



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

CITY OF WATERLOO COUNCIL AGENDA
COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET
Thursday, August 5, 2021 – 7:00 p.m.
Participate Remotely Or In-Person

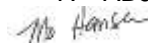
Remote Meeting Information

Join Zoom Meeting: <https://us02web.zoom.us/j/87675805651?pwd=bjFnMFhETUpYV3ZBUU4ydFV4amhaZz09>
 Meeting ID: 876 7580 5651 Passcode: 930650

Dial-in By Phone +1 312 626 6799 US (Chicago)
 Meeting ID: 876 7580 5651 Passcode: 930650

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 15, 2021
3. CITIZEN INPUT / PUBLIC COMMENT
4. MEETING SUMMARIES (since last Council meeting)
 - a. 7/20 Community Development Authority
 - b. 7/26 Fire / Emergency Medical Services
 - c. 7/27 Plan Commission
 - d. 8/3 Water & Light Commission
 - e. 8/4 Parks Commission
 - f. 8/5 Public Safety & Health Comm.
 - g. 8/5 Public Works & Property Comm.
5. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Plan Commission
 - i. Confirmation Of A Plan Commission Determination That The Property Owner’s Proposed Use Is “Customarily Incident To The Agricultural District Permitted Uses.” Thomas & Theresa Jaeger, 200 Clarkson Road. [The applicants request to be allowed a commercial use of two existing outbuildings for a welding/repair business. The contemplated use is not a permitted use but may be designated so by the governing body if it determines the use is “customarily incident to an Agricultural District’s permitted uses” [as listed in §385-18 of the municipal code](#). The Plan Commission recommends an affirmative confirmation of its 7/26/2021 determination.]
 - ii. Conditional Use Application, Aaron Sturgill, 1021 Jamie Street. [The applicant requests a conditional use permit to allow for a 3rd garage addition. A conditional use permit is required for a Residential District (R-1) property when an additional garage or accessory building exceeds 144 square feet.]
 - b. Public Safety & Health Committee
 - i. Special Event License Applications
 1. Wiener & Kraut 5K/2M, Friends Of KJML & Waterloo Parks Department, 9/11/2021
 2. Wiener & Kraut Day, Waterloo Business Association, 9/11/2021
 3. Wiener & Kraut Parade, Parks Department, 9/11/2021
6. FUTURE AGENDA ITEMS, ANNUAL CALENDAR AND ANNOUNCEMENTS
7. ADJOURNMENT


 Mo Hansen
 Clerk/Treasurer

Posted & Emailed: 07/30/2021

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

CITY OF WATERLOO COMMON COUNCIL -- MEETING MINUTES: July 15, 2021

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas, Weihert and Petts. Absent none. Others attending remotely or in-person: Don Nell; Sheriff Paul Milbrath; Communications Supervisor Todd Lindert; Edie Lindert; Amber Gerber with the Courier; Deputy Clerk/Treasurer Mike Tschanz; Library Director Kelli Mountford; Police Chief Denis Sorenson; Utility Superintendent Barry Sorenson; Fire Chief Wes Benisch; Assistant Public Works Director Chris Hauptli; WLOO videographers; and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: June 17, 2021. MOTION: [Griffin/Kuhl] to approve the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. MEETING SUMMARIES (since last Council meeting). Brief verbal summarizes provided.
 - a. 6/22 Library Board
 - b. 6/28 Emergency Response Plan Committee
 - c. 6/28 Fire / Emergency Medical Services
 - d. 7/06 Water & Light Commission
 - e. 7/12 Community Development Authority
 - f. 7/14 Cable TV Regulatory Board
 - g. 7/15 Finance, Insurance & Personnel
5. CONSENT AGENDA ITEMS. MOTION: [Petts/Weihert] to approve the consent agenda items.
 - a. June Reports Of City Officials And Contract Service Providers (1) Parks; (2) Fire & EMS; (3) Building Inspections; (4) Public Works; (5) Police; (6) Library Board; (7) Water & Light Utility Commission; (8) Watertown Humane Society.
6. UNFINISHED BUSINESS
 - a. May 2021 Financial Statements
 - i. General Disbursements, \$135,626.58; Payroll, \$75,245.94 & Clerk/Treasurer's Reports. MOTIONS: [Thomas/Kuhl] to approve disbursements; [Thomas/Weihert] to approve payroll; and [Thomas/Schoenwetter] to approve reports. ROLL CALL VOTES: Each separate motion approved unanimously.
 - b. Resolution #2021-27 Authorizing The Purchase Of A Replacement Public Works Department Mower After A 6/16 Equipment Fire Incident And Directing The Creation of A budget Amendment Formally Applying Contingency Dollars For the Purchase. MOTION: [Thomas/Petts] to approve. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Weihert and Petts. Noes: none. Motion carried.
7. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
 - a. Finance, Insurance Public Safety & Health Committee.
 - i. June 2021 Financial Statements
 1. General Disbursements, \$449,738.21; Payroll, \$84,026.79 & Clerk/Treasurer's Reports. MOTION: [Thomas/Schoenwetter] to approve. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Weihert and Petts. Noes: none. Motion carried.
6. NEW BUSINESS
 - i. Resolution #2021-28 Jefferson Street Engineering Services Proposal. MOTION: [Thomas/Rhynes] to approve. ROLL CALL VOTE: : Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Weihert and Petts. Noes: none. Motion carried.
 - ii. Resolution #2021-29 County Highway Aid Petition. MOTION: [Schoenwetter/Petts] to approve. ROLL CALL VOTE: : Ayes: Schoenwetter, Rhynes, Kuhl, Griffin, Thomas, Weihert and Petts. Noes: none. Motion carried.
 - iii. Resolution #2021-30 Tax Increment Financing Developer's Performance Agreement Subordination, Hawthorn & Stone Construction Inc. Parcel 290-0813-0644-065. MOTION: [Schoenwetter/Petts] to approve. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl,

