



136 North Monroe Street  
Waterloo, WI 53594-1198  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
www.waterloowi.us

---

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

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

**COMMITTEE:** PUBLIC SAFETY AND HEALTH COMMITTEE  
**DATE:** August 5, 2021  
**TIME:** 6:00 p.m.  
**LOCATION:** Municipal Building Police Training Room, 136 N. Monroe Street (In-person or remotely)

REMOTE ACCESS DETAILS	
Dial-in Phone Number: (602) 580-9275 (service by FreeConferenceCall.com)	Access Code: 4514731

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: June 3, 2021
3. PUBLIC COMMENT
4. NEW BUSINESS
  - a. Winter Parking Regulation, Knowlton Street [See tabled Ordinance 2021-01]
  - b. Changes To Fire Pit Regulation, Citizen Request
  - c. Special Event License Applications
    - i. Wiener & Kraut 5K/2M, Friends Of KJML & Waterloo Parks Department, September 11, 2021
    - ii. Wiener & Kraut Day, Waterloo Business Association, September 11, 2021
    - iii. Wiener & Kraut Parade, Parks Department, September 11, 2021
5. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
6. ADJOURNMENT

Mo Hansen  
Clerk/Treasurer  
Committee Members: Thomas, Griffin and Rhynes Printed, Posted, E-mailed and Distributed: 07/29/2021

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.
---

**PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES**  
**June 3, 2021**

1. **Call to Order:**  
The Public Safety Committee meeting was called to order by Alderperson Thomas at 6:05PM
2. **Roll Call:**  
Committee members present – Alderperson Thomas, Griffin, Rhynes, and Chief Sorenson.
3. **Approval of Public Safety Committee Minutes of May 6, 2021.** Motion by Alderperson Griffin to approve May 6, 2021 minutes, second by Thomas, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:** a) Request to hire vacant Full-Time Police Officer. Rhynes motioned to recommend to council the request for the Police Department to fill the vacant Full-Time Police Position, second by Griffin, motion carried.  
b) Request to discharge pellet gun for rodent extermination at 360 Mill St. Motion to deny request by Griffin, second by Rhynes, motion carried.
7. **Future Agenda Items, Communications and announcements:** None
8. **Adjourn:** Motion to Adjourn by Alderperson Rhynes, Second by Griffin, motion carried.

*I attest: Chief Denis P. Sorenson*

**CITY OF WATERLOO COMMON COUNCIL  
MEETING MINUTES: January 21, 2021**

Digital audio files are archived with these written minutes additionally serving as the official record.

1. CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:00 p.m. Alderpersons present: Rhynes, Schoenwetter, Kuhl, Griffin, Thomas, Stinnett and Petts. Others attending remotely or in-person: Mark Herbst; Jim Derks; Amber Gerber with the Courier; Fire Chief Wes Benisch; Library Director Kelli Mountford; Police Chief Denis Sorenson; Public Works Director Chad Yerges; WLOO videographers; and Clerk/Treasurer Hansen. The pledge of allegiance was recited.
2. MEETING MINUTES APPROVAL: December 17, 2020. MOTION: Moved by Schoenwetter, 2<sup>nd</sup> by Griffin to approve the minutes. VOICE VOTE: Motion carried.
3. CITIZEN INPUT / PUBLIC COMMENT. None.
4. NOTIFICATION OF PUBLISHED NOTICES. 2/16/2021 Spring Primary – Voting By Absentee Ballot. Noted
5. MEETING SUMMARIES. Brief verbal summaries provided for each.
  - a. 12/22 Plan Commission
  - b. 1/05 Cable TV Regulatory Board
  - c. 1/12 Library Board
  - d. 1/19 Community Development Authority
  - e. 1/21 Public Works & Property Committee
  - f. 1/21 Finance, Insurance & Personnel Committee
6. CONSENT AGENDA ITEMS
  - a. December Reports Of City Officials And Contract Service Providers. MOTION: Moved by Schoenwetter, 2<sup>nd</sup> by Thomas to approve the consent agenda items. VOICE VOTE: Motion carried.

