



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, August 7, 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: July 17, 2025
- 3.) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit)
- 4.) MEETING SUMMARIES (since last Council meeting)
 - a. 07/22/2025 Plan Commission – Cancelled
 - b. 07/23/2025 Library
 - c. 07/28/2025 Fire-EMS
- 5.) NEW BUSINESS
- 6.) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Finance
 - i. Fire Protection and Ambulance Service Agreement
 - b. Waterloo Utilities
 - i. Portzen Pay #26 – action
 - ii. City of Waterloo Project Tracking Budget and funding Allocations for Wastewater Remodel - informational
 - iii. Town & Country Update -informational
 - iv. Change Order #3
 - c. Public Safety & Health
 - i. Ordinance 2025-11 Massage Parlor Ordinance
 - ii. Hiring of new police officer
 - iii. Event Wiener and Kraut 5k run or 2mi walk
 - iv. Event Trek CX Cup
- 7.) OLD BUSINESS
 - a. One Open Class B Liquor License
 - i. FYR BBQ
 - ii. Mamas Saloon
 - iii. The 8 of Billards
- 8.) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9.) ADJOURNMENT

Jeanne Ritter
Clerk/Deputy Treasurer

Posted & Emailed: 08/01/2025.

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: July 17, 2025

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

1) PUBLIC HEARING-Natural Hazards Mitigation Plan 2025-2029 Jefferson County

- a. Call Meeting to Order 7:00 p.m.
- b. Discussion
- c. Adjourn 7:02 p.m.

2) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Jeni Quimby called the regular meeting to order at 7:02 p.m. Alderpersons present: S. Cummings, A. Kuhl, C. Kuhl, Griffin, Thomas, Weihert, and Haseleu. Absent: none Others attending in-person: Police Chief Sorenson; Lt Warner; DPW Supervisor Yerges; Fire Chief Butzine; Parks Coordinator Haberkorn; Utility B. Sorenson; Librarian Mountford; DPW Rostad; DPW Hauptli; Clerk Ritter, R. Peters, P. Hansen, K. Caron, J. Caron, G. Ayala, D. Nell, T. Hobbs, L. Columbus, P. Manns, Independent Leader and WLOO Videographers. The Pledge of Allegiance was recited.

3) MEETING MINUTES APPROVAL: June 19, 2025 Motion [Cummings/Thomas] VOICE VOTE: Motion Carried.

4) CITIZEN INPUT / PUBLIC COMMENT (3-Minute time limit) L. Columbus regarding water tower

5) MEETING SUMMARIES (since last Council meeting)

- a) 06/23/2025 Fire
- b) 06/24/2025 Plan Commission-Canceled
- c) 06/25/2025 Library
- d) 07/3/2025 Public Safety-Canceled
- e) 07/03/2025 Public Works-Canceled
- f) 07/03/2025 City Council-Canceled
- g) 07/08/2025 Water & Light
- h) 07/09/2025 Cable Board - Canceled
- i) 07/17/2025 Finance

6) CONSENT AGENDA ITEMS Motion [Thomas/A.Kuhl] VOICE VOTE: Motion Carried.

- a) 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.

7) RECOMMENDATIONS OF BOARDS, COMMITTEES, and COMMISSIONS

- a) Finance
 - i) June 2025 Financial Statements: Payroll \$107,156.81 General Disbursements \$ 148,689.30, and Clerk/Treasurers Reports [\[see on municipal website\]](#) Motion[C. Kuhl/Cummings] ROLL CALL Y-7 N-0 Motion carried.
 - ii) Repairs to City Hall Water Fountain Deferred to Finance [Thomas/A.Kuhl] VOICE VOTE: Motion carried.
 - iii) Update Ordinance for Fire Inspection 2025-09 §200-1 Fire Inspector and 2025-10 §200-2 Adoption of WFD Code Deferred
- b) Water & Light
 - i) Resolution 2025-31 Declaring Official Intent to Reimburse Expenditures from Proceeds of Borrowing. Motion [Weihert/Griffin] VOICE VOTE: Motion carried.
 - ii) Resolution 2025-33 Authorizing the Mayor of Waterloo to sign Payment Requests for Hendricks Street. Motion [Thomas/Cummings] VOICE VOTE: Motion carried.
 - iii) Portzen Pay #25 – action. Motion [Cummings/C. Kuhl] ROLL CALL: Y-7 N-0 Motion carried.
 - iv) City of Waterloo Project Tracking Budget and funding Allocations for Wastewater Remodel -informational
 - v) Town & Country Update -informational

8) NEW BUSINESS

- a) Resolution 2025-32 Adopting the Hazard Mitigation Plan for Jefferson County. Motion [Thomas/Cummings]

VOICE VOTE: Motion carried.

- b) Approval of minor subdivision Carlie Kobiske-CMR Farms-Dodge County. Motion [C. Kuhl/Cummings] VOICE VOTE: Motion carried.
- c) Resolution 2025-29 Rescinding Previous Resolution 2025-27 Police Vehicle Purchase. Motion [Weihert/Griffin] ROLL CALL: Motion carried.
- d) Resolution 2025-30 Approving Police Car Purchase from Kayser. Motion [C. Kuhl/A.Kuhl] ROLL CALL: Motion carried.
- e) ReVITALize Main Street Event August 4, 2025 with League of Wisconsin Municipalities & Transportation Coalition of WI-informational.
- f) Class B Beer, Liquor License Applications for the license period 07/18/2025-06/30/2026
 - i) Solarium Motion [Cummings/A.Kuhl] VOICE VOTE: Motion carried.
- g) Class B Beer/Wine License Applications for the license period 07/18/2025-06/30/2026
 - i) Mamas Saloon Motion [Cummings/A.Kuhl] VOICE VOTE: Motion carried.
- h) One Open Class B Liquor License 3 Applications Received for the license period 07/18/2025-06/30/2026 Motion to Defer [Weihert/A.Kuhl] VOICE VOTE: Motion carried.
 - (1) FYR BBQ,
 - (2) Mama's Saloon
 - (3) The 8 of Billiards.Motion to go into Closed Session [C. Kuhl/Weihert] ROLL CALL Y-7 No-0
- i) Operator's License Appeal [NOTES: The council may convene in closed session per Wis. Stat. 119.85 (1)(a) Deliberating concerning a case which was the subject of any judicial or quasi-judicial or hearing before that governmental body.

Motion to come out of Closed Session into Open [C. Kuhl/Thomas] ROLL CALL Y-7 N-0

Motion to table for one month [C. Kuhl/Cummings] VOICE VOTE: Motion carried.

9) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

10) ADJOURNMENT [C. Kuhl/Cummings] VOICE VOTE: Motion carried. 8:29 pm

Attest:

Jeanne Ritter Clerk/Deputy Treasurer

AGREEMENT FOR FIRE PROTECTION AND AMBULANCE SERVICE

THIS AGREEMENT (the “**Agreement**”) is entered into effective as of the last date of signature below, by and between the City of Waterloo, a Wisconsin municipal corporation, existing pursuant to Chapter 62 of the Wisconsin Statutes, (the “**City**”), and the **Town of** Waterloo, a Wisconsin town existing pursuant to Chapter 60 of the Wisconsin Statutes (the “**Town**”).

WHEREAS, sections 60.55, 61.65 and 62.13 of the Wisconsin Statutes authorize the City and Town to provide fire protection and rescue services; and

WHEREAS, section 66.0301 of the Wisconsin Statutes authorize the City and Town to enter into contracts with each other for the furnishing of services and/or the joint exercise of any power or duty required or authorized by law; and

WHEREAS, the City and Town desire to provide for the provision of fire protection and rescue services on a cost effective and efficient basis; and

WHEREAS, the Town desires to promote and make available adequate and reliable fire protection and ambulance services to persons within the boundaries of the Town, and which primary services are described below and are covered by this Agreement; and

WHEREAS, the City is willing to provide fire protection and ambulance services within the Town in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, in consideration of the mutual promises and covenants of each other contained in this Agreement, and other good and valuable consideration, the receipt and sufficiency of which is hereby mutually acknowledged, the parties agree as follows:

1. DEFINITIONS. Except as otherwise specifically defined in this Agreement, the following terms shall have the following meanings:

a. “**Emergency Medical Technician**” or “**EMT**” has the same meaning as chapter 256 of the Wisconsin Statutes.

b. “**Fire Chief**” means the chief of the Fire Department.

c. “**Fire Department**” means Waterloo Fire and Rescue.

d. “**Fire and Ambulance Services**” or “**Services**” means fire prevention services, fire protection services, and related services, including structural firefighting, fire suppression, rescue, hazardous materials operational level response, fire code inspection and enforcement, fire code, confined space operational level response, preconstruction building plan review, fire investigation, vehicle extrication, basic life support, emergency medical services as set forth in Chapter 256 of the Wisconsin Statutes, public education about fire prevention and safety, and fire cause and origin determination.

e. **“Primary Service Area”** has the same meaning as chapter DHS 110 of the Wisconsin Administrative Code.

2. SERVICES.

a. The City agrees to provide to the Town Fire and Ambulance Services to all persons in need of such Services within the primary service area set forth in Exhibit A (the **“Primary Service Area”**). Emergency medical services shall be provided at the following level:

1. Advanced Emergency Medical Service (Technician Level);
2. Basic Emergency Medical Service (Basic Emergency Medical Technician)

b. The City, through the Fire Department, shall provide Fire and Ambulance Services to the Town, including the furnishing of necessary fire protection apparatus, ambulances, and personnel. The equipment and personnel responding to any call shall be at the discretion of the Fire Chief; provided, that in the event of an emergency within the City, or within another township being likewise served for fire and ambulance service by the City, or for other good reason, the Fire Chief in his/her discretion and in good faith may order a portion of the apparatus and personnel to respond to such other township or to the City. The extent of the obligation of the City herein is that the City will make reasonable efforts to provide Fire and Ambulance Services to the Primary Service Area in the Town, subject to the reasonable need to respond to other incidents, as determined by the Fire Chief.

c. The Fire Department shall have and retain full control, authority, and ownership of the fire fighting and ambulance equipment, and shall have full responsibility for the storage, maintenance, and repair to said fire fighting and ambulance equipment.

d. The Town shall take all reasonable action to provide fire prevention and minimize unnecessary ambulance calls in the Town, and to implement all reasonable recommendations of the Fire Department with respect to such action.

e. The Town agrees the City will be the primary provider of Fire and Ambulance Services within the Primary Service Area, and that the City shall be the first Fire and Ambulance Services provider to be called upon to provide Services within said Primary Service Area. The Town shall not enter into any other agreements for the provision of Fire and Ambulance Services within the Primary Service Area during the term of this Agreement.

3. INSURANCE. The City shall obtain and maintain policies of liability insurance, worker's compensation insurance, and insurance covering the fire fighting and ambulance equipment and its personnel, in amounts and coverages determined appropriate by the City. The City shall promptly provide certificates of insurance to the Town upon request.

