to the City of Waterloo. Failure to provide said acceptable insurance coverage in a timely manner is grounds for non-issuance or revocation of the permit.

**PERMITTED USE OF PUBLIC PROPERTY:**

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at \_\_\_\_\_ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of \_\_\_\_\_ through \_\_\_\_\_ 20\_\_\_\_. Sponsor does hereby agree to conduct only that business/activity which is described in the Special Event Permit Application, and agrees to all municipal requirements. Sponsor further agrees that within thirty (30) days of the conclusion of the event it will, at its own expense, provide for the repair, replacement or maintenance of any damaged, lost or stolen portions of the subject property including, but not limited to landscaping, street or buildings and/or pavement.

**LIABILITY WAIVER:**

The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials or employees and authorized volunteers from said sponsored event or activity, except for acts caused by the willful and wanton misconduct by employees of the City of Waterloo acting within the scope of their employment.

**AUTHORIZED SIGNATURES:**

I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we do hereby agree to abide by all rules and regulations outlined herein. I/we hereby agree to meet all requirements for documentation, certification, licensing, financial responsibility and all other aspects of staging a Special Event in the City of Waterloo, as outlined herein. I/we understand that our lack of meeting all requirements outlined herein may result in the denial or cancellation of the proposed Special or Entertainment Event. **Permit applied for and all terms and stipulations agreed to by:**

Steve Parker

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

\_\_\_\_\_  
Signature

Vice President WBA

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

January 28, 2025

\_\_\_\_\_  
Date

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

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

Clerk's Office to complete the section below:

Cc:

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

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

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

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

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

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

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

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

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

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

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

## Attachment 1

### CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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



## SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: SPOOKTACULAR 2025

DATE (S) OF EVENT: October 25, 2025 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? \_\_\_\_\_

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 the 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 / Word of Mouth \_\_\_\_\_

### 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 10-24-2025 \_\_\_\_\_ Time of placement 10-25-2025 \_\_\_\_\_

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 \_\_\_\_\_

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 Street. City Hall to cul-de-sac on N. & S. Monroe Street

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

Date: 10-25-2025 Time: 9 AM - 4 PM

5) Will picnic tables be needed? ~~YES~~ NO

Location Veterans park Amount 3-4

Date needed: 10-25-2025 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 Street

**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).

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

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

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

## 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

*April Schuch*

# 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](#)