- Griffin, Thomas, Weihert and Petts. Noes: none. Motion carried.
- iv. Ordinance #2021-06 Amending Municipal Code Chapter 340 Article IV Utilities Relating To Wireless Communication Facilities Right-Of-Way. DISCUSSION: Utility Superintendent Sorenson provided ordinance background. MOTION: [Thomas/Griffin] to refer to the Public Works & Property Committee. VOICE VOTE. Motion carried.
 - v. Jefferson County Herron Court Radio Facility Improvements, DISCUSSION: Briefing by Sheriff's Department. Sheriff Milbrath and Communications Supervisor Todd Lindert briefed attendees on the project. Options of fiber optics, tower height and building location are being considered by the County. Utility Supervisor Sorenson inquired about an easement around the Herron Court water facility. No action taken.

7. FUTURE AGENDA ITEMS, ANNUAL CALENDAR AND ANNOUNCEMENTS. None.

8. ADJOURNMENT. MOTION: Moved by Kuhl, seconded by Weihert to adjourn. VOICE VOTE: Motion carried. Approximate time: 7:25 p.m.



Attest:
Mo Hansen, Clerk/Treasurer



RECEIVED JUN 14 2021 CITY OF WATERLOO

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

APPLICATION FOR CONDITIONAL USE PERMIT (Review and Action by City Plan Commission/Common Council)

Number: _____ Date Filed: 6/14/2021 Fee Paid: \$285.00

Location of Property: 200 CLARKSON RD, WATERLOO, WI

Applicant: THOMAS (TOM) & THERESA JAEGER

Address: 200 CLARKSON RD, WATERLOO, WI Telephone: 608-239-5787

Owner of Property: THOMAS (TOM) & THERESA JAEGER

Address: SAME Telephone: SAME

Contractor: N/A

Address: N/A Telephone: N/A

Architect or Professional Engineer: N/A

Address: N/A Telephone: N/A

Legal Description of Property: LOT 2 CSM 6081-35-257, DOC 1426857 PARCELA# 290-0813-0611-000

Land Parcel Size: 16 ACRES Present Use: _____ Zoning District: AGRICULTURAL

Type of Existing Structure (if any): HOUSE (OWNER RESIDENCE) BUILDING #2 30'x36' POST FRAME ' ' #2 54'x81' POST FRAME

Proposed Use of the Structure or Site: WELDING/REPAIR BUSINESS Number of Employees: 0

Terms of Municipal Code Conditional Use Requested

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.) PROPERTY CURRENTLY ZONED AGRICULTURAL

ATTACH THE FOLLOWING: Site Plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 6-13 20 21

Signature of Applicant [Handwritten Signature]

My wife and I bought the property at 200 Clarkson Rd in July 2020. The property sits on 16 acres, has a house (which we live in), two outbuildings and is zoned agricultural. I am currently a professional welder and have been for many years (fabrication/production shops, construction equipment dealership, and the food industry). I'm interested in starting a part-time welding business at this location. My thought is offering weld repair services/light fabrication from small repair jobs to possibly agricultural equipment. Being that this is a new business venture I would like to start this as part-time and expand to full-time as the business grows. If I would outgrow this location I would consider moving the business to an industrial zoned location in Waterloo.

Key points:

- The two outbuildings I would work out of are away from the road and neighbors which would allow to keep things undercover and minimize unwanted noise
 - Building one is 30' x 36' post frame
 - Building two is 54' x 81' post frame with an attached 32' x 32' stable
- This is a solo venture, I'm currently working full-time
- The electrical service to the property is sufficient at this time

On a side note, I've been doing upholstery work (which I enjoy) as a hobby and want to explore doing more of it.

I would like your consideration on the matter of applying for a conditional use permit.

