



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**

Agenda revised per Police Chief - 10/1/2021 11:35 AM

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: October 7, 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 Access Code: 4514731
(service by FreeConferenceCall.com)

1. CALL TO ORDER AND ROLL CALL
2. APPROVAL OF MEETING MINUTES: August 8, 2021 & September 2, 2021 (cancelled)
3. PUBLIC COMMENT
4. NEW BUSINESS
 - a. Special Event License Applications
 - i. Fill The Helmet, Waterloo Youth Sports Organization – 10/8 & 10/9 (Contact Larry Bredehorn)
 - ii. Waterloo Community Spooktacular, Waterloo Youth Sports Organization And The Waterloo Business Association – 10/30/21 (Contact Samantha Hensler)
 - b. Amending The Established Citywide Trick Or Treat From The Sunday Prior To Halloween To An Alternate Pre-Defined Date Selection Method
 - c. **Authorizing A Snowmobile Trail With Access To Kwik Trip [handout at meeting]**
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: 09/30/2021 Revised & Distributed 10/1/2021

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.



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): WYSO (Waterloo Youth Sports Organization)

STATUS: (circle one) unincorporated incorporated individual other _____

CONTACT NAME: Larry Bredehorn

PHONE NUMBER: (608) 444-0637 / /
DAYTIME EVENING FAX

EMAIL ADDRESS: larrybuilditright@gmail.com

NAME OF EVENT: Fill the helmet

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

PURPOSE OF EVENT: Raise money for the Waterloo Community Spooktacular

DATE OF EVENT: Oct. 8th + 9th

EVENT HOURS: Oct 8th: 2:00 p.m. - 9:00 p.m. SET UP HOURS N/A BREAKDOWN Oct 9th 6:00 p.m. - 4:00 p.m.

DESCRIPTION OF EVENT: Just like the fireman's "Fill the Boot" fundraisers

SITE/ADDRESS FOR EVENT (list if multiple locations) The four corners in Waterloo

PROJECTED ATTENDANCE: 800 people? PAST ATTENDANCE: N/A

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 8-10

RAIN POLICY: N/A

DATE APPLICATION MADE 9-21-21

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 the four corners 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 Oct. 8th through Oct 9th 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:**

Lawrence M. Bredehorn

Name (please print)

Lawrence M. Bredehorn

Signature

9-21-21


Date

Signatory Title (if applicable)

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.

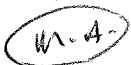
Date application received: 10/24/2021 Received by: 

Clerk's Office to complete the section below:

Cc:

Police Department
 Fire Department
 Public Works
 Waterloo Utilities

Council Approval _____ Date _____
 Certificate of Insurance

Not Provided with Submitted


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: Fill the Helmet

DATE (S) OF EVENT: Oct. 8th & 9th HOURS: 8th: 2:00 p.m. - 6:00 p.m. 9th: 9:00 a.m. - 4:00 p.m.

LOCATION/PROPERTY: 4 corners in Waterloo

SAFETY PROCEDURES:

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

If yes, list security company name. N/A

Where will security be needed? N/A

What times will security be needed? N/A

Will WPD officers be required? YES NO

Municipal estimation of cost: \$0 WPD Personnel @ \$ N/A /hour = \$ N/A

2) What are your plans for medical assistance? N/A

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

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

Date of fireworks N/A Time of Fireworks N/A

Name/Address of company supplying fireworks N/A

Fire Marshall must be contacted for approval and consultation.

SET UP / CLEAN UP PROCEDURES:

1) Name of person in charge of set up: Larry Bredehorn phone # (608) 444-0637

2) What time will set up begin: 2pm on the 8th & 9am on the 9th

3) Name of clean up contact person: Larry Bredehorn Cell Phone# (608) 444-0637

4) Estimated time for clean up after event: 30 min

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: N/A

Concessionaire: N/A

3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost?

N/A

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

Put towards Waterloo Community Spectacular on Oct. 30th

(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:

N/A

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

N/A

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

other No promotions

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades?