4. STANDARD OF CARE. The City shall provide ambulance and emergency medical services, consistent with the standards set forth in Chapter 256 of the Wisconsin Statutes. The City's standard of care shall be that of Advanced Emergency Medical Technician (A License) for the City's primary emergency medical services unit. In the event that the City is required, as reasonably determined by the City, to utilize a second unit, the standard of care shall be that of a

Basic Level Crew. The Fire Chief shall have the discretion to allocate resources as deemed the best interest of the Parties.

5. EQUIPMENT AND PERSONNEL. In providing Fire and Ambulance Services, the fire apparatus and ambulances utilized by the City shall be properly approved and licensed by the State of Wisconsin. Such apparatus and equipment shall be owned by the City, and such apparatus attendants shall be employed by the City. The City shall maintain all vehicles and equipment in good working order as required by law. The City shall maintain all necessary licenses for operation of the Fire and Ambulance Services. All fire fighters and emergency medical technicians functioning as attendants shall be licensed or certified by the State of Wisconsin. All Ambulances shall have the required minimum staffing as established in chapter 256 of the Wisconsin Statutes to comply with the terms of their license issued by the Department. All Ambulances shall at all times carry equipment, supplies, and medications sufficient to meet or exceed the requirements of Chapter Trans 309 of the Wisconsin Administrative Code.

The Fire Department shall comply with the provision of the Health Insurance Portability and Accountability Act of 1996 (HIPAA).

6. COMPENSATION.

A) Aggregate Value Based on current coverage value for Fire and EMS. Allocated on the basis of the total equalized assessed valuation in the area served, and in the manner set forth on the attached exhibits

B) (Additional EMS Coverage Only) In consideration of the services to be provided herein to the Town by the City, the Town shall compensate the City at the per capita rate specified in Exhibit B (the “**Compensation Schedule**”) multiplied by the number of Town residents that live within the Primary Service Area (but outside the current Waterloo Fire Department response area), as determined by the Town Clerk from Jefferson County records, and the annual sum due will be set accordingly. Such population determination shall be made after June 1, but before July 1 of each year and conveyed by the Town Clerk to the City Clerk, and in the same manner each and every year thereafter that this Agreement remains in effect. One-half (1/2) of the annual sum shall be paid to the City on or before the subsequent February 1 of each year, and the remaining one-half (1/2) of the annual sum shall be paid on or before August 1 thereafter of each year.

Payments made under this paragraph shall be deemed to be for the calendar year in which the same is paid. These payments are in the form of a non-refundable subsidy in consideration of the City providing the services to the population residing within the Primary Service Area.

7. PATIENT BILLING AND COLLECTION. The Fire Department shall be solely responsible, at its sole cost, for all patient billing and collection. The Fire Department shall comply with all Medicare, Medicaid, and other applicable regulations regarding appropriate billing information, and provide services hereunder in compliance with all applicable federal, state, and County ordinances, rules and regulations.

8. TERM. The initial term of this Agreement shall be for three (3) years, commencing on _____ and terminating at midnight, _____
The Agreement shall automatically renew thereafter for subsequent one (1) year terms,

unless notice is given by either party to nonrenewal at least 120 days prior to expiration of said term

9. NOTICE TO CURE BREACH. If either party violates any terms of this Agreement, when such breach becomes known to the other party or reasonably should have become known with reasonable diligence, the party shall provide the other with notice of such breach as provided below. The breaching party shall cure any breach no later than sixty (60) days after the giving of such notice by the other. If the cure is not timely effectuated, then the party sending notice may terminate this Agreement by giving a notice of termination of at least sixty (60) days, as provided above. In addition to termination, the non-breaching party may also pursue any other remedies available to it under law. In the event litigation, the party which substantially prevails in such litigation shall recover in addition to any monetary damages, its costs and expenses in pursuing such litigation, including reasonable attorney fees.

If the breach is for failure to pay any monetary amounts due under this Agreement, the above right to cure shall be reduced to five (5) days. Upon failing to timely cure a failure to pay, the City may immediately cease providing service under this Agreement.

10. DISPATCH. The Town shall immediately forward to the City, at no cost to the City, all "9-1-1" emergency and non-emergency calls. The Town shall use the existing "9-1-1" system already in place at Jefferson County Emergency Dispatch Center to do so.

11. MISCELLANEOUS.

a. Non-Assignability. This is a personal service agreement between the Town and the City. The City may not assign any of the obligations or rights (other than the right to receive the compensation) contained in this Agreement to any other party, without the prior written consent of the Town.

b. Notices. Any written notice or demand hereunder shall be in writing and shall be served by ordinary mail, personal delivery, certified mail, return receipt requested. Notice shall be deemed given when either personally delivered, or if mailed, the third business day after such notice is mailed.

c. Service of Notices. Such notices shall be served or mailed as follows:

To the City:

City Clerk
136 North Monroe Street
Waterloo WI. 53594

To the Town:

Town Chair

d. Amendment. This Agreement sets forth all of the promises, inducements, agreements, conditions and understandings between the parties hereto relative to the subject matter thereof, and there are no promises, agreements, conditions or understandings, either oral or written, expressed or implied, between them, other than as herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this Agreement shall be binding upon the parties hereto unless authorized in accordance with law, in written amendment and properly executed by the City and the Town.

e. Severability. If any section, subsection, sentence, clause, phrase or portion of this Agreement is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate and distinct and independent provision and such holding shall not affect the validity of the remaining portions thereof.

f. Waiver. Neither party shall be excused from complying with any of the terms and conditions of this Agreement by any failure of the other party upon one or more occasions to insist upon or seek compliance with any such terms and conditions.

g. Force Majeure. If performance of any covenant to be performed hereunder by any party is delayed as a result of circumstances which are beyond the reasonable control of such party, which circumstances may include, but are not limited to, acts of God, war, acts of civil disobedience, harsh weather, strikes or similar acts, the time for such performance shall be extended by the amount of time of such delay.

h. Governing Law. This Agreement shall be construed, interpreted and enforced in accordance with the laws of the State of Wisconsin. The Parties shall at all times observe and comply with all federal, state and local laws, regulations and ordinances which are in effect, as of the date hereof, which may affect the conduct of the services to be provided under this Agreement.

i. Indemnification. The City and Town agree to indemnify, hold harmless and defend the other party, its elected and appointed officials, officers, employees and agents from any and all claims, suits, damages, losses, and expenses, including but not limited to reasonable attorney's fees, arising out of or resulting from the indemnifying party's performance of, or failure to perform, the activities provided under this Agreement, but only to the extent caused in whole or in part by the negligent acts or omissions of the indemnifying party, or anyone acting under its direction or control, or on its behalf.

j. No Partnership. Nothing in this Agreement shall be construed to create any co-partnership, principal and agent, joint venture or other similar relationship between the parties hereto and no party may incur debts or liabilities in the name, or on behalf, of any other party unless expressly approved by the party to be bound thereby in a written instrument signed by such party.

k. Nonwaiver of Governmental Immunity. Notwithstanding any provision to the contrary contained herein, no provision of this Agreement shall be construed as a waiver of any immunity or limitation of liability granted to or conferred upon any party by applicable provisions of Wisconsin law.

l. No Third-Party Beneficiaries. This Agreement is intended solely to regulate the obligations of the parties hereto with respect to one another. Nothing in this Agreement is intended to create, admit or imply any liability to any third-party nor to provide any benefit to any person, firm, corporation or governmental or non-governmental entity not a party to this Agreement.

m. Counterparts. This Agreement may be executed electronically and in counterparts, each of which shall be deemed an original, and all of which together shall constitute one and the same instrument.

n. Neutral Construction. The parties acknowledge that this Agreement is the product of negotiations between the parties and that, prior to the execution hereof, each party has had full and adequate opportunity to have this Agreement reviewed by, and to obtain the advice of, its own legal counsel with respect hereto. Nothing in this Agreement shall be construed more strictly for or against either party because that party's attorney drafted this Agreement or any part hereof.

o. Public Records Law. Each party herein shall reasonably cooperate with the other parties herein to facilitate compliance with the Wisconsin Public Records Law, sec. 19.21, et seq., Wis. Stats., and upon request by any other party, provide to the requesting party all documents in their possession or control which are subject to release under such law.

**THE FOLLOWING EXHIBITS ARE ATTACHED AND INCORPORATED
HEREIN:**

Exhibit A: Primary Service Area
Exhibit B: Compensation Schedule

[Signature Page Follows]

IN WITNESS WHEREOF, the parties have executed this Agreement effective as of the last date of signature below.

CITY OF WATERLOO

BY: _____
Jenifer Quimby, Mayor Date _____

ATTEST: _____
Jeanne Ritter, Clerk Date _____

TOWN OF WATERLOO

BY: _____
, Town Chair Date _____

ATTEST: _____
, Town Clerk Date _____

EXHIBIT A
Primary Service Area

EXHIBIT B
Compensation Schedule

In accordance with Section 6 of this Agreement, the Town shall compensate the City at the per capita rate specified below:

Year	Amount
2026	\$__30/per capita
2027	\$__32/per capita
2028	\$__33/per capita

Contractor's Application for Payment

Owner: <u>Waterloo Utilities</u>	Owner's Project No.: _____
Engineer: <u>Town & Country Engineering</u>	Engineer's Project No.: <u>WW-62</u>
Contractor: <u>Portzen</u>	Contractor's Project No.: <u>23-04</u>
Project: <u>2023 Water and Wastewater Improvements</u>	
Contract: <u>Wastewater Treatment Facility and Water Booster Station</u>	
Application No.: <u>26</u>	Application Date: <u>7/29/2025</u>
Application Period: From <u>7/1/2025</u>	to <u>7/31/2025</u>

1. Original Contract Price	\$ 22,221,337.75
2. Net change by Change Orders	\$ 293,182.38
3. Current Contract Price (Line 1 + Line 2)	\$ 22,514,520.13
4. Total Work completed and materials stored to date (Sum of Column G Lump Sum Total and Column J Unit Price Total)	\$ 20,394,320.81
5. Retainage	
a. <u>5%</u> X <u>\$ 19,923,133.54</u> Work Completed	\$ 996,156.68
b. <u>5%</u> X <u>\$ 471,187.27</u> Stored Materials	\$ 23,559.36
c. Total Retainage (Line 5.a + Line 5.b)	\$ 1,019,716.04
6. Amount eligible to date (Line 4 - Line 5.c)	\$ 19,374,604.77
7. Less previous payments (Line 6 from prior application)	\$ 19,162,469.44
8. Amount due this application	\$ 212,135.33
9. Balance to finish, including retainage (Line 3 - Line 4)	\$ 2,120,199.32


Contractor's Certification

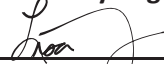
The undersigned Contractor certifies, to the best of its knowledge, the following:

(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.