Thank you,
Tom and Theresa Jaeger
200 Clarkson Rd
Waterloo, WI 53594
608-239-5787

TOM + THERESA JAEGER
200 CLARKSON RD
WATERLOO, WI 53594

LEGAL DESCRIPTION: LOT 2 CSM 6081-35-257, Doc 1426857
PARCEL # 290-0813-0611-000



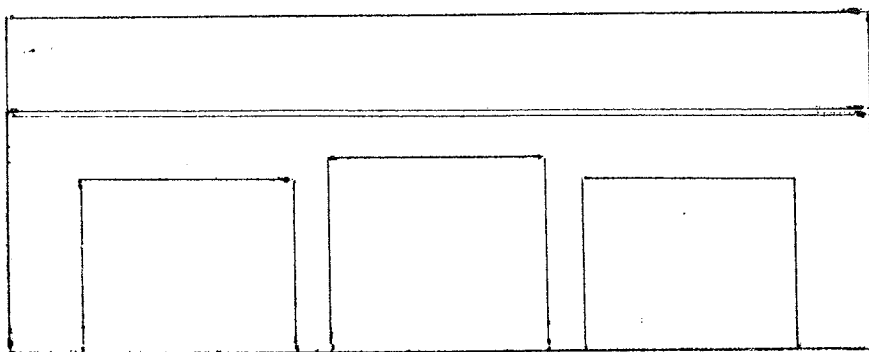
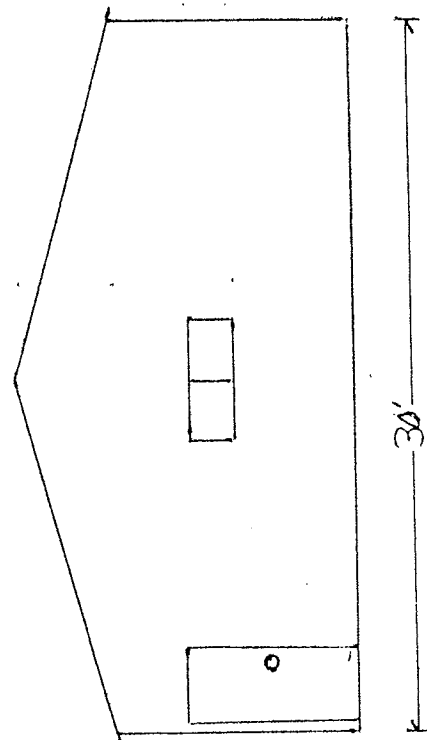
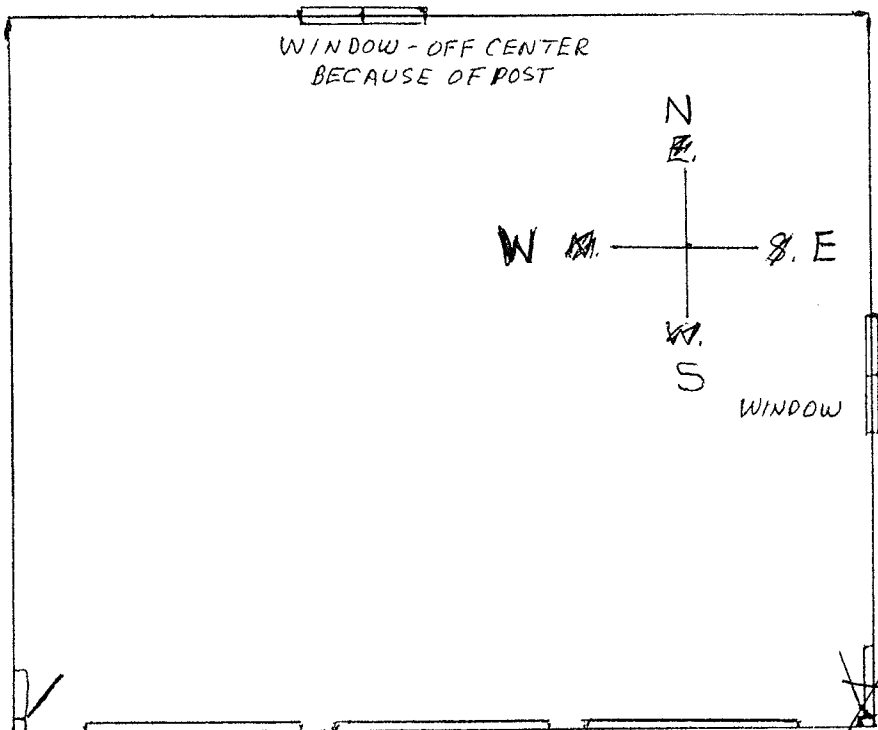
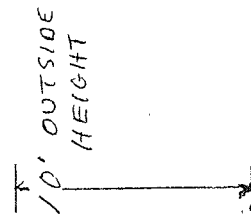
DIAMENTIONS ARE APPROXIMATE