i. Parks	iv. Public Works	vii. Water & Light Utility Commission
ii. Fire & EMS	v. Police	viii. Watertown Humane Society
iii. Building Inspections	vi. Library Board	

7. RECOMMENDATION OF BOARDS, COMMITTEES AND COMMISSIONS
  - a. Community Development Authority
    - i. Resolution #2021-01 Authorizing The Sale Of 122 South Monroe Street. DISCUSSION: Indicating the receipt of two sealed bids, Petts informed the Council of a CDA recommendation to sell the property to Quality Control Solutions LLC in the amount of \$30,000. Griffin and Schoenwetter said they had not received bid submittal information. Hansen said it was sent via email to the City Council after the CDA recommendation. MOTION: Moved by Petts, seconded by Kuhl to approve the resolution inserting Quality Control Solutions LLC as buyer, and in the amount of \$30,000. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Stinnett and Petts. Noes: none with Griffin abstaining. Motion carried.
    - ii. Resolution #2021-02 Clarifying The Collection Of Municipal Fees For Residential Construction Of Dwellings Other Than Single-Family Dwellings. MOTION: Moved by Petts, 2<sup>nd</sup> by Thomas to approve resolution #2021-02. VOICE VOTE: Motion carried.
  - b. Public Safety & Health Committee
    - i. Resolution #2021-03 Obtain Permission From State To Open ATV Routes On State And County Highways Within The Municipality. MOTION: Moved by Thomas, 2<sup>nd</sup> by Griffin to approve resolution #2021-03. VOICE VOTE: Motion carried.
    - ii. Ordinance #2021-01 Establishing 4-Hour Parking On Knowlton Street From Van Buren Street To McKay Way. DISCUSSION: Thomas asked that the matter be tabled. He said Knowlton Street narrowness and no nearby alternate street posed challenges. He said Van Buren was even more narrow. Apartment property owner Jim Derks said he thought the street had been widened previously to address narrowness recalling a special assessment to do so. Derks said the Police Chief indicated only accidents involving vehicle side mirrors. Derks said he would contemplate constructing garages on his property to help minimize the need for on-street parking. Derks asked that no parking – only during snow events - be investigated. Thomas welcomed Derk’s willingness to add off-street parking. Quimby noting the ordinance

was drafted to go into effect in September asked attendees to consider action this night or tabling. MOTION: Moved by Thomas, 2<sup>nd</sup> by Petts to table the ordinance, referring the matter to the Public Safety & Health Committee. VOICE VOTE: Motion carried. ADDITIONAL DISCUSSION: Schoenwetter asked that the municipal standard of 1.5 parking stalls per dwelling unit be reevaluated.

c. Finance, Insurance & Personnel Committee

i. December Financial Statements

1. General Disbursements, \$3,817,905.45. MOTION: Moved by Thomas, 2<sup>nd</sup> by Schoenwetter, to approve disbursements as presented. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin, Stinnett and Petts. Noes: none. Motion carried.
2. Payroll, \$131,234.85. MOTION: Moved by Thomas, 2<sup>nd</sup> by Schoenwetter, to approve payroll in the stated amount. ROLL CALL VOTE: Ayes: Schoenwetter, Rhynes, Kuhl, Thomas, Griffin, Stinnett and Petts. Noes: none. Motion carried.
3. Preliminary Treasurer's Report & Budget Reports. MOTION: Moved by Thomas, 2<sup>nd</sup> by Schoenwetter to approve the reports. VOICE VOTE: Motion carried.

8. NEW BUSINESS

- a. Council Confirmation Of Mayoral Appointment – Kate Lewandowski To The Cable TV Regulatory Board To Fill An Unexpired Term Ending In 2022. MOTION: Moved by Petts, 2<sup>nd</sup> by Rhynes to confirm the Mayoral appointment of Kate Lewandowski to the Cable TV Regulatory Board. VOICE VOTE: Motion carried.

9. FUTURE AGENDA ITEMS AND ANNOUNCEMENTS. #Chief Benisch announced the two Lucas devices had been donated by Waterloo Fire & EMS Supporters, Inc to aid in chest compression during emergency runs.