Contractor: <u>Portzen Construction Inc.</u>	
Signature: 	Date: <u>7/29/2025</u>

Recommended by Engineer	Approved by Owner
By: 	By: _____
Title: <u>Project Engineer</u>	Title: _____
Date: <u>7/31/2025</u>	Date: _____
Approved by Funding Agency	
By: _____	By: _____
Title: _____	Title: _____
Date: _____	Date: _____

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.:		26	Application Period:		From	07/01/25	to	07/31/25	Application Date:		07/29/25
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	174,500.00			174,500.00	97%	6,198.00			
4	Project Management	\$ 466,830.00	455,100.00			455,100.00	97%	11,730.00			
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	17,100.00			17,100.00	99%	225.00			
9	Trash Disposal	\$ 31,500.00	30,202.00			30,202.00	96%	1,298.00			
10	Safety	\$ 15,750.00	15,500.00			15,500.00	98%	250.00			
11	Survey & Staking	\$ 10,500.00	7,500.00			7,500.00	71%	3,000.00			
12	Concrete Testing	\$ 26,250.00	25,350.00			25,350.00	97%	900.00			
13	Project Sign	\$ 1,575.00	1,575.00			1,575.00	100%	-			
14	Lodging	\$ 196,350.00	195,800.00			195,800.00	100%	550.00			
15	Temp. Utilities	\$ 105,000.00	102,500.00			102,500.00	98%	2,500.00			
16	Cleaning Site and Building	\$ 45,990.00	41,000.00			41,000.00	89%	4,990.00			
17	Equipment Rental	\$ 175,600.00	173,150.00			173,150.00	99%	2,450.00			
18	SITEWORK					-		-			
19	Selective Demolition	\$ 241,105.00	237,098.00	4,007.00		241,105.00	100%	-			
20	Site Demo	\$ 114,251.00	100,866.00	5,000.00		105,866.00	93%	8,385.00			
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	75,000.00	67,000.00		142,000.00	78%	40,735.00			
24	Asphalt Paving	\$ 171,308.00				-	0%	171,308.00			
25	Concrete Paving	\$ 155,770.00	104,800.00			104,800.00	67%	50,970.00			
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	132,900.00			132,900.00	83%	26,986.00			
29	Building Excavation and Backfill	\$ 190,756.00	190,756.00			190,756.00	100%	-			
30	Sanitary Systems	\$ 1,515,690.00	1,515,690.00			1,515,690.00	100%	-			
31	Storm Systems	\$ 121,166.00	116,138.00			116,138.00	96%	5,028.00			
32	Water Systems	\$ 214,044.00	198,261.00	10,000.50	5,782.50	214,044.00	100%	-			
33	Site Air Piping	\$ 245,980.00	245,980.00			245,980.00	100%	-			
34	Landscaping WWTF	\$ 46,550.00				-	0%	46,550.00			
35	CONCRETE					-		-			
36	Concrete	\$ 938,579.00	932,153.00	6,426.00		938,579.00	100%	-			
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	8,959.00	1,512.00	301,146.00	100%	-			
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	7,999.00		156,675.00	100%	-			
43	Masonry Materials ST 50	\$ 8,515.00	8,000.00	515.00		8,515.00	100%	-			
44	Masonry Labor ST50	\$ 19,753.00	17,000.00	2,753.00		19,753.00	100%	-			
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	24,267.00			24,267.00	100%	-			
49	Metal Fabrications	\$ 110,144.00	110,144.00			110,144.00	100%	-			
50	Guard & Hand Rail	\$ 170,313.00	164,797.78			164,797.78	97%	5,515.22			

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.:	26	Application Period:	From	07/01/25	to	07/31/25	Application Date:	07/29/25
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	384,672.00			384,672.00	100%	-
52	Labor to install	\$ 229,145.00	217,145.00			217,145.00	95%	12,000.00
53	Access Hatches	\$ 12,600.00	12,600.00			12,600.00	100%	-
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	123,500.00	4,000.00		127,500.00	98%	3,046.00
58	Finish Carentry	\$ 5,386.00				-	0%	5,386.00
59	THERMAL & MOISTURE					-	-	-
60	Dampproofing & Joint Sealants	\$ 78,250.00	73,317.00	2,000.00		75,317.00	96%	2,933.00
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	62,450.00			62,450.00	100%	-
81	Aluminum Windows and Galzing	\$ 21,169.00	18,000.00	3,169.00		21,169.00	100%	-
82	Aluminum Access Doors	\$ 14,490.00	14,490.00			14,490.00	100%	-
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	441,340.00			441,340.00	94%	28,400.00
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	97,695.50	8,400.00		106,095.50	84%	19,904.50
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	192,935.00	23,730.00		216,665.00	83%	45,835.00

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.:	26	Application Period:	From	07/01/25	to	07/31/25	Application Date:	07/29/25
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	49,350.00	1,575.00		50,925.00	39%	79,293.00
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	3,675.00		20,475.00	29%	51,245.00
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	42,000.00			42,000.00	100%	-
119	Process Labor	\$ 37,800.00	36,750.00	1,050.00		37,800.00	100%	-
120	STRUCTURE 25:					-		-
121	Plumbing/Process Materials	\$ 36,750.00	36,750.00			36,750.00	100%	-
122	Plumbing/Process Labor	\$ 49,350.00	49,350.00			49,350.00	100%	-
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	33,600.00			33,600.00	93%	2,667.00
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	89,250.00			89,250.00	100%	-
135	Process Labor	\$ 140,700.00	140,700.00			140,700.00	100%	-
136	STRUCTURE 35:					-		-
137	Plumbing/ Process Materials	\$ 5,250.00	5,250.00			5,250.00	100%	-
138	Plumbing/Process Labor	\$ 1,050.00	1,050.00			1,050.00	100%	-
139	HVAC Sheet Metal	\$ 5,250.00	5,250.00			5,250.00	100%	-
140	HVAC Misc. Materials	\$ 2,100.00	2,100.00			2,100.00	100%	-
141	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-
142	HVAC Labor	\$ 25,856.00	23,625.00			23,625.00	91%	2,231.00
143	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-
144	HVAC Submittals, Pre-Con and Mobilization	\$ 6,300.00	6,300.00			6,300.00	100%	-
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	14,700.00			14,700.00	100%	-
149	Process Labor	\$ 30,450.00	30,450.00			30,450.00	100%	-
150	STRUCTURE 50:					-		-
151	Plumbing/Process Materials	\$ 299,250.00	291,562.15	7,687.85		299,250.00	100%	-
152	Plumbing/Process Labor	\$ 893,231.00	874,283.00	18,948.00		893,231.00	100%	-

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.:	26	Application Period:	From	07/01/25	to	07/31/25	Application Date:	07/29/25
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	8,400.00			8,400.00	89%	1,050.00
156	HVAC Misc. Materials	\$ 9,923.00	2,100.00	6,773.00		8,873.00	89%	1,050.00
157	HVAC Equipment Rental	\$ 3,150.00	2,100.00	1,050.00		3,150.00	100%	-
158	HVAC Labor	\$ 64,776.00	56,700.00	3,150.00		59,850.00	92%	4,926.00
159	HVAC Management	\$ 2,625.00	1,575.00			1,575.00	60%	1,050.00
160	HVAC Submittals, Pre-Con and Mobilization	\$ 12,600.00	8,925.00	1,575.00		10,500.00	83%	2,100.00
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	STRUCTURE 55					-		-
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	2,362.00			2,362.00	100%	-
171	HVAC Equipment Rental	\$ 2,100.00	2,100.00			2,100.00	100%	-
172	HVAC Labor	\$ 25,331.00	25,331.00			25,331.00	100%	-
173	HVAC Management	\$ 2,625.00	2,625.00			2,625.00	100%	-
174	HVAC Submittals, Pre-Con and Mobilization	\$ 15,750.00	15,750.00			15,750.00	100%	-
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	STRUCTURE 60					-		-
178	Process Materials	\$ 55,650.00	54,600.00			54,600.00	98%	1,050.00
179	Process Labor	\$ 44,100.00	42,015.00	2,085.00		44,100.00	100%	-
180	STRUCTURE 70					-		-
181	Process Materials	\$ 44,100.00	43,600.00	500.00		44,100.00	100%	-
182	Process Labor	\$ 162,750.00	154,875.00	7,875.00		162,750.00	100%	-
183	STRUCTURE 75					-		-
184	Plumbing/Process Materials	\$ 31,415.00	31,415.00			31,415.00	100%	-
185	Plumbing/Process Labor	\$ 68,250.00	68,250.00			68,250.00	100%	-
186	Indian Hills Booster Station					-		-
187	Process Materials	\$ 1,260.00				-	0%	1,260.00
188	Process Labor	\$ 1,260.00				-	0%	1,260.00
189	ELECTRICAL					-		-
190	Mobilization	\$ 138,776.00	138,776.00			138,776.00	100%	-
191	Supervision	\$ 140,127.00	113,502.52			113,502.52	81%	26,624.48
192	Start-up & Commissioning	\$ 15,785.00	11,049.50			11,049.50	70%	4,735.50
193	Closeout Documents	\$ 12,050.00				-	0%	12,050.00
194	Demobilization	\$ 8,914.00				-	0%	8,914.00
195	General & Site					-		-
196	Temp Electric	\$ 34,643.00	34,643.00			34,643.00	100%	-
197	Electrical Labor	\$ 90,573.00	86,039.93			86,039.93	95%	4,533.07
198	Electrical Material	\$ 227,857.00	227,838.46			227,838.46	100%	18.54
199	Electrical Lighting and Labor	\$ 9,548.00	9,548.00			9,548.00	100%	-
200	Generator Install	\$ 19,960.00	17,962.00			17,962.00	90%	1,998.00
201	Demo	\$ 17,690.00	14,836.00			14,836.00	84%	2,854.00
202	Electrical Excavation & ductbank	\$ 95,592.00	95,592.00			95,592.00	100%	-
203	STR 10					-		-