SHOP

~~ALBERT A. DEMISE~~

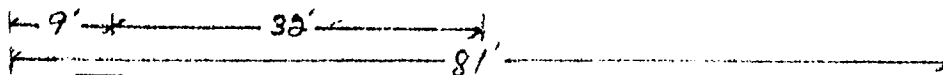
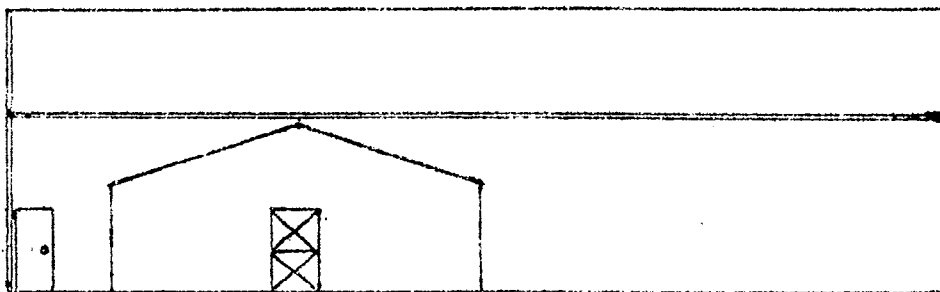
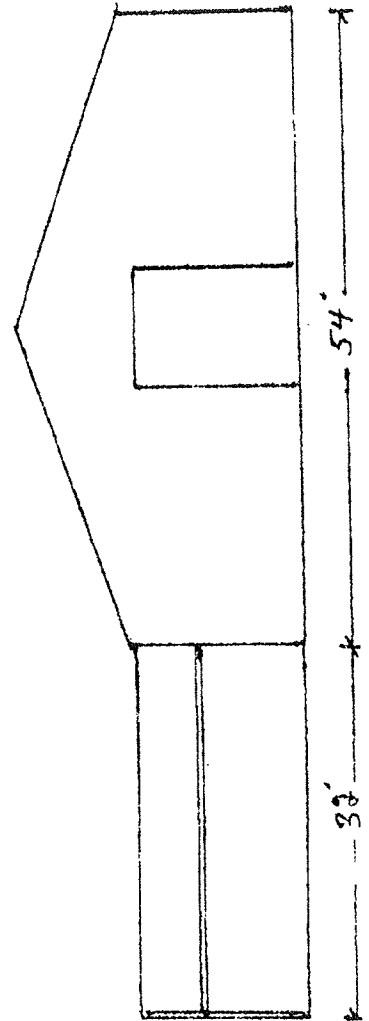
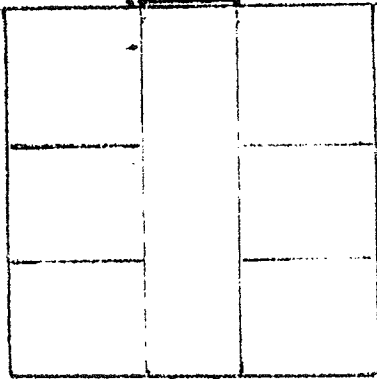
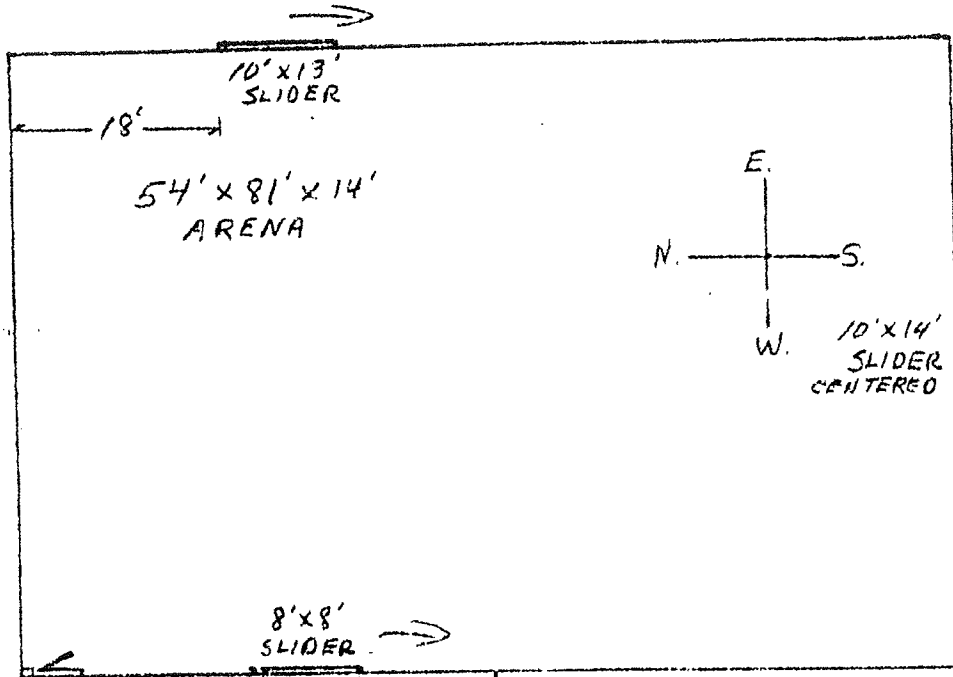
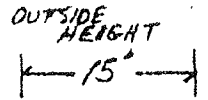
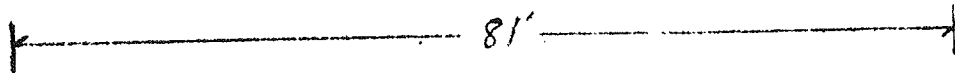
SCALE: 1/8" = 1'