10. ADJOURNMENT. Moved by Thomas, seconded by others to adjourn. Motion carried. Approximate time: 7:40 p.m.



Attest:  
Mo Hansen, Clerk/Treasurer



**TABLED BY CITY COUNCIL AND  
REFERRED TO PUBLIC SAFETY & HEALTH COMMITTEE  
January 21, 2021**

**136 North Monroe Street, Waterloo, Wisconsin 53594-1198  
Phone (920) 478-3025  
Fax (920) 478-2021**

**ORDINANCE 2021-01**

Amending Section § 350-7 Parking Restrictions Of The Municipal Code  
[Presented in **Red-Line Format** For Council Consideration]

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

**SECTION I:** Section 350-7 Parking Restrictions is hereby amended as follows:

§ 350-7 **Parking restrictions.**  
[Amended by Ord. No. 88-2]

- A. Stopping, standing and parking regulated. Pursuant to § 349.13, Wis. Stats., the authority to regulate the stopping, standing and parking of vehicles is delegated to the Chief of Police, subject to control of the Council. The Chief, with the cooperation of the Director of Public Works, is hereby authorized to designate and sign streets, or portions thereof, where the stopping, standing or parking of vehicles is prohibited at all times or during certain designated hours.
- B. Parking on certain streets prohibited. Unless specifically otherwise provided, no person shall park a vehicle at any time upon the following streets or portions thereof:
- (1) On both sides of South Jackson Street, from its intersection with West Madison Street south to its intersection with Polk Street.
  - (2) On the east side of Harrison Street, from its intersection with West Madison Street south to its intersection with Taylor Street.
  - (3) On the south side of West Madison Street, from its intersection with South Jackson Street west 144 feet.
  - (4) On both sides of STH 19, from its intersection from the west line of Central Avenue extended northerly across STH 19 to its intersection with the east line of Grove Street extended northerly through STH 19. [Added by Ord. No. 91-4]
  - (5) On the south side of West Porter Street, from Monroe Street to Minnetonka Way. [Added by Ord. No. 93-7]
  - (6) On both sides of West Madison Street, from Canal Road to Minnetonka Way. [Added by Ord. No. 95-10]
  - (7) On the north side of Knowlton Street, from its intersection with South Monroe Street west to its intersection with McKay Way. [Added by Ord. No. 1-01; amended by Ord. No. 02-6; 4-5-2012 by Ord. No. 2012-02]
  - (8) On the north side of McKay Way, from its intersection with STH 19 east to Knowlton Street.

[Added by Ord. No. 1-01; amended by Ord. No. 02-6; 4-5-2012 by Ord. No. 2012-02]

- (9) On the East side of Minnetonka Way, from its intersection with East Indian Hills Drive to 175 feet north of West Madison Street between the hours of 4:00 p.m. and 7:00 p.m., except Saturdays, Sundays and holidays. [Added 8-4-2005 by Ord. No. 2005-2]
- (10) On the south side of East Madison Street, from its intersection with Adams Street to 105 feet west of Adams Street. [Added 1-3-2008 by Ord. No. 2008-01]
- (11) On the west side of South Jackson Street, from its intersection with Polk Street south to its intersection with Knowlton Street. [Added 7-16-2009 by Ord. No. 2009-13]
- (12) On the west side of South Washington Street, from a point 200 feet north of Leschinger Street south to its intersection with Knowlton Street. [Added 11-5-2009 by Ord. No. 2009-16]
- (13) On the south side of Franklin Street, from its intersection with Edison Street east to its intersection with North Monroe Street. [Added 6-6-2013 by Ord. No. 2013-02]
- (14) On the south side of Taylor Street, from its intersection with Harrison Street to 142 feet east of Harrison Street. [Added 11-7-2013 by Ord. No. 2013-04]
- (15) On the east side of Lexington Way, south from its intersection with Derby Lane, 422 feet to 436 feet. [Added 6-18-2015 by Ord. No. 2015-04]

**C.** Limited time four-hour parking at all times. Unless specifically otherwise provided, no person shall park a vehicle for any longer than four hours upon the following streets or portions thereof:

- (1) The south side of Knowlton Street, from its intersection with Van Buren Street west to its intersection with McKay Way.