Progress Estimate - Lump Sum Work
Contractor's Application for Payment

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

Application No.:	26	Application Period:	From	07/01/25	to	07/31/25	Application Date:	07/29/25
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	14,726.10			14,726.10	85%	2,599.90
205	Electrical Raceway Material	\$ 107,165.00	69,656.00			69,656.00	65%	37,509.00
206	Electrical Raceway Labor	\$ 104,843.00	62,585.75			62,585.75	60%	42,257.25
207	Electrical Wire Material	\$ 18,490.00	16,638.68			16,638.68	90%	1,851.32
208	Electrical Wire Labor	\$ 25,925.00	16,845.00			16,845.00	65%	9,080.00
209	Electrical Labor - MCC, Gear & Equipment	\$ 9,806.00	6,885.00			6,885.00	70%	2,921.00
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	6,190.00			6,190.00	100%	-
213	Electrical Labor	\$ 6,160.00	6,160.00			6,160.00	100%	-
214	STR 25					-		-
215	Electrical Material	\$ 56,170.00	56,170.00			56,170.00	100%	-
216	Electrical Labor	\$ 56,725.00	56,725.00			56,725.00	100%	-
217	Electrical Lighting and Labor	\$ 24,694.00	24,694.00			24,694.00	100%	-
218	STR 30					-		-
219	Electrical Material	\$ 40,647.00	40,620.00			40,620.00	100%	27.00
220	Electrical Labor	\$ 41,110.00	40,287.85			40,287.85	98%	822.15
221	STR 35					-		-
222	Electrical Material	\$ 14,827.00	14,827.00			14,827.00	100%	-
223	Electrical Labor	\$ 23,100.00	21,945.00			21,945.00	95%	1,155.00
224	Electrical Lighting and Labor	\$ 9,190.00	9,190.00			9,190.00	100%	-
225	STR 40					-		-
226	Electrical Material	\$ 16,622.00	16,622.00			16,622.00	100%	-
227	Electrical Labor	\$ 14,581.00	14,581.00			14,581.00	100%	-
228	Electrical Lighting and Labor	\$ 12,091.00	12,091.00			12,091.00	100%	-
229	STR 50					-		-
230	Electrical Material	\$ 133,977.00	133,977.00			133,977.00	100%	-
231	Electrical Labor	\$ 112,934.00	101,640.00			101,640.00	90%	11,294.00
232	Electrical Lighting and Labor	\$ 52,589.00	18,406.00			18,406.00	35%	34,183.00
233	Electrical Labor - MCC, Gear & Equipment	\$ 13,705.00	13,705.00			13,705.00	100%	-
234	STR 55					-		-
235	Electrical Material	\$ 37,762.00	37,762.00			37,762.00	100%	-
236	Electrical Labor	\$ 53,015.00	53,015.00			53,015.00	100%	-
237	Electrical Lighting and Labor	\$ 8,388.00	8,388.00			8,388.00	100%	-
238	STR 60					-		-
239	Electrical Material	\$ 7,497.00	7,497.00			7,497.00	100%	-
240	Electrical Labor	\$ 12,235.00	11,536.00			11,536.00	94%	699.00
241	Electrical Lighting and Labor	\$ 2,910.00	2,910.00			2,910.00	100%	-
242	STR 70					-		-
243	Electrical Material	\$ 27,350.00	27,350.00			27,350.00	100%	-
244	Electrical Labor	\$ 19,915.00	18,907.00			18,907.00	95%	1,008.00
245	Electrical Lighting and Labor	\$ 30,410.00	30,410.00			30,410.00	100%	-
246	STR 75					-		-
247	Electrical Material	\$ 6,165.00	6,165.00			6,165.00	100%	-
248	Electrical Labor	\$ 5,893.00	5,304.00			5,304.00	90%	589.00
249	Electrical Lighting and Labor	\$ 6,666.00	4,985.00			4,985.00	75%	1,681.00
250	PROCESS INTERCONNECTIONS					-		-
251	Installation of Stop Plates and Logs	\$ 3,717.00	2,500.00	1,217.00		3,717.00	100%	-
252	Installation of Slide and Weir Gates	\$ 38,241.00	36,100.00			36,100.00	94%	2,141.00
253	Prefabricated Flumes	\$ 3,087.00	3,087.00			3,087.00	100%	-
254	Installation of Flumes	\$ 2,955.00	2,955.00			2,955.00	100%	-

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:	Wastwater Treatment Facility and Water Booster Station							

Application No.:	26	Application Period:	From	07/01/25	to	07/31/25	Application Date:	07/29/25
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	MATERIAL PROCESSING AND HANDLING EQUIPMENT					-		-
256	Cranes and Hoist	\$ 73,952.00	73,952.00			73,952.00	100%	-
257	Labor to install Cranes and Hoist	\$ 19,948.00	19,948.00			19,948.00	100%	-
258	PROCESS GAS & LIQUID HANDLING, PURIFICATION & STORAGE EQUIPMENT					-		-
259	Air Sparging Blowers	\$ 30,000.00	28,571.43			28,571.43	95%	1,428.57
260	Labor to install Air Sparging Blowers	\$ 3,192.00	3,192.00			3,192.00	100%	-
261	Labor to install High Speed Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	-
262	Labor to install Rotary Lobe Blowers	\$ 9,975.00	9,975.00			9,975.00	100%	-
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	3,990.00			3,990.00	100%	-
266	WATER & WASTEWATER EQUIPMENT					-		-
267	Installation of step Screen and Washer	\$ 4,788.00	4,788.00			4,788.00	100%	-
268	Installation of Vortex Grit Chamber	\$ 6,384.00	6,384.00			6,384.00	100%	-
269	Installation of Grit Sperator Classifier	\$ 6,384.00	6,384.00			6,384.00	100%	-
270	Installation of Mixers	\$ 11,172.00	11,172.00			11,172.00	100%	-
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	12,768.00			12,768.00	100%	-
274	Labor to install UV System	\$ 6,384.00	6,384.00			6,384.00	100%	-
275	Labor to install Samplers	\$ 798.00	798.00			798.00	100%	-
276	Budget Allowances					-		-
277	Soils Testing Services	\$ 20,000.00	1,062.98			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	28,072.93	1,500.00		29,572.93	74%	10,427.07
282	Office Furniture	\$ 20,000.00	1,845.00	575.50		2,420.50	12%	17,579.50
283	Lab Equipment	\$ 30,000.00	34,638.91			34,638.91	115%	(4,638.91)
284	Shop Tools and Storage	\$ 30,000.00	11,667.50	675.00		12,342.50	41%	17,657.50
285	Truck Lift	\$ 15,000.00	7,506.00			7,506.00	50%	7,494.00
286	Skid Steer	\$ 80,000.00	38,500.00			38,500.00	48%	41,500.00
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	Pre-negotiated Items					-		-
292	Diesel Engine Driven Generator/ Transfer Switch	\$ 298,618.00	298,618.00			298,618.00	100%	-
293	Process Integration & Control	\$ 1,371,706.00	1,361,973.80			1,361,973.80	99%	9,732.20
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	299,746.88			299,746.88	100%	-
297	Dry Pit Pumps	\$ 66,040.00	66,040.00			66,040.00	100%	-
298	Torque Flow Grit Pumps	\$ 26,285.00		26,285.00		26,285.00	100%	-
299	Submersible Waste Water Pumps	\$ 210,704.00	200,000.00			200,000.00	95%	10,704.00
300	Step Screen with Washer Compact	\$ 128,593.49	128,593.49			128,593.49	100%	-
301	Mechanical Vortex Grit Chamber	\$ 72,750.00	72,750.00			72,750.00	100%	-
302	Grit Sperator Classifier	\$ 68,860.00	68,860.00			68,860.00	100%	-
303	Submersible Mixers	\$ 80,885.00	80,885.00			80,885.00	100%	-
304	Flexible Membrane Disc Diffuses	\$ 151,200.00	151,200.00			151,200.00	100%	-
305	Tertiary Filters	\$ 654,186.38	654,186.38			654,186.38	100%	-

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.:	26		Application Period:	From	07/01/25	to	07/31/25	Application Date:	07/29/25	
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	169,720.00				169,720.00	100%	-
307	Waste Water Samplers		\$ 16,293.00	16,293.00				16,293.00	100%	-
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	13,650.00				13,650.00	11%	107,100.00
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	22,500.00				22,500.00	35%	41,803.00
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		6,802.00		68,019.00	100%	-
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	\$ 19,055,437.81	\$ 540,136.85	\$ 471,187.27	\$ 20,066,761.93	91%	\$ 1,485,409.23	

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.:	26	Application Period:	From	07/01/25	to	07/31/25	Application Date:	07/29/25
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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	188,613.00			188,613.00	100%	-
	Change Order #2	104,569.38	104,569.38			104,569.38	100%	-
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Change Order Totals		\$ 293,182.38	\$ 293,182.38	\$ -	\$ -	\$ 293,182.38	100%	\$ -
Original Contract and Change Orders								
Project Totals		\$ 22,356,120.13	\$ 19,348,620.19	\$ 540,136.85	\$ 471,187.27	\$ 20,359,944.31	91%	\$ 1,485,409.23

Contractor's Application for Payment

Unit Price

Progress Estimate - Unit Price Work

Contractor's Application for Payment

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

Application No.:		26		Application Period:		From		07/01/25		to		07/31/25		Application Date:		07/29/25	
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 (I - 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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Contractor's Application for Payment

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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

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	12	<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 Complete worksheet on page 3	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	29,031.69		
Construction / Equipment	180,421.48		
Miscellaneous Costs			
EIF Closing Costs			
Total Requested	209,453.17		

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			

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 12		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		
07/29/2025	Portzen	PAY APP 26	212,135.33						205,673.43			6,461.90	SDWLP DR #9		
07/17/2025	Town & Country Engineering	28448	11,000.00					10,664.93				335.07	SDWLP DR #9		
07/17/2025	Town & Country Engineering	28449	20,389.95					19,768.85				621.10	SDWLP DR #9		
05/29/2025	Portzen	PAY APP 24	468,264.04						-25,251.95			493,515.99	SDWLP DR #9, SDWLP DR #8, CWF DR # 10		
05/08/2025	Town & Country Engineering	28198	26,000.00					-1,402.09				27,402.09	SDWLP DR #9, SDWLP DR #8, CWF DR # 10		
(SUB) TOTAL			737,789.32					29,031.69	180,421.48			528,336.15			

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

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

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	4962-06	9	<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 Complete worksheet on page 3	\$	\$	\$
Interim Financing			
Preliminary Design/Engineering			
Land or Easement Acquisition			
Engineering / Construction Management	2,358.26		
Construction / Equipment	31,713.85		
Miscellaneous Costs			
EIF Closing Costs			
Total Requested	34,072.11		

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			

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 type="radio"/> Clean Water Fund Program <input checked="" type="radio"/> Safe Drinking Water Loan Program				Municipality City of Waterloo								6. Other Funding Indicate Dollar Amount and Fund Source, i.e., CDBG, RD, internal funds	
				Project Number 4962-06				Request Number 9					
				5. Budget Categories (Requesting EIF funds for incurred eligible costs.)									
1. Date of Invoice	2. Payee	3. Invoice Number	4. Total Invoice Amount	Force Account	Interim Financing	Preliminary Design/ Engineering	Land or Easement Acquisition	Engineering/ Construction Management	Construction /Equipment*	Misc. Costs	Closing Costs	Amt.	Source
06/01/2013	Sample		250,000.00						200,000.00			50,000.00	CDBG
07/29/2025	Portzen	PAY APP 26	212,135.33						6,461.90			205,673.43	CWF DR #12
07/17/2025	Town & Country Engineering	28448	11,000.00					335.07				10,664.93	CWF DR #12
07/17/2025	Town & Country Engineering	28449	20,389.95					621.10				19,768.85	CWF DR #12
05/29/2025	Portzen	PAY APP 24	468,264.04						25,251.95			443,012.09	CWF DR #10, CWF DR #12, SDWLP DR #8
05/08/2025	Town & Country Engineering	28198	26,000.00					1,402.09				24,597.91	CWF DR #10, CWF DR #12, SDWLP DR #8
(SUB) TOTAL			737,789.32					2,358.26	31,713.85			703,717.21	

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

Date of Issuance:	7/25/2025	Effective Date:	8/7/2025
Owner:	Waterloo Utilities	Owner's Contract No.:	N/A
Contractor:	Portzen Construction, Inc.	Contractor's Project No.:	23-04
Engineer:	Town & Country Engineering, Inc.	Engineer's Project No.:	WW-47
Project:	2023 Water and Wastewater Improvements	Contract Name:	N/A