BUILDING ONE



BUILDING TWO

BARN



 M. Miller & Son
200 Clarkson Rd.
Waterloo, WI 53594-9721

SCALE: 1/16" = 1'



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www.waterloowi.us

APPLICATION FOR CONDITIONAL USE PERMIT
(Review and Action by City Plan Commission/Common Council)

Number: _____ Date Filed: 6/16/21 Fee Paid: _____

Location of Property: 1021 JAMIE ST

Applicant: AARON STORBILL

Address: 1021 JAMIE ST Telephone: (920) 253-7478

Owner of Property: AARON STORBILL

Address: _____ Telephone: _____

Contractor: JEFF KROEGER

Address: W10671 PORT ROAD, REESEVILLE Telephone: (920) 988-2598

Architect or Professional Engineer: _____

Address: _____ Telephone: _____

Legal Description of Property: LOT 12, JAYSTONE TERRACE II

Land Parcel Size: 0.312 Present Use: HOME Zoning District: _____

Type of Existing Structure (if any): SINGLE FAMILY DWELLING

Proposed Use of the Structure or Site: _____ Number of Employees: _____

Terms of Municipal Code

Conditional Use Requested

EXTENDED GARAGE FOOTAGE

Specify Reason(s) for Application: (for example, insufficient lot area, setback, etc.)

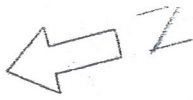
INSUFFICIENT GARAGE FOR 6 DRIVERS IN HOME

ATTACH THE FOLLOWING:

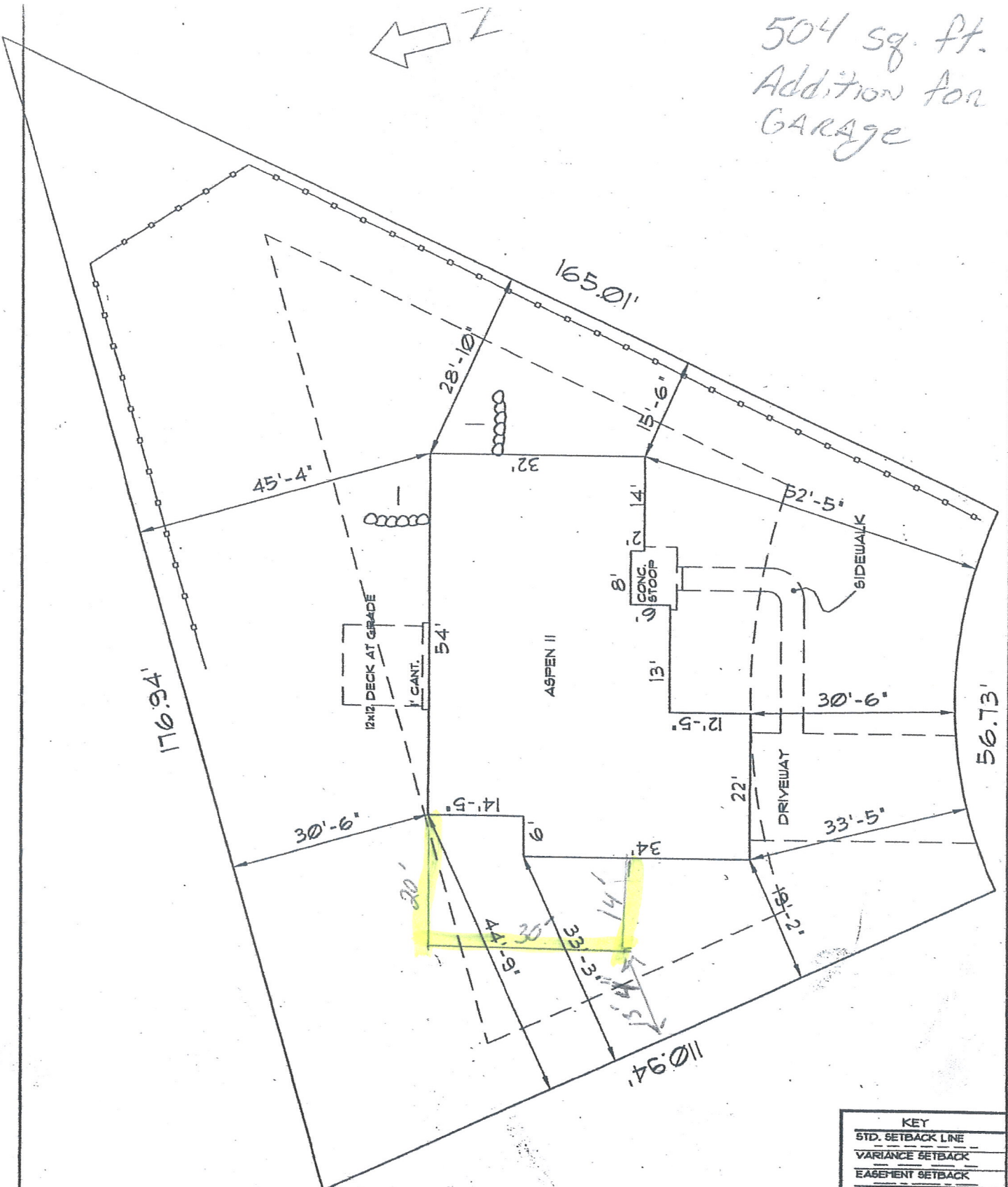
Site Plan showing the area involved, its location, dimensions, elevations, drainage, parking, etc., and location of adjacent structures within 200 feet.