YES

NO

Purpose of barricades:

To warn oncoming traffic early

Location of placement:

100 yds before 3 of the stop signs Amount needed 3

Date barricades needed

10/8 + 10/9

Time of placement

2:00 pm on 10/8
9:00 am on 10/9

Name of company providing service if other than City

N/A

2) Will you require electrical service(s)

YES

NO

Entertainment: number of amps

N/A

=

lines @ \$20 Cost\$

Equipment being used:

None

Location

N/A

Entertainer name

N/A

Entertainment: number of amps

N/A

=

lines @ \$20 Cost \$

Equipment being used:

N/A

Location:

N/A

Entertainer name

N/A

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

Equipment being used: _____

Location: _____

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

Equipment being used: _____

Location: _____

Name of company providing service if other than City: _____

3) Will you need fencing installed? YES NO

Purpose of fencing: _____

Location: _____ Amount: _____

Date needed _____ Time needed _____

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

4) Will parking considerations be needed YES NO

Type(s) _____

Location: _____ Amount _____

Date: _____ Time: _____

5) Will picnic tables be needed? YES NO

Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO

Location _____ Date _____ Time _____

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

Name of company providing service, if not City: _____

7) Will you need additional trash bins? YES NO

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

Where do you want them placed? _____

Name of disposal company if other than the City: _____

Where will dumpster be place: _____

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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



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): WYSO + WBA

STATUS: (circle one) unincorporated incorporated individual other non profit

CONTACT NAME: Samantha Hensler

PHONE NUMBER: 920 342 0840 / — / —
DAYTIME EVENING FAX

EMAIL ADDRESS: Samantha@aimadison.com

NAME OF EVENT: Waterloo Community Spooktacular

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

PURPOSE OF EVENT: Community event

DATE OF EVENT: 10/30/21

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

DESCRIPTION OF EVENT: Vendors, hay rides, trick or treat, music + beer +

SITE/ADDRESS FOR EVENT (list if multiple locations) Car show Down town Waterloo +
Veterans Park

PROJECTED ATTENDANCE: 200+ PAST ATTENDANCE: none

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 20

RAIN POLICY: Indoor events only reschedule trick or treat

DATE APPLICATION MADE 9/20/21

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:**

Samantha Hensler
Name (please print)

[Signature]
Signature

Signatory Title (if applicable)

9/20/21
Date

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: Waterloo Community Spook-tacular
DATE (S) OF EVENT: 10/30/21 HOURS: 9am - 4pm
LOCATION/PROPERTY: Downtown Waterloo

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? Call 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: Tom Henster phone # 920 390 6534

2) What time will set up begin: 8am

3) Name of clean up contact person: Tom Henster Cell Phone# 920 390 6534

4) Estimated time for clean up after event: 30 min

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? Beer 5\$ a cup

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

WBA + YSO - use on future events

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

ENTERTAINMENT AND PROMOTIONS:

2) List names of performers and entertainment groups:

DBD

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

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

other Social media + Paper

PUBLIC PROPERTIES PROCEDURES:

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

1) Will you need barricades? YES NO

Purpose of barricades: Block off parking Downtown (like w+k Day)

Location of placement: 40+ parking spots Amount needed 40 spots

Date barricades needed 10/29/21 Time of placement night before

Name of company providing service if other than City _____

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

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

Equipment being used: _____

Location Veterans Park Entertainer name TBD

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 (we will place it)

Purpose of fencing: Beer Area

Location: Veterans Park Amount: -

Date needed - Time needed -

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

4) Will parking considerations be needed YES NO

Type(s) Block off 40+ Downtown Parking Stalls

Location: for vendors + Trunker Treat Amount 40+ (like w+k Day)

Date: 10/30/21 Time: Night Before

5) Will picnic tables be needed? YES NO

Location Veterans Park Amount 3

Date needed: 10/30/21 Time needed 9am

Estimated cost(s) 3 Picnic tables @ \$5.00 per table = \$ 15

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 X Barrels 5

Where do you want them placed? Veterans Park

Name of disposal company if other than the City: Steve Parkers Dumpster

Where will dumpster be place: Dumpster is located behind Eggert Law Building

Waterloo, WI

8) Will water connection be needed?

YES

NO

Location _____ Amount _____

Date _____ Time _____

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

Note: Hay Rides from turn Around to
Cafe.