This change order changes the construction contract based on the following Work Change Directives:

Bid Item 1


Description:	Quant.	Unit	Unit Price	Amount
WCD No. 34 Str. 20 Gates	1	LS	\$6,447.00	\$6,447.00
WCD No. 35 Str. 70 BFVs	1	LS	\$6,883.00	\$6,883.00
WCD No. 36 KSB Wiring	1	LS	\$7,612.00	\$7,612.00
WCD No. 37 MCC Comments	1	LS	\$10,959.00	\$10,959.00
WCD No. 38 Flow Meters	1	LS	\$6,081.00	\$6,081.00
WCD No. 39 Wall Mounted Cranes	1	LS	\$5,058.00	\$5,058.00
WCD No. 40 Existing UV Diamond Plate	1	LS	\$6,728.00	\$6,728.00
WCD No. 41 Str. 55 Valve Ext.	1	LS	\$1,297.00	\$1,297.00
WCD No. 42 2nd Phosphate Analyzer	1	LS	\$43,491.00	\$43,491.00
WCD No. 43 CV Hold Open Device	1	LS	\$3,560.00	\$3,560.00
WCD No. 44 Dry Pit Filter Floor	1	LS	\$16,657.00	\$16,657.00
WCD No. 45 Str. 30 Removable Guardrail	1	LS	\$7,213.00	\$7,213.00
WCD No. 46 Str. 30 Sidewalks	1	LS	\$0.00	\$0.00
WCD No. 47 Str. 10 Additional Vac Turrets	1	LS	\$3,704.00	\$3,704.00
Bid Item 1 Total:				\$125,690.00

Attachments: Work Change Directives Nos. 34-47

CHANGE IN CONTRACT PRICE	CHANGE IN CONTRACT TIMES
Original Contract Price:	Original Contract Times:
\$22,221,337.75	Substantial Completion: 5/31/2025
	Ready for Final Payment: 8/29/2025
	Dates
[Increase] [Decrease] from previously approved Change-Order No. 1 to No. 2:	[Increase] [Decrease] from previously approved Change Orders No. ___ to No. ___:
\$293,182.38	Substantial Completion: 0 days
	Ready for Final Payment: 0 days
Contract Price prior to this Change Order:	Contract Times prior to this Change Order:
\$22,514,520.13	Substantial Completion: 5/31/2025
	Ready for Final Payment: 8/29/2025
	Dates
[Increase] [Decrease] of this Change Order:	[Increase] [Decrease] of this Change Order:
\$125,690.00	Substantial Completion: 125 days
	Ready for Final Payment: 125 days
Contract Price incorporating this Change Order:	Contract Times with all approved Change Orders:
\$22,640,210.13	Substantial Completion (WWTP): 10/3/2025
	Substantial Completion (Booster): 11/28/2025
	Ready for Final Payment (WWTP): 1/1/2026
	Ready for Final Payment (Booster): 2/26/2026
	Dates

RECOMMENDED
 By: 
 Engineer (Authorized Sign.)
 Title: Project Engineer
 Date: 7/31/2025

ACCEPTED:
 By: _____
 Owner (Authorized Sign.)
 Title: _____
 Date: _____

ACCEPTED:
 By: 
 Contractor (Authorized Sign.)
 Title: Senior PM
 Date: 7/30/25

Approved by Funding Agency (If applicable)

By: _____ Date: _____
 Title: _____

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
		CO No. 1	\$188,613
24.	12/5/2024	Str. 30 Hinged Grating	\$429.50
25.	12/5/2024	Aluminum Dome Doors	\$2,693.00
26.	12/5/2024	Vac Dump Hydrant	\$17,660.88
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
		CO No. 2	\$104,569
34.	2/19/2025	Str. 20 Gates	\$6,447.00
35.	3/28/2025	Str. 70 BFVs	\$6,883.00
36.	3/28/2025	KSB Wiring	\$7,612.00
37.	3/28/2025	MCC Comments	\$10,959.00
38.	3/28/2025	Flow Meters	\$6,081.00
39.	3/28/2025	Wall Mounted Cranes	\$5,058.00
40.	4/18/2025	Existing UV Diamond Plate	\$6,728.00
41.	5/7/2025	Str. 55 Valve Ext.	\$1,297.00
42.	5/7/2025	2 nd Phosphate Analyzer	\$43,491.00
43.	5/7/2025	CV Hold Open Device	\$3,560.00

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

44.	5/7/2025	Dry Pit Filter Floor	\$16,657.00
45.	6/4/2025	Str. 30 Removable Guardrail	\$7,213.00
46.	7/14/2025	Str. 30 Sidewalks	\$0.00
47.	7/21/2025	Str. 10 Additional Vac Turrets	\$3,704.00
		CO No. 3	\$125,690.00
		TOTAL	\$418,872.38



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

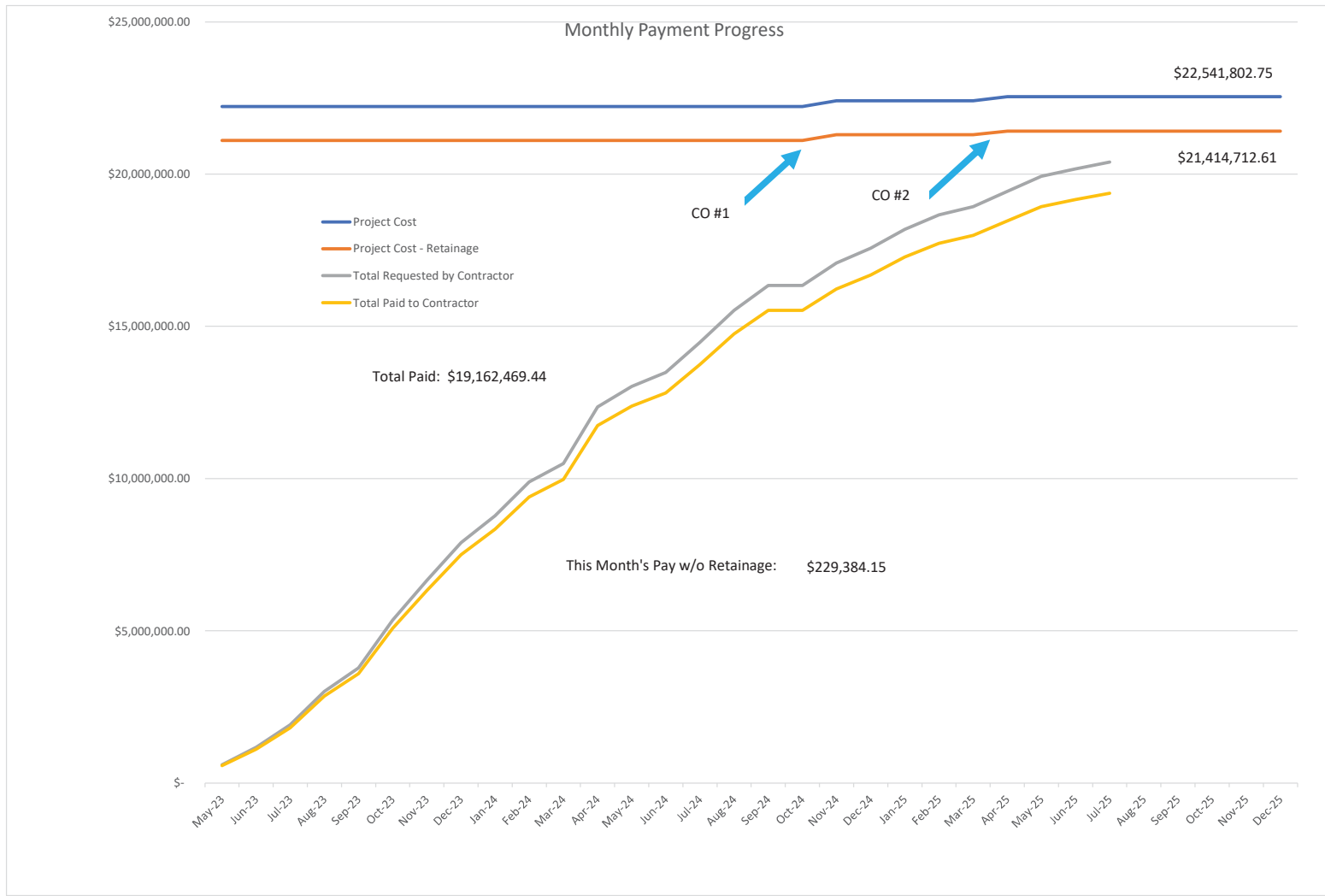
Monthly Report

General Construction Activities by Structure					
Structure	Activity				
05 - Site	- Site concrete poured - Water main tie-ins complete - Excavation of subbase ongoing				
Vac Dump					
10	- Floor and wall demo complete - New concrete floor poured - Screw press started up				
20					
25					
30	- Diffuser heads leveled				
35					
40					
45					
50	- Lighting - Existing blower piping				
55					
60					
65					
70					
75					
Booster Station	- Generator started up				
Contractors/Firms On-Site			This Month's Work Change Directives		
Portzen			7/21/2025	Str. 30 Sidewalks	\$ -
Pieper (Electrical)			7/21/2025	Str. 10 Additional Vac Turrets	\$ 3,704
Thermodynamics (HVAC)					
Dubuque Plumbing & Heating (Plumbing)					
Altronex (Controls)					
				Monthly Total:	\$ 3,704
				Project Total	\$419,334
RFI's/Clarifications/Issues					
Significant Meetings					
Date	Topic	Participants	Action Items		
7/9/2025 7/16/2025 7/23/2025	Subcontractor coordination meeting	T&C, Portzen, Waterloo, Pieper, LW Allen, DPH			
7/30/2025	Monthly Construction Meeting	T&C, Portzen, Waterloo, Pieper, LW Allen, DPH, USDA RD, DNR			
Anticipated Work Next Month					
Structure	Activity				
Site	- Pour remaining sidewalk - Asphalt paving - Final gas meter location				
Vac Dump	- Complete				
10	- Tile installation - Painting, plumbing, electrical, HVAC				
20					
25	- Sampler startup				
30	- Switch to Aeration Basins 1 & 2				
35					
40					
45					
50	- Polymer system startup - Orthophosphate sampler startup - Digester blower startup				
55					
60	- Sampler startup				
65					
70					
75	- Blower, pumps, and diffuser startup				
Booster					