Date: 6/16 20 21

Signature of Applicant [Signature]



504 sq. ft.
Addition for
GARAGE



KEY	
---	STD. SETBACK LINE
- - -	VARIANCE SETBACK
---	EASEMENT SETBACK
→	DRAINAGE ARROW
—○—	SILT FENCE
—□—	MAIN TRANSFORMER
●	SM. TRANSFORMER

LOT # 12 CUSTOMER: ROBERT AND TERESITA BURSETTE

SUBDIV: JAYSTONE TERRACE II ADDRESS: 1021 JAMIE STREET

MODEL: ASPEN II WATERLOO, WI 53594

LOT AREA: 176.94 SQ. FT.

DRIVEWAY SQ. FT. 504 SQ. FT.

SCALE: 1" = 20'-0"

DRAWN BY: SKH

CUSTOMER APPROVAL: [Signature] DATE: 3/11/01

[Signature] DATE: 2/3/01

DSH APPROVAL: _____

MINIMUM SETBACKS	
FRONT:	<u>30'-0"</u>
REAR:	<u>40'-0"</u>
	<u>10'-0"</u>
SIDE:	<u>10'-0"</u>
TOTAL SIDE:	<u>20'-0"</u>
CORNER SIDE:	<u>10'-0"</u>

DON SIMON HOMES
We Make Building Easy.™

2800 Royal Avenue
Madison, WI 53713

(608)223-2626



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 KJML / Waterloo Parks Dept.

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Tammy Benforth -NON profit

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

EMAIL ADDRESS: kjmlfriends@gmail.com

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

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

PURPOSE OF EVENT: Fundraiser for Friends of KJML

DATE OF EVENT: September 11, 2021

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) KJML start/end race

PROJECTED ATTENDANCE: 75 PAST ATTENDANCE: 50

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

RAIN POLICY: rain or shine

DATE APPLICATION MADE 7/23/21

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

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

PERMITTED USE OF PUBLIC PROPERTY:

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

LIABILITY WAIVER:

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

AUTHORIZED SIGNATURES:

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

<p>_____ Name (please print)</p>	<p>_____ Signature</p>
<p>_____ Signatory Title (if applicable)</p>	<p>7/23/21 Date</p>

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

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

Date application received: MSB 7/28/2021 Received by: M.A. 7/28/2021

Clerk's Office to complete the section below:

Cc:

7/29 Police Department

____ Council Approval _____
Date

7/29 Fire Department

7/29 Public Works

Certificate of Insurance

7/29 Waterloo Utilities

7/29/2021 Per Gabe Haberkorn
Waterloo Parks is a co-sponsor therefore it is a city
event with insurance liability being city's

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

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

Fee Paid: _____

Date Paid: _____

Received by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.

2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.

3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.

4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.

5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.

6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Wiener & Grant 5/4/21
DATE (S) OF EVENT: Sept. 11, 2021 HOURS: 2 hr. (not including setup)
LOCATION/PROPERTY: IGM - 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 Benboth phone # 920-988-7854

2) What time will set up begin: Tam's night before route marking

3) Name of clean up contact person: Tammy Benboth 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 NO ^{Place entry fee}

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

Children 5 & under _____ Families \$ 50

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 KJML

(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 for marking some road routes - dropped @ KJML by Fri. of event*

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

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

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

Equipment being used: _____

Location _____ Entertainer name _____

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

Equipment being used: _____

Location: _____ Entertainer name _____

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

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

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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



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

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

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

NAME OF SPONSOR (Applicant): Waterloo Business Association

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Michelle Soter / Sam Hensler

PHONE NUMBER: 608-333-3788 608-333-3788 / —
 DAYTIME EVENING FAX

EMAIL ADDRESS: Michelle.soter@gmail.com

NAME OF EVENT: Weiner and Kraut Day

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

PURPOSE OF EVENT: Community Celebration

DATE OF EVENT: 9-11-2021

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

DESCRIPTION OF EVENT: Selling Weiners & Kraut to raise money

SITE/ADDRESS FOR EVENT (list if multiple locations) S. Monroe St / Circle area see attached map / All PARKING STALLS / SEE ATTACHED

PROJECTED ATTENDANCE: 1500+ PAST ATTENDANCE: Same

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 30

RAIN POLICY: None

DATE APPLICATION MADE 7-9-2021

Pursuant to Section 12.06 Waterloo Municipal Code
 Application for Special Event or Entertainment License