**CD.** Limited time parking at all times. Unless specifically otherwise provided, no person shall park a vehicle for any longer than two hours upon the following streets or portions thereof:

- (1) On the west side of Harrison Street, from its intersection with West Madison Street south to its intersection with Taylor Street.
- (2) On the south side of West Madison Street, from its intersection with Harrison Street east 238 feet.
- (3) On the south side of McKay Way, from its intersection with Knowlton Street west to a point 258 feet east of STH 19. [Added 4-5-2012 by Ord. No. 2012-02]

**DE.** Limited time parking during certain hours. Unless specifically otherwise provided, between the hours of 8:00 a.m. and 5:00 p.m., except on Sundays and legal holidays, no person shall park a vehicle for any longer than two hours upon the following streets or portions thereof:

- (1) On the south side of East Madison Street, from its intersection with South Monroe Street easterly to its intersection with South Washington Street, except the first parking stall east of South Monroe Street which shall have a fifteen-minute time limit. [Amended 6-16-2011 by Ord. No. 2011-03]
- (2) On the north side of East Madison Street, from its intersection with North Monroe Street easterly to its intersection with Mill Street.

- (3) On both sides of South Monroe Street, from its intersection with East and West Madison Streets southerly to Taylor Street.
- (4) On North Monroe Street, from its intersection with East and West Madison Streets northerly to and including 176 North Monroe Street.
- (5) On West Madison Street, from its intersection with North and South Monroe Streets westerly to North and South Jackson Streets.

**EF.** Parking in parking lots regulated. No person shall park any vehicle in any public parking lot for more than 24 hours without the permission of the Police Department or by permit as hereinafter set forth. **[Amended by Ord. No. 93-1]**

- (1) Unlimited parking by permit only shall be permitted on a year-round basis in 10 individually assigned stalls located on the south end of the parking lot behind the Municipal Building on North Monroe Street and five individually assigned stalls located on the east end of the Taylor Street Parking Lot which is located immediately west of 211 South Monroe Street. The permit shall be issued for a calendar year for a permit fee as stated in the City of Waterloo Fee Schedule. Permits issued after the month of January will be prorated starting with the month of application through the balance of the calendar year. **[Amended by Ord. No. 5-00; 2-7-2008 by Ord. No. 2008-02; 1-7-2010 by Ord. No. 2010-02]**
- (2) Permits shall be issued on a first-come-first-served basis, with a maximum of 15 permits being available. Applications shall be obtained, completed and paid for at the office of the Clerk-Treasurer. **[Amended by Ord. No. 5-00; 2-7-2008 by Ord. No. 2008-02; 1-7-2010 by Ord. No. 2010-02]**
- (3) Reserved parking stalls shall be designated by signs installed at the direction of the Police Department, and the Police Department shall be authorized to tow any nonpermitted vehicles, the cost of towing to be paid by the operator/owner in addition to the forfeiture for parking violation.
- (4) Permit holders are responsible for complying with rules set forth by the Department of Public Works. Failure to comply shall result in revocation of a parking permit. **[Amended by Ord. No. 5-00]**
- (5) The permit must be displayed as required on the permit whenever a vehicle is parked in the reserved parking space. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.

**FG.** All-night parking on certain streets regulated. No person, except a licensed physician on an emergency call, shall park a vehicle between 3:00 a.m. and 5:00 a.m. on any day on the following streets or parking lots: **[Amended by Ord. No. 93-1; Ord. No. 93-2]**

- (1) On Monroe Street, from the railway track north to and including 176 Monroe Street.
- (2) On Madison Street, from Mill Street to Jackson Street.
- (3) In the municipal parking lot on North Monroe Street adjacent to the Municipal Building, except by permit as set forth in Subsection **E** above. **[Amended 3-15-2007 by Ord. No. 2007-06]**

**GH.** Winter parking regulations. No person shall park in any City street or public parking lot in the City between the hours of 1:00 a.m. and 6:00 a.m. from November 15 to April 1, except by permit as set forth in Subsection **E** above or as hereinafter set forth: **[Amended by Ord. No. 93-1]**