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

Monthly Payment Progress



Monthly Progress Pictures



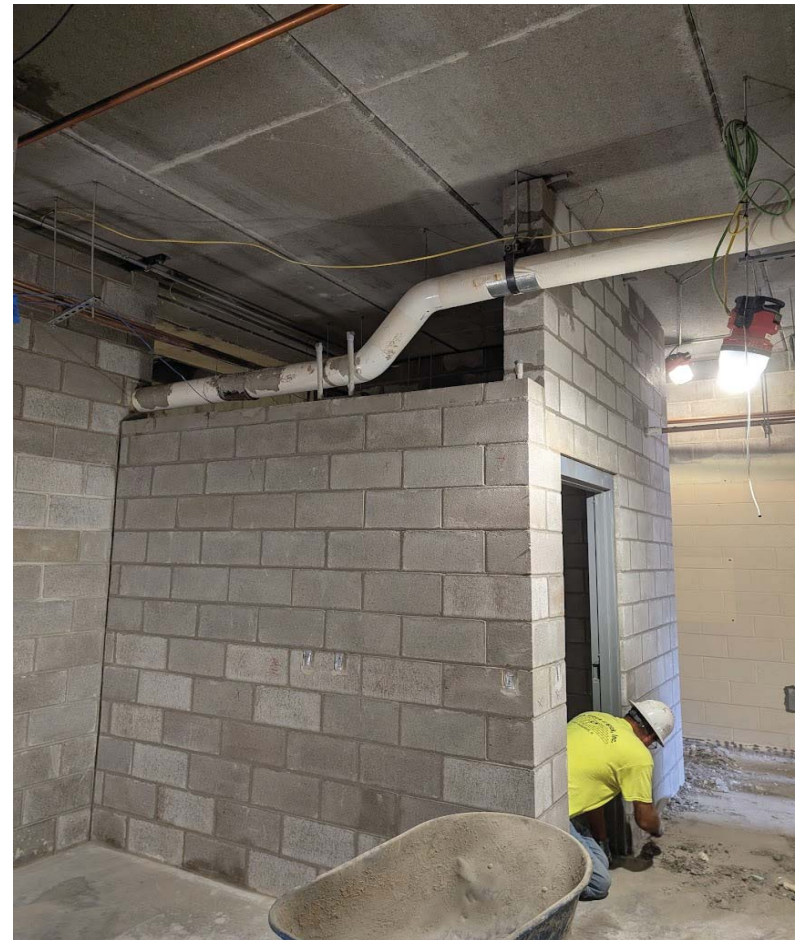
Site
New water connection to site



Str. 10
New concrete flooring in Str. 10



Site
New Concrete sidewalks around Str. 30



Str. 10
New masonry block in Str. 10



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

ORDINANCE #2025-11

An Ordinance Creating Chapter 175 Regulating Massage Parlors

WHEREAS, the Common Council finds it to be in the public interest to regulate massage parlors in the City.

NOW, THEREFORE, the Common Council of the City of Waterloo, Jefferson County, Wisconsin, do ordain as follows:

SECTION 1. Chapter 175 of the Code of Ordinances is hereby created as set forth in Exhibit A.

SECTION 2. All other provisions of the Code of Ordinances not specifically amended herein shall remain unmodified and in full force and effect.

SECTION 3. This ordinance shall take effect upon passage and publication as provided by law.

Acted on and adopted at a result meeting of the Common Council on _____, 2025.

CITY OF WATERLOO

Jenifer Quimby, Mayor

Attest:

Jeanne Ritter, City Clerk

Date Adopted _____ Date Published _____

MASSAGE PARLORS

§ 175-1. Purpose and Intent

The City of Waterloo enacts this ordinance to protect public health, safety, and welfare by ensuring that businesses offering massage services operate in a professional and legitimate manner, preventing illegal activities such as prostitution and human trafficking.

§ 175-2. Definitions

For the purposes of this ordinance:

- **“Massage”**: Any method of treating external parts of the human body for remedial, relaxation, or therapeutic purposes by rubbing, stroking, kneading, tapping, pounding, vibrating, or other similar methods.
- **“Massage Parlor/Establishment”**: Any business that advertises or offers massages for compensation, excluding licensed medical offices and physical therapy practices.
- **“Massage Establishment License”** means a license issued by the City under the authority of this ordinance, permitting the operation of a business where massage therapy services are offered or provided for compensation.
- **“Massage Therapist”**: An individual licensed by the State of Wisconsin under Wis. Stat. § 460.04 to engage in the practice of massage therapy or bodywork therapy.
- **“Massage Therapist License”** means a valid and active credential issued by the Wisconsin Department of Safety and Professional Services (DSPS) pursuant to Wis. Stat. § 460.04, authorizing an individual to practice massage therapy or bodywork therapy in the State of Wisconsin.
- **“Owner”** means any person or entity holding a legal or equitable interest in the massage establishment, including, but not limited to, any sole proprietor, partner, corporate officer, or limited liability company member.
- **“Table shower”** means a procedure in which a client lies on a table or platform while being sprayed or washed by a massage therapist or employee, often associated with spa-type water massages.
- **“Vichy shower”** means a system that sprays water over a client while they are lying down and may involve physical contact.
- **“Sexually Explicit Advertising”** means any written, visual, or oral communication that: Depicts or describes sexual conduct or nudity; Suggests, implies, or offers sexual activity, erotic services, or other acts not permitted by Wisconsin law; Includes terminology commonly associated with prostitution or escort services,

such as “happy ending,” “sensual massage,” “erotic rub,” “sexy staff,” “special services,” or similar terms.

- **“Refusal to Allow Inspection”** means a licensee’s or employee’s denial, delay, obstruction, or limitation of lawful entry by authorized city officials during posted or known business hours for purposes of conducting inspections as required by this ordinance.
- **“Business Hours”** means the posted hours during which the massage establishment is open to the public for the provision of massage services, but in no event earlier than 8:00 AM or later than 8:00 PM, unless a variance is granted by the City.
- **“Locked During Business Hours”** means any action by which the establishment’s main entrance door is physically secured against entry by customers or public safety officers during posted business hours, except during an emergency lockdown situation necessary for the immediate safety of those present.
- **“Premises”** means the physical location occupied by the massage establishment, including all rooms, hallways, restrooms, and storage areas used in the operation of the business.
- **“Prostitution”** means intentionally engaging in, offering to engage in, or requesting another to engage in sexual intercourse, sexual contact, or any lewd or lascivious act for anything of value, including money, goods, services, or other benefits.
- **“Solicitation of Prostitution”** means knowingly requesting, encouraging, inducing, or attempting to cause another person to engage in an act of prostitution, regardless of whether money or anything of value is exchanged, and regardless of whether the act actually occurs. Includes verbal or written offers, gestures, coded language, or online communication made for the purpose of arranging sexual activity in exchange for value. Applies to clients (“johns”), facilitators, or anyone attempting to procure sexual services.
- **“Law Enforcement Officer”** means any person employed by a city, county, or the State of Wisconsin who is vested by law with the duty to maintain public order or to make arrests for crimes, including but not limited to police officers, sheriff’s deputies, state patrol officers, and investigators from the Wisconsin Department of Justice.
- **“Authorized Inspector”** means any city, county or state official, employee, or agent who is designated by law to conduct inspections of massage establishments for compliance with this ordinance and state law, including but not limited to building

inspectors, fire inspectors, zoning officials, public health officials, and business licensing personnel.

§ 175-3. License Required

(a) No person shall operate a massage parlor within the City of Waterloo without first obtaining a Massage Establishment License from the City Clerk.

(b) All persons providing massages must possess a valid Wisconsin Massage Therapist or Bodywork Therapist license.

§ 175-4. Application for Massage Establishment License

Applicants must submit to the City Clerk:

1. Completed application form with:
 - Legal name and any aliases.
 - Proof of ownership or leasehold interest in the business premises.
 - List of all owners, partners, members, or corporate officers.
2. Copy of a valid State of Wisconsin Massage Establishment license, if applicable.
3. Background check authorization for each owner/operator.
4. Nonrefundable application fee of \$[amount] set by the Common Council.
5. Floor plan of the premises showing all rooms and uses.

§ 175-5. Conditions of Operation

Massage establishments must:

(a) Operate only between the hours of 8:00 AM and 8:00 PM, unless an extended-hours permit is issued.

(b) Keep the premises clean, sanitary, and well-lit at all times.

(c) Maintain a log of all massage services provided, including client names (or initials) and times, for a period of one year, available for inspection by law enforcement upon lawful request.

(d) Ensure that massage therapists are properly clothed in professional attire and that no nudity or sexually explicit conduct occurs on premises.

(e) Display each massage therapist's state license prominently.

(f) No person shall reside, sleep overnight, or maintain living accommodations at the massage establishment, including but not limited to the use of beds, cots, mattresses, or sleeping bags.

(g) All external doors to the massage establishment accessible to the public shall remain unlocked during regular business hours when services are being provided, unless the business is closed to the public.

(h) Nothing in this subsection shall prevent the locking of doors during an emergency

lockdown situation when necessary for safety.

(i) No advertising, display, or promotion of sexually explicit conduct, acts, or services shall be permitted at the establishment or online.

(j) The use of table showers, Vichy showers, or similar equipment that involves bathing or washing of clients by employees is strictly prohibited within the massage establishment.

§ 175-6. Prohibited Acts

No massage establishment or therapist shall:

(a) Allow, offer, or engage in sexual activity or conduct of a sexual nature on the premises.

(b) Employ anyone as a massage therapist who does not possess a valid state license.

(c) Operate as a front for prostitution, human trafficking, or other illegal activities.

§ 175-7. Duty to Report Solicitation of Prostitution

(a) Mandatory Reporting Requirement

Any massage therapist, employee, or license holder of a massage establishment who is directly solicited for prostitution by a client or other individual on the premises shall immediately report the incident to the Waterloo Police Department or other law enforcement agency.

(b) Method of Reporting

Reports may be made verbally or in writing and must include, to the extent known:

1. The date and time of the incident;
2. A description of the individual making the solicitation;
3. Any identifying information (e.g., name, phone number, license plate, appointment record); and
4. A description of the conduct that constituted the solicitation.

(c) Employer Notification Not Required

Nothing in this section shall require a massage therapist or employee to notify an employer or supervisor before making the report. Reports may be made confidentially.

(d) Retaliation Prohibited

No owner, manager, or supervisor of a massage establishment shall discharge, discipline, or otherwise retaliate against any person for reporting a solicitation of prostitution in good faith.

(e) Failure to Report

Failure by a licensed massage therapist or employee to report a known act of solicitation may result in penalties under sections 8 and 9.

175- 7. Inspections

Any law enforcement officer, health department inspectors, and/or duly authorized officials may conduct reasonable inspections of licensed massage establishments during

operating hours to ensure compliance with this ordinance.

It is unlawful for any licensee, employee, or agent to refuse, hinder, or interfere with any lawful inspection authorized by this section.

§ 175-8. Penalties

Violation of this ordinance shall subject the offender to:

- A municipal forfeiture not less than \$250 and not more than \$2,500 per violation.
- Refusal to permit a lawful inspection shall constitute a separate violation, subject to an additional forfeiture of not less than \$500 and not more than \$2,500.
- Possible suspension or revocation of the massage establishment license after notice and hearing.
- Violation of Section 5(f) (prohibition on living accommodations) shall be subject to an immediate fine of \$500 per violation and may result in emergency suspension of the massage establishment license.

§ 175-9. Reporting of Violations to State Authorities

(a) Mandatory Reporting:

The City Clerk or designee shall report any of the following to the Wisconsin Department of Safety and Professional Services (DSPS):

1. Any violation by a licensed massage therapist involving illegal sexual activity, controlled substances, fraud, or violations of professional licensing standards;
2. Any conviction of a massage therapist for a felony or misdemeanor related to their practice;
3. Any finding that a therapist has engaged in unlicensed practice of massage therapy or bodywork therapy.