Form created: 03/11/2004

The organization has quotes for insurance. We are working on raising money

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:

3. Downtown Parking Space Whereas the Special or Entertainment Event Sponsor agrees to use the public property at S. Monroe 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 9-11-2021 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:**

Michelle Soter
Name (please print)
Events Coordinator
Signatory Title (if applicable)

[Signature]
Signature
7-9-2021
Date

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

insurance will be
be in place prior to
event

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: 7/9/21 Received by: Jeanne M Bytte

Clerk's Office to complete the section below:

Cc:

Police Department
 Fire Department
 Public Works
 Waterloo Utilities
 Parks

____ Council Approval _____
Date

____ Certificate of Insurance

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: _____ Date Paid: _____

Received by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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

3) Will alcoholic beverage(s) be sold?

YES

NO

Hubbleton Brew to sell their beer

If yes, what beverage and at what cost? \$5 a cup - beer

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

Use it to support other community events sponsored by the organization

(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:

None

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

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

other Internet, Facebook. Story by the Courier

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES NO We need assistance on the best solution

Purpose of barricades: Block beer area

Location of placement: See Attached Map Amount needed + PSD

Date barricades needed 9-11-2021 Time of placement 7 AM

Name of company providing service if other than City _____

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

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

Equipment being used: _____

Location _____ 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 *We need barricade or fence at the dead end*

Purpose of fencing: *For beer area*

Location: *See map* 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? *S. Monroe* YES NO

Location *Outside of Circle area* Amount *4 tables*

Date needed: *9-11-2021* Time needed *by 9 AM or after Road is closed*

Estimated cost(s) _____ Picnic tables @ \$5.00 per table = \$ *20*

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 *4*

Where do you want them placed? *We will need assistance on Placement area*

Name of disposal company if other than the City: *Badgerland disposal*

Where will dumpster be place: _____

8) Will water connection be needed?

