



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: November 4, 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: August 5, 2021, September 2, 2021 (no meeting) and October 7, 2021
3. PUBLIC COMMENT
4. UNFINISHED BUSINESS
 - a. Resolution #2021-44 Authorizing A Municipally Designated Snowmobile Route ***
5. NEW BUSINESS
 - a. Application For Special Event, Waterloo Parks Department, December 11, 2021 Holiday Parade ***
6. FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
7. ADJOURNMENT

Mo Hansen
Clerk/Treasurer

*** Also On Council Agenda This Same Night

Committee Members: Thomas, Griffin and Rhynes

Materials Printed, Posted, E-mailed and Distributed: 10/28/2021

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
August 5, 2021

1. **Call to Order:**
The Public Safety Committee meeting was called to order by Alderperson Thomas at 6:00PM
2. **Roll Call:**
Committee members present – Alderperson Thomas, Griffin, Rhynes, and Chief Sorenson. Public, Samantha Hensler, Nicole Tuttle, Dick Motl, Amanda Motl, Gabe Haberkorn
3. **Approval of Public Safety Committee Minutes of June 3, 2021.** Motion by Alderperson Rhynes to approve June 3, 2021 minutes, second by Thomas, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:** a) Winter parking regulations on Knowlton St. Rhynes motioned to recommend to council amending ordinance for four hour parking on South side on Knowlton St. from Van Buren St. to McKay Way. Second by Thomas, motion carried.
b) Changes to fire pit regulations, Citizen request. Request to have Waterloo Fire Department give complete burn pit ordinance upon issuing fire pit permit. Also requested to see if it was feasible to have the Fire Department do a site inspection prior to authorizing the burn permit.
c) Special Event License Application
I. Wiener & Kraut 5K/2M, Friends Of KJML & Waterloo Parks Department, September 11, 2021
Rhynes motion to forward application to City Council for approval. Second by Thomas, motion carried.
II. Wiener & Kraut Day, Waterloo Business Association, September 11, 2021. Motion to forward application to City Council for approval. Second by Griffin, motion carried.
III. Wiener & Kraut Parade, Parks Department, September 11, 2021. Rhynes motioned to forward application to City Council for approval, second by Griffin, motion carried.
7. **Future Agenda Items, Communications and announcements:** None
8. **Adjourn:** Motion to Adjourn by Alderperson Griffin, Second by Rhynes, motion carried.

I Attest: Chief Dennis P. Sorenson

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES
October 7, 2021

1. **Call to Order:**
The Public Safety Committee meeting was called to order by Alderperson Thomas at 6:00PM
2. **Roll Call:**
Committee members present – Alderperson Thomas, Griffin, Rhynes, and Chief Sorenson. Public Mark Herbst, Ben Reigel, Steve Parker, Larry Bredehorn, Ricky Stewart.
3. **Approval of Public Safety Committee Minutes of Aug⁵ 8, 2021, September 2, 2021.** Motion by Alderperson Rhynes to Table August 8, 2021 and September 2, 2021. Second by Griffin, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:**
 - a) **Special Event License Application**
 - i. Fill the Helmet, Waterloo Youth Sports Organization. Motion by Rhynes to decline Fill the Helmet application, Second by Griffin, motion carried.
 - ii. Waterloo Community Spooktacular, Waterloo Youth Sports Organization And The Waterloo Business Association. Recommendation to approve to City Council Spooktacular Event License by Thomas, with elimination of car show, denial of beer tent due to city ordinance. Requesting to reserve parking stalls in 100 block of South Monroe St. Reserve parking stalls on the South side of East and West Madison St. in the 100 block from bridge to bridge. Second by Griffin, motion carried.
 - b. Amending The Established Citywide Trick Or Treat From The Sunday Prior To Halloween Unless Halloween Falls On Sunday Of That Year. Motion by Griffin to amend Citywide Trick or Treat from the Sunday before Halloween to the Sunday before Trick or Treat unless Trick or Treat falls on a Sunday. Second by Thomas, motion carried.
 - c. Authorizing A Snowmobile Trail With Access To Kwik Trip. Griffin made motion to table till snowmobile club could be present for questions. 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.



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RESOLUTION #2021-44
Authorizing A Municipally Designated Snowmobile Route

WHEREAS, snowmobiles are regulated by the state under Chapter 350 of the Wisconsin Statutes and municipal peace officers have authority to enforce those regulations [sec. 350.17(1) Wis. Stat.], and;

WHEREAS, local regulation of snowmobiles is limited by sec. 350.18 Wis. Stat., and municipalities may designate snowmobile routes and regulate snowmobile operations on routes designated, and;

WHEREAS, the Public Safety & Health Committee is recommending a route as attached and presented in map form on this night.

NOW THEREFORE BE IT RESOLVED that the City of Waterloo agrees with the committee recommendation and designates the route as presented on this night as a 2021-2022 winter snowmobile route with the designation expiring on June 1, 2022.