(b) Notification Contents:

Reports to DSPS shall include:

- Name of the individual;
- Wisconsin license number (if applicable);
- Description of the violation or incident;
- Disciplinary actions taken by the City; and
- Any supporting documentation from investigations or hearings.

(c) Timing:

Reports shall be made within ten (10) business days after the City determines that a reportable violation has occurred.

§ 175-10. License Suspension and Revocation

(a) Grounds:

The City may suspend or revoke any Massage Establishment License for any of the following:

1. Violation of any provision of this ordinance or state law regulating massage establishments.
2. Conviction of any owner, manager, or employee for a crime involving prostitution, human trafficking, sexual misconduct, or controlled substances.
3. Refusal to allow a lawful inspection under Section 7.
4. Three or more ordinance violations occurring within a twelve (12) month period.

(b) Procedure:

Before suspension or revocation, the licensee shall be entitled to a hearing before the Common Council or its designated hearing officer.

- Written notice stating the grounds for suspension or revocation and the time and place of the hearing shall be served at least ten (10) days prior to the hearing.
- The licensee may appear at the hearing with or without legal counsel, present evidence, and cross-examine witnesses.
- The Common Council may suspend the license for a period not to exceed ninety (90) days or revoke the license entirely.

(c) Emergency Suspension:

If the City determines that the continued operation of a massage establishment presents an immediate threat to public health, safety, or welfare, the Chief of Police or City Clerk may issue a temporary suspension order pending a hearing, effective immediately.

§ 175-11. License Renewal

(a) Term and Expiration:

All Massage Establishment Licenses issued under this ordinance shall expire on December 31 of each year, regardless of the date of issuance.

(b) Renewal Application:

Licensees seeking renewal must submit a renewal application to the City Clerk no later than November 30 of each year, which shall include:

1. Updated ownership and operator information.

2. Proof of continued compliance with applicable state licensing requirements.
3. Certification that all massage therapists employed hold valid Wisconsin licenses.
4. Authorization for updated background checks on owners and operators.
5. Payment of a renewal fee as set by the Common Council.

(c) Grounds for Denial of Renewal:

Renewal may be denied for:

1. Failure to comply with the requirements of this ordinance.
2. Outstanding fines, forfeitures, or unpaid taxes owed to the City.
3. Pending or prior disciplinary action against the massage establishment or its employees.
4. A material misstatement or omission on the renewal application.

(d) Renewal Hearing:

If the City Clerk intends to deny renewal, the licensee shall be entitled to a hearing before the Common Council or designated hearing officer, following the same notice and hearing procedures described in Section 9(b).

§ 175-12. Severability

If any section, subsection, sentence, clause, or phrase of this ordinance is held unconstitutional or invalid by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

§ 175-13. Effective Date

This ordinance shall take effect upon passage and publication according to law.

Appendix A – Penalties and Enforcement Summary Table

Violation Type	Penalty	Other Consequences
Operating without a Massage Establishment License	\$500 – \$2,500 per violation	Immediate cease-and-desist order; possible criminal charges under state law; License suspension or revocation
Employing unlicensed massage therapists	\$500 – \$2,500 per violation	Immediate cease-and-desist order; License suspension or revocation; possible criminal charges under state law
Violation of Conditions of Operation (e.g., hours, dress code, records)	\$250 – \$2,500 per violation	License suspension after 3 violations in 12 months
Refusal to allow lawful inspection	\$500 – \$2,500 per violation	Immediate license suspension pending hearing
Offering or allowing sexual activity on premises	\$1,000 – \$2,500 per violation	Immediate emergency suspension; probable license revocation; possible criminal charges under state law
Failure to renew license on time	\$100 late fee + renewal fee	Potential suspension of operating authority
Material misstatement on application or renewal	\$250 – \$2,500 per violation	Denial or revocation of license

Enforcement Actions Summary

Action	Trigger	Process
License Suspension	3 ordinance violations within 12 months; refusal to allow inspection; threat to public health/safety	Notice and hearing before Common Council or hearing officer
Emergency Suspension	Immediate threat to public health/safety	Temporary suspension issued by Chief of Police or City Clerk, effective immediately, followed by a hearing

Action	Trigger	Process
License Revocation	Repeated or serious violations, criminal convictions tied to premises	Hearing with notice; revocation decision by Common Council
License Renewal Denial	Outstanding violations, unpaid fines, inaccurate renewal application, disqualification under state law	Notice and hearing before Common Council or hearing officer

City of Waterloo, Wisconsin

Massage Establishment License Application Form

City Clerk's Office

1. Business Information

- Legal Business Name: _____
 - Doing Business as: _____
 - Business Address: _____
 - Business Phone Number: _____
 - Business Email Address: _____
 - Business Entity Type: ☐ Sole Proprietor ☐ Partnership ☐ Corporation ☐ LLC
-

2. Applicant (Owner/Operator) Information

- Full Legal Name: _____
- Date of Birth: _____
- Home Address: _____
- Phone Number: _____
- Email Address: _____

(If multiple owners/partners, attach additional sheets with full information.)

3. Premises Information

- Property Owner Name (if leased): _____
 - Property Owner Contact Information: _____
 - Attach copy of lease agreement or proof of ownership.
 - Attach floor plan showing layout of business, including all rooms.
-

4. Massage Therapist Information

List all massage therapists employed or contracted (attach additional sheets if necessary):

Name Wisconsin License Number Expiration Date

5. Criminal History

Has any owner, operator, or managing employee been convicted of any crime involving prostitution, human trafficking, controlled substances, or any offense involving moral turpitude?

☐ Yes ☐ No

(If Yes, attach detailed explanation.)

6. Required Attachments

- ☐ Copy of all owners' photo IDs
 - ☐ Proof of valid massage therapist licenses for all employees
 - ☐ Authorization for Background Check (attached form)
 - ☐ Application Fee (\$[amount])
 - ☐ Signed Certification (below)
-

7. Certification

I hereby certify that the information contained in this application is complete and true. I understand that any false statement may result in denial, suspension, or revocation of any license issued. I authorize the City of Waterloo to conduct background checks as required.

Applicant Signature: _____ Date: _____

City of Waterloo, Wisconsin

Massage Establishment Inspection Checklist

Police Department

Business Name: _____

Address: _____

Date of Inspection: _____

Inspector Name: _____

Premises

- ☐ Business license displayed prominently.
 - ☐ Massage therapist licenses displayed for all practitioners.
 - ☐ Floor plan matches submitted plan.
 - ☐ Premises clean, sanitary, and well-lit.
 - ☐ All treatment rooms properly labeled and accessible for inspection.
 - ☐ No beds, cots, mattresses, sleeping bags, or evidence of overnight living on premises.
 - ☐ All doors accessible to the public remain unlocked during business hours (unless emergency).
 - ☐ No table showers, Vichy showers, or similar bathing equipment observed or in use.
 - ☐ No plumbing fixtures installed in massage rooms for client bathing purposes.
-

Personnel

- ☐ All individuals providing massage are licensed in Wisconsin.
 - ☐ Professional attire worn by all massage therapists.
 - ☐ Employees aware of and complying with hours of operation.
-

Records

- ☐ Client logbook maintained properly (client names/initials, date/time).
 - ☐ Logbook available for lawful inspection.
 - ☐ Retention of client records for one year.
-

Operations

- ☐ No sexually explicit materials or advertisements visible.
 - ☐ No evidence of sexual activity or solicitation.
 - ☐ No alcohol, illegal drugs, or unlicensed sales on premises.
 - ☐ No sexually explicit advertisements, flyers, or marketing materials displayed or distributed.
 - ☐ Refusal to inspect: ☐ Yes ☐ No
-

Final Notes/Violations:

Inspector's Recommendation:

☐ Approved ☐ Re-inspection required ☐ Violation Notice Issued

Inspector Signature: _____ Date: _____

City of Waterloo, Wisconsin

NOTICE OF VIOLATION – MASSAGE ESTABLISHMENT

Date of Issue: _____

Time of Issue: _____

Business Name: _____

Business Address: _____

Owner/Manager (if known): _____

Phone Number: _____

Inspector/Officer Name: _____

Badge/Employee Number (if applicable): _____

Nature of Violation(s)

(Check all that apply)

- ☐ **Operating without a valid Massage Establishment License**
- ☐ Employing unlicensed massage therapist(s)
- ☐ Refusal to allow lawful inspection
- ☐ Providing massage services outside of permitted business hours
- ☐ Failure to maintain required client records
- ☐ Sleeping or living on premises (beds, cots, mattresses, etc.)
- ☐ Locked doors during regular business hours (non-emergency)
- ☐ Sexual activity or solicitation observed or reported
- ☐ Failure to display licenses properly
- ☐ Other (describe below)

Other / Description of Violation:

Required Corrective Action(s)

| ☐ | Cease and desist specific activity immediately | | ☐ | Submit corrected documentation within ____ days | | ☐ | Appear at hearing scheduled for: _____ | | ☐ | Business ordered temporarily closed pending hearing | | ☐ | Other corrective action (describe): _____ |

Penalty Information

- **Potential Fine:** \$_____ per violation.
- **License Action:** May result in suspension, revocation, or non-renewal.
- **State Reporting:** Violation may be reported to the Wisconsin Department of Safety and Professional Services (DSPS) if applicable.

Service of Notice

| ☐ | Delivered in person to owner/manager | | ☐ | Posted conspicuously on premises | | ☐ | Sent via certified mail to business address |

Recipient Name (printed): _____

Recipient Signature (if available): _____

Date: _____

Inspector/Officer Signature: _____

Date: _____

Important

Failure to correct the violations described herein may result in additional enforcement actions, including increased fines, suspension or revocation of the Massage Establishment License, or other legal remedies.

For questions, contact:

City Clerk's Office

Phone: [Insert City Phone Number]

Email: [Insert City Email Address]

City of (City), Wisconsin

NOTICE OF HEARING – MASSAGE ESTABLISHMENT LICENSE

Date of Issue: _____

Time of Issue: _____

Business Name: _____

Business Address: _____

Owner/Manager (if known): _____

Phone Number: _____

Hearing Date: _____

Time of Hearing: _____

Hearing Location: [Insert Location, e.g., City Hall, Council Chambers]

Notice of Hearing for Violation(s)

You are hereby notified that a hearing will be held to address the following violation(s) related to your Massage Establishment License:

- ☐ **Operating without a valid Massage Establishment License**
- ☐ Employing unlicensed massage therapist(s)
- ☐ Refusal to allow lawful inspection
- ☐ Providing massage services outside of permitted business hours
- ☐ Failure to maintain required client records
- ☐ Sleeping or living on premises (beds, cots, mattresses, etc.)
- ☐ Locked doors during regular business hours (non-emergency)
- ☐ Sexual activity or solicitation observed or reported
- ☐ Failure to display licenses properly
- ☐ Other (describe below)

Violation(s) Reported by:

Hearing Details

At the hearing, you may present evidence, testimony, and witnesses. You may also be represented by legal counsel. The purpose of the hearing is to determine if your license will be suspended, revoked, or if any fines will be assessed as a result of the violations listed above.