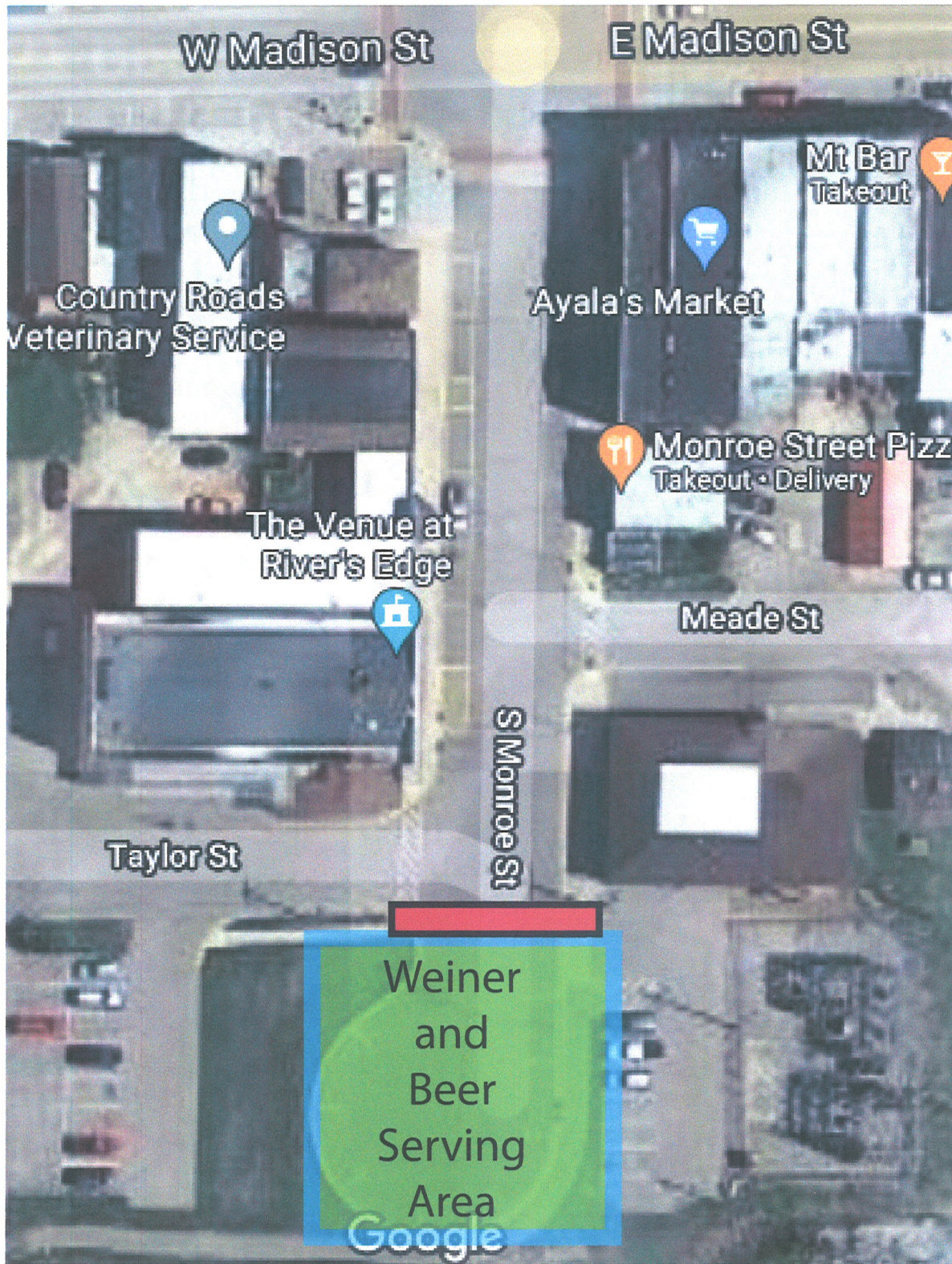
YES

NO

Location _____ Amount _____

Date _____ Time _____

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



Parking barricades

The Weiner and Beer serving area will be fenced off to ensure beer stays contained.

map



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

APPLICATION FOR SPECIAL EVENT or ENTERTAINMENT LICENSE

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

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

NAME OF SPONSOR (Applicant): WATERLOO PARKS DEPT.

STATUS: (circle one) unincorporated incorporated individual other GOVERNMENT

CONTACT NAME: GABE HASSANLOO

PHONE NUMBER: (920) 478-3025 / (920) 988-6297 /
DAYTIME EVENING FAX

EMAIL ADDRESS: park@waterloowis.us

NAME OF EVENT: WIK DAY PARADE

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

PURPOSE OF EVENT: FESTIVAL PARADE

DATE OF EVENT: SEPTEMBER 11, 2021

EVENT HOURS: 9:00 AM - 9:30 AM SET UP HOURS 0 BREAKDOWN 0

DESCRIPTION OF EVENT: PARADE

SITE/ADDRESS FOR EVENT (list if multiple locations) VAN HOLTEN PICKLE AREA
TO FIREMEN'S PARK VIA HWY 19 TO HWY 89 TO DICKINSON ST.

PROJECTED ATTENDANCE: 500 PAST ATTENDANCE: N.A.

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 0

RAIN POLICY: NONE

DATE APPLICATION MADE 7/29/2021

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

HOLD HARMLESS CLAUSE:

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

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

INSURANCE REQUIREMENTS:

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

PERMITTED USE OF PUBLIC PROPERTY:

Whereas the Special or Entertainment Event Sponsor agrees to use the public property at Hwy 89 to Hwy 89 to
Dunwoody St. 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 SEPT. 11, 2021 through _____
2021. 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:**

CABE HABECK
Name (please print)
PERM COORDINATOR
Signatory Title (if applicable)

[Signature]
Signature
7/29/2021
Date

Pursuant to Section 12.06 Waterloo Municipal Code
Application for Special Event or Entertainment License

Form created: 03/11/2004

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

Date application received: 7/29/2021 Received by: MO He

Clerk's Office to complete the section below:

Cc:
7/29 Police Department
7/29 Fire Department
7/26 Public Works
7/26 Waterloo Utilities
 Council Approval Date
 Certificate of Insurance
Municipal Event

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: Date Paid:

Received by:

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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: WIK DAY PARADE

DATE (S) OF EVENT: SEPT. 11, 2021 HOURS: 9:00 Am - 9:30 Am

LOCATION/PROPERTY: Hwy 89 to Hwy 89 to Dickens Street

SAFETY PROCEDURES:

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

If yes, list security company name: _____

Where will security be needed? No

What times will security be needed? _____

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? _____

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

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

Date of fireworks _____ Time of Fireworks _____

Name/Address of company supplying fireworks _____

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: GABE HANSEN phone # (920) 988-6297

2) What time will set up begin: 8:30 Am

3) Name of clean up contact person: GABE HANSEN Cell Phone# ↓

4) Estimated time for clean up after event: 9:30 Am

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:

_____ NONE _____

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

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

other _____

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES

NO

Purpose of barricades: _____

Location of placement: _____ Amount needed _____

Date barricades needed _____ Time of placement _____

Name of company providing service if other than City _____

2) Will you require electrical service(s)

YES

NO

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

Equipment being used: _____

Location _____ Entainer name _____

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

Equipment being used: _____

Location: _____ Entainer name _____

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

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

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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

Waterloo City Council - Annual Calendar

Meeting nights: 1st & 3rd Thursdays at 7:00 pm

JANUARY
FEBRUARY
MARCH <ul style="list-style-type: none">- Audit Presentation- Waterloo incorporated March 19, 1859 (Village status)
APRIL <ul style="list-style-type: none">- Mayoral appointments- Annual Organizational Meeting (1st meeting after the regular election and qualification of new members)- Election of Council President- National Library Week
MAY <ul style="list-style-type: none">- National Firefighters Day (May 4)- National EMS Week- National Police Week- April 11, 1962 (City status)
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER <ul style="list-style-type: none">- 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](#)