- (1) Overnight parking on City streets may be allowed by permit only. The permit fee shall be as stated in the City of Waterloo Fee Schedule for each winter season from November 15 to April 1.
- (2) Permits for winter on-street parking shall be issued only on the basis of unusual need for vehicles owned by City residents residing on property which does not have a driveway, lacks sufficient space to provide for off-street parking and does not have a reasonable alternative for overnight parking.
- (3) Permit applications are to be obtained, completed and paid for at the office of the Clerk-Treasurer. Applications shall be submitted to the Council for review and granting or denial.
- (4) The permit shall be displayed as required on the permit whenever a vehicle is parked on the City street overnight from November 15 to April 1. Failure to display the permit, as required, shall result in vehicle parking violations and subject the vehicle to being towed at the expense of the operator/owner.

**SECTION II:** This ordinance shall take effect and be in force beginning September 15, 2021 after its passage and posting as provided by law.

**BY ORDER OF THE CITY COUNCIL OF THE CITY OF  
WATERLOO**

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_

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

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

FISCAL EFFECT: None.





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 <sup>Place entry fee</sup>

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*

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

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

*- dropped @ KJML by Fri. of event*

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





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

**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: Weiner & Kraut Day

DATE (S) OF EVENT: 9-11-2021 HOURS: 9-7 pm

LOCATION/PROPERTY: S. Monroe St. - Circle area  
See map

**SAFETY PROCEDURES:**

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

If yes, list security company name.         

Where will security be needed?         

What times will security be needed?         

Will WPD officers be required? YES  NO

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

2) What are your plans for medical assistance? First Aid Kit; 911

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

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

Date of fireworks          Time of Fireworks         

Name/Address of company supplying fireworks         

Fire Marshall must be contacted for approval and consultation.

**SET UP / CLEAN UP PROCEDURES:**

1) Name of person in charge of set up: Dale vanHoltten phone # 920-728-2324  
Michelle Soter  
Tom Henster phone # 608-333-3788

2) What time will set up begin: 7 Am

3) Name of clean up contact person: Dale vanHoltten Cell Phone# 920-728-2324  
Michelle Soter  
Tom Henster Cell Phone# 608-333-3788

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

**FEES AND PROCEEDS:**

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

If yes, how much: Adult          Seniors          Students         

Children 5 & under          Families         

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

Concessionaire:

3) Will alcoholic beverage(s) be sold?