Your Rights:

- You have the right to attend the hearing and speak on your behalf.
- You may present any documents, records, or other evidence.
- You may be represented by an attorney, at your expense.
- If you fail to attend the hearing, the hearing officer may make a decision based on available evidence.

Failure to Attend:

If you do not attend the hearing, the hearing officer may decide to proceed in your absence, and a ruling may be issued based on the information available. Failure to attend may result in suspension, revocation, or other enforcement actions.

Corrective Action:

If the hearing determines that violations have occurred, corrective actions may include:

- Fines (as specified in the ordinance).
- Suspension or revocation of your Massage Establishment License.
- Reporting of violations to the Wisconsin Department of Safety and Professional Services (DSPS) (if applicable).
- Other enforcement actions authorized by City ordinance.

Appeals Process:

If you disagree with the outcome of the hearing, you may appeal the decision to the [City Board of Appeals or Common Council] within [time frame, e.g., 10 business days].

Contact Information:

If you have any questions or require additional information, please contact:

City Clerk's Office

Phone: [Insert City Phone Number]

Email: [Insert City Email Address]

Acknowledgment of Notice

I, the undersigned, acknowledge receipt of this Notice of Hearing and understand that I am required to attend or respond as directed above.

Recipient Name (printed): _____

Recipient Signature (if available): _____

Date: _____

City Clerk/Officer Signature: _____

Date: _____



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

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

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

NAME OF SPONSOR (Applicant): Friends of KJM Library / Waterloo Business Assoc.

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Tammy Renforth

PHONE NUMBER: 920-988-7854 / same /
DAYTIME EVENING FAX

EMAIL ADDRESS: tazrenforth@hotmail.com

NAME OF EVENT: Wiener & Kraut 5K/2M Run/Walk

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

PURPOSE OF EVENT: Fundraiser for Friends of KJM Library

DATE OF EVENT: Sept. 13, 2025

EVENT HOURS: 2 SET UP HOURS 2 BREAKDOWN 1

DESCRIPTION OF EVENT: 5K run / 2 mile walk

SITE/ADDRESS FOR EVENT (list if multiple locations) KJM Library start/finish

PROJECTED ATTENDANCE: 75 PAST ATTENDANCE: 60

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 8-10 volunteers

RAIN POLICY: rain or shine

DATE APPLICATION MADE 7/28/25

HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

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

PERMITTED USE OF PUBLIC PROPERTY:

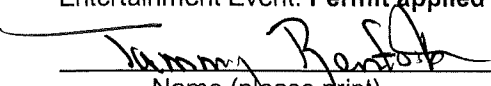
Whereas the Special or Entertainment Event Sponsor agrees to use the public property at _____ in Waterloo, Wisconsin, known as, for staging of, the City of Waterloo does hereby agree to permit for use, at no cost, these premises for the date(s) of _____ through _____ 20__. Sponsor does hereby agree to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

LIABILITY WAIVER:

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

AUTHORIZED SIGNATURES:

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



Name (please print)



Signature

Signatory Title (if applicable)

7/28/25

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: Wiener & Krant 5/10 2.M Run/Walk

DATE (S) OF EVENT: Sept 13, 2025 HOURS: 2 hr. (not including setup)

LOCATION/PROPERTY: KTM Library - race route

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 Just @ the 8am start

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: Tammy Rantoh phone # 920-988-7854

2) What time will set up begin: 1am & right before to mark route

3) Name of clean up contact person: Tammy Rantoh Cell Phone# 920-988-7854

4) Estimated time for clean up after event: 10 am

FEES AND PROCEEDS:

1) Will admission be charged for this event?

YES

Race entry NO

If yes, how much: Adult \$ 25 \$30 day of Seniors _____ Students _____

Children 5 & under _____ Families \$50 \$60 day of

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? _____

Fundraiser for Friends of KJM Library

(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

** If I could get 20 orange cones on Fri. daytime @ library so I can mark route*

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

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

Equipment being used: _____

Location _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer name _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES ☒ NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

Estimated costs: _____ locations @ \$100. = \$ _____ Total costs

4) Will parking considerations be needed YES ☒ NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES ☒ NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES ☒ NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES ☒ NO

If yes how many requested? Cardboard trash bins _____ Barrels _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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

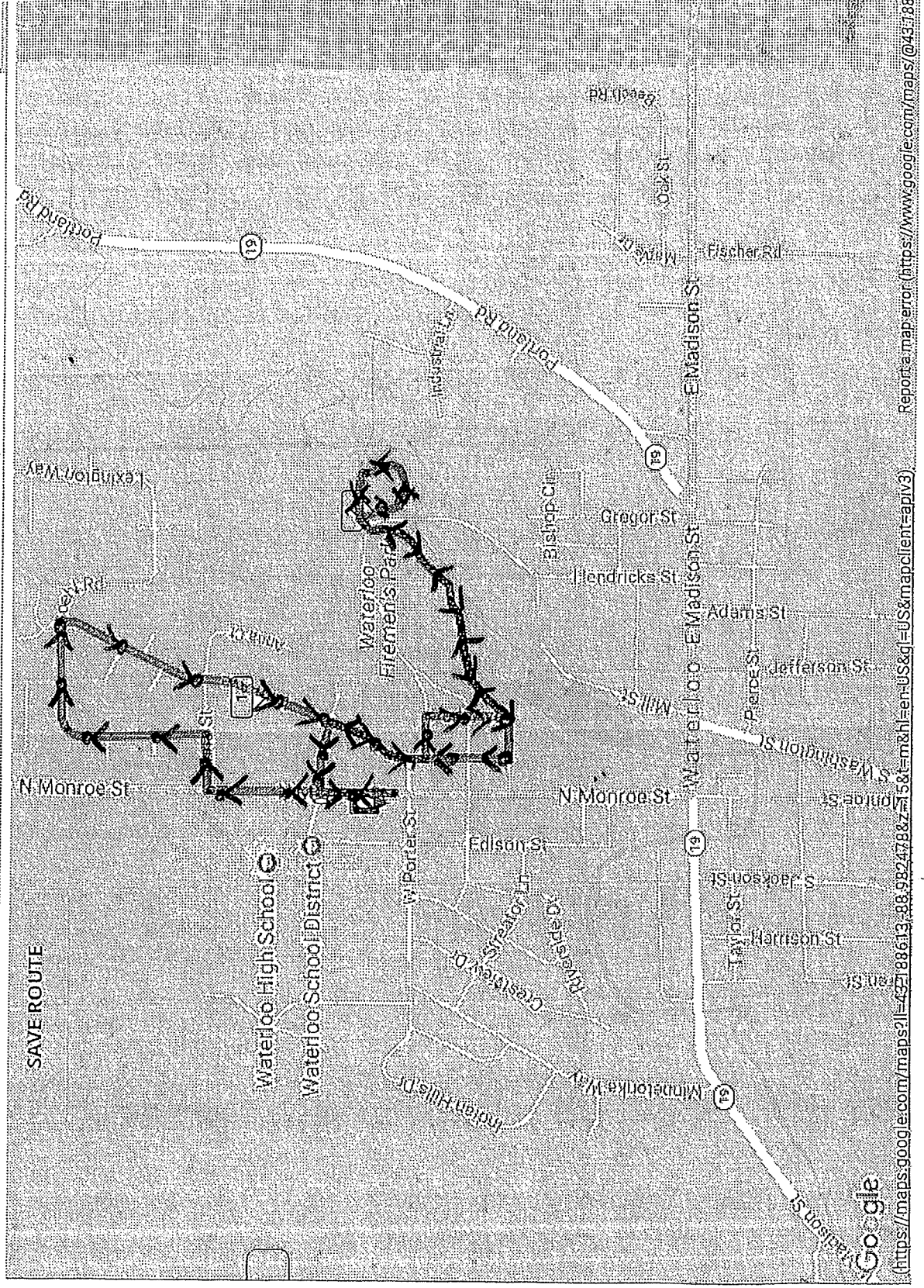
Weiner & Krant 5k/2M

Revised 8/6/18

(my_home/)

Run
^
• walk

TRAINING (WORKOUTS) ROUTES (US/) CHALLENGES (CHALLENGES) GO PREMIUM (HTTPS://MVP.MAPMYRUN.COM) BLOG (BLOG) 3 SHI





CERTIFICATE OF LIABILITY INSURANCE

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

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

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

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

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

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

CERTIFICATE HOLDER

CANCELLATION

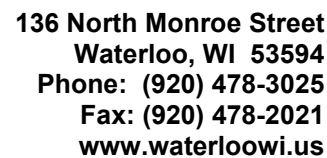
City of Waterloo
136 N Monroe St.
Waterloo

WI 53594

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

AUTHORIZED REPRESENTATIVE

April Schults



HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

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

PERMITTED USE OF PUBLIC PROPERTY:

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

LIABILITY WAIVER:

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

AUTHORIZED SIGNATURES:

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

_____ Name (please print)	<u>Mike Monger</u> _____ Signature
_____ Signatory Title (if applicable)	_____ Date

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

Date application received: _____ Received by: _____

Clerk's Office to complete the section below:

Cc:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: _____

Date Paid: _____

Receipted by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
6. **No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: _____

DATE (S) OF EVENT: _____ HOURS: _____

LOCATION/PROPERTY: _____

SAFETY PROCEDURES:

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

If yes, list security company name. Fastguard Security

Where will security be needed? Overnight inside of our expo (parking lot)

What times will security be needed? 7PM - 7AM

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? _____

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

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

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

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

2) What time will set up begin: _____

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

4) Estimated time for clean up after event: _____

FEES AND PROCEEDS:

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

If yes, how much: Adult _____ Seniors _____ Students _____

Children 5 & under _____ Families _____

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

Concessionaire: _____

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? _____

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

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

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

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

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

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades?

YES

NO

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

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

Equipment being used: _____

Location _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer name _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Concessions: _____ amps= _____ lines @ \$20 Cost \$ _____

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES **NO**

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

Estimated costs: _____ locations @ \$100. = \$ _____ Total costs

4) Will parking considerations be needed **YES** NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

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

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES **NO**

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES **NO**

If yes how many requested? Cardboard trash bins _____ Barrels _____

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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

Waterloo City Council - Annual Calendar Announcements & Recognition

Meeting nights: 1st & 3rd 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 nd full week in April) 1 st mtg - National Linework Day 18 th 1 st mtg - Annual Organizational Mtg & Appointments - 2nd mtg after regular election - Update Emergency Response Plan - Audit Presentation 2 nd mtg
MAY - National Firefighters Day (always May 4 th) 1 st mtg - National Police Week (w/o May 15 th) 1 st mtg - National EMS Week (3 rd full week of May Sat-Sun) 2 nd mtg - National Public Works Day (3 rd full week of May) 2 nd mtg
JUNE
JULY - Budget Kick off
AUGUST
SEPTEMBER - Annual Wheel Tax Ordinance – 1 st mtg
OCTOBER - National Government Week (2 nd 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](#)