YES

NO

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 \_\_\_\_\_

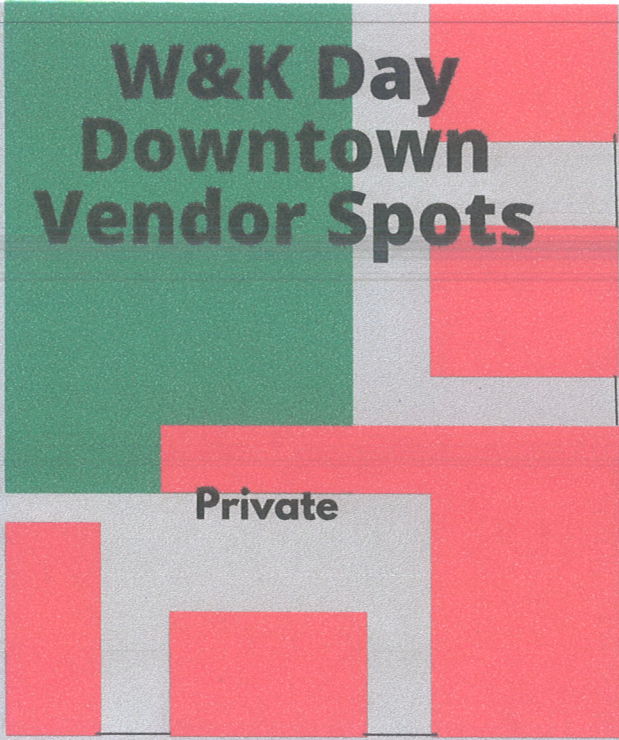
Date \_\_\_\_\_ Time \_\_\_\_\_

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



# W&K Day Downtown Vendor Spots

Maunsha River

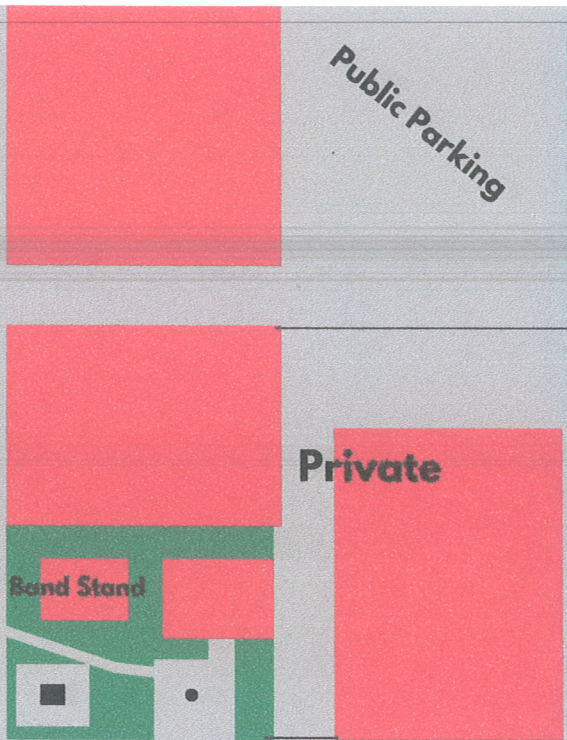


26 36 06

29 82 72 92 52

17 18 19 20 21 22 23 24

33 34 35 36 37 38 39 40 41 42 43 44 45



Public Parking

Private

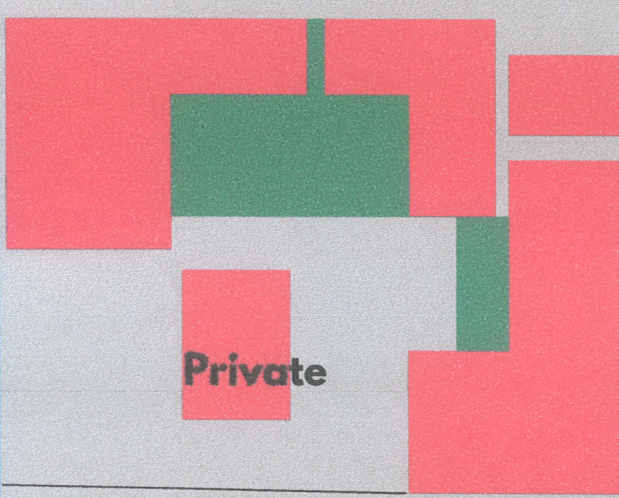
Band Stand

Maunsha River

46 47 48 49 50

16 15 14 13 12 11 10 9 8

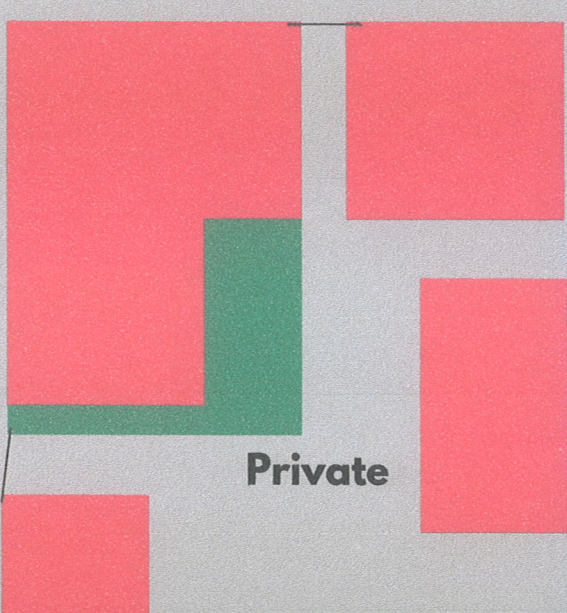
Maunsha River



7 9 5 4 3 2 1

Private

58 57 56 55 54 53 52 51



Private

Maunsha River

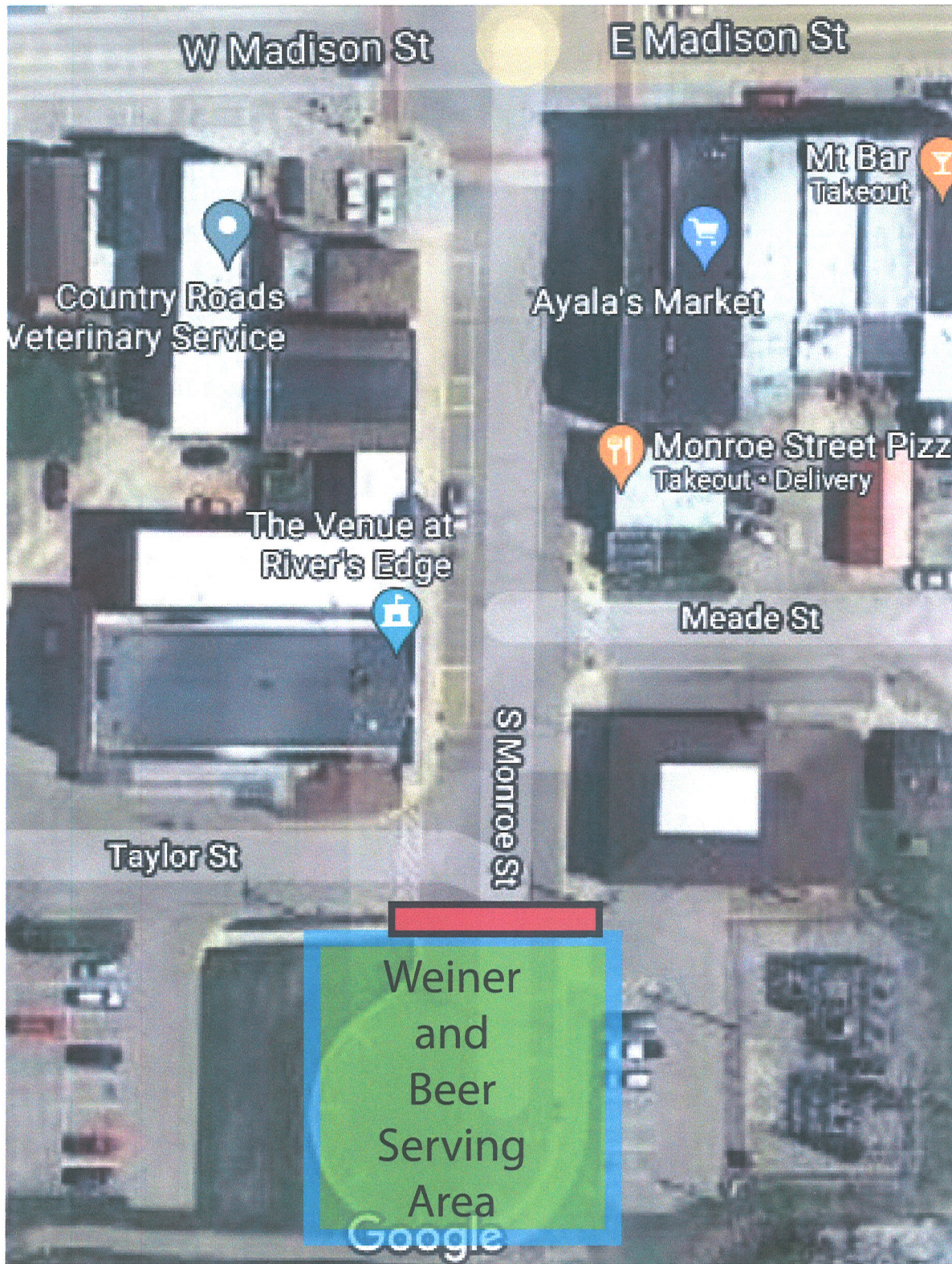
59 60 61 62 63

Public Parking

W&K Day Area

Maunsha River

Maunsha River



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 HABEKOW  
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

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 ha

Clerk's Office to complete the section below:

Cc:

7/29 Police Department

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

7/29 Fire Department

7/26 Public Works

Certificate of Insurance  
*Municipal Event*

7/26 Waterloo Utilities

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

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

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

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

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

## Attachment 1

### CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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

**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: 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 ST

**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