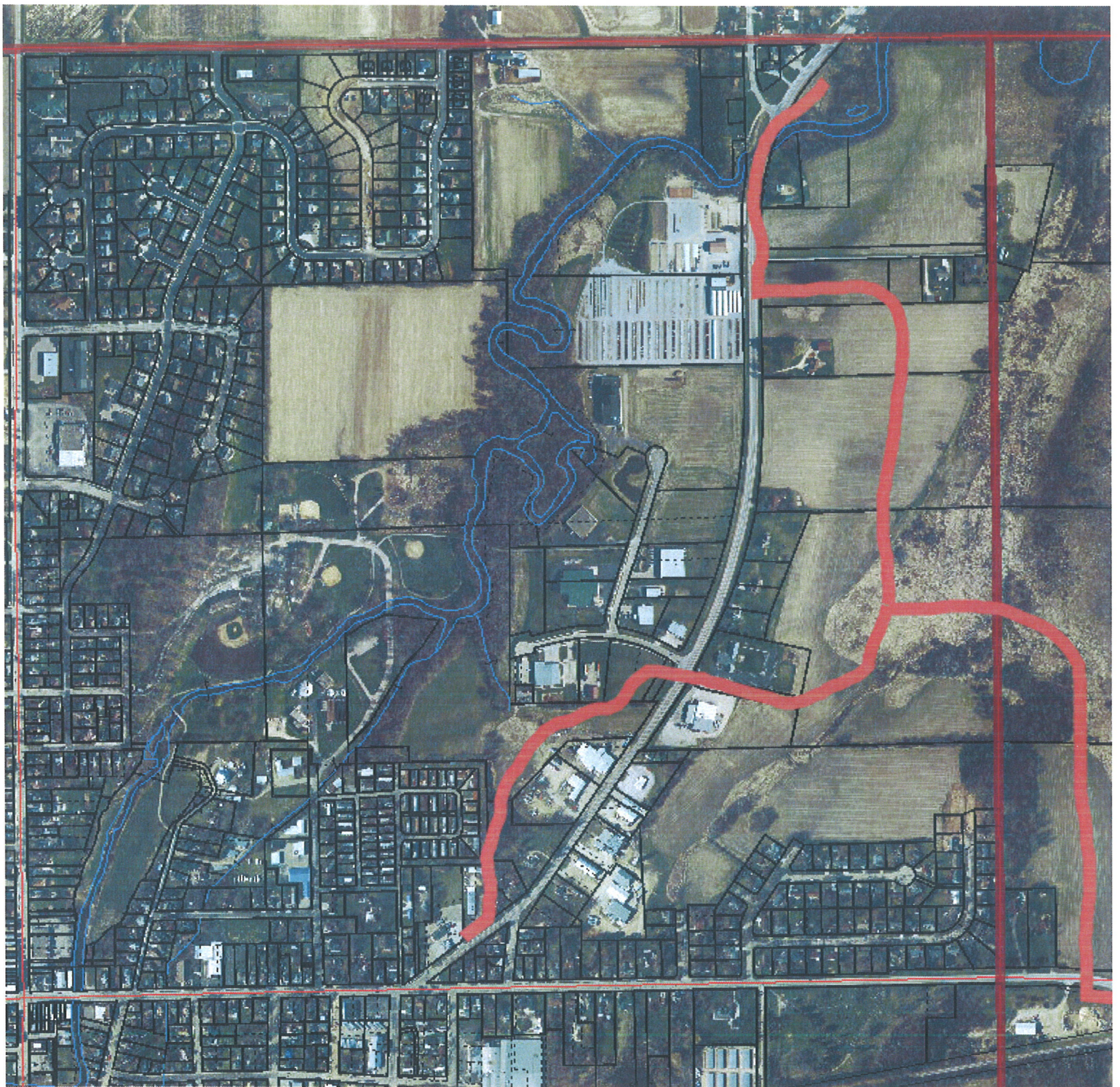
Date: _____
Vote: _____

City of Waterloo
Signed: _____
Jenifer Quimby
Mayor

Attest:

Mo Hansen
City Clerk/Treasurer

SPONSOR(S) – Public Safety & Health Committee
FISCAL EFFECT – None.



From: Denis Sorenson <dpsorenson@waterloowi.us>
Sent: Monday, October 4, 2021 7:14 AM
To: Rich Weihert <alderatlargeb@waterloowi.us>
Subject: RE: snowmobile trail maps.

Rich, can you send the rest of the trail to show where it goes over the Portland Bridge, Thanks.

From: Rich Weihert
Sent: Friday, October 01, 2021 4:21 PM
To: Denis Sorenson
Subject: snowmobile trail maps.



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): CITY OF WATERLOO - PARKS DEPARTMENT

STATUS: (circle one) unincorporated incorporated individual other GOVERNMENT

CONTACT NAME: GABE HARBORNS

PHONE NUMBER: (920) 478-3025 , (920) 988-6297 , (920) 478-2021
 DAYTIME EVENING FAX

EMAIL ADDRESS: parks@waterloowi.us

NAME OF EVENT: HOLIDAY PARADE

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

PURPOSE OF EVENT: START OF HOLIDAY WEEK (WINTERFEST)

DATE OF EVENT: DECEMBER 11, 2021

EVENT HOURS: 5pm-6pm SET UP HOURS 1 HOUR BREAKDOWN 0

DESCRIPTION OF EVENT: A PARADE TO START OUT THE WINTERFEST ACTIVITIES

SITE/ADDRESS FOR EVENT (list if multiple locations) VAN HOUTEN'S PARKING LOT - DOWN MADISON STREET - 4 CORNERS - UP N. MONROE TO DICKINSON INTO FIREMAN'S PARK

PROJECTED ATTENDANCE: 500 PAST ATTENDANCE: 500

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 4

RAIN POLICY: NONE

DATE APPLICATION MADE OCTOBER 26, 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 _____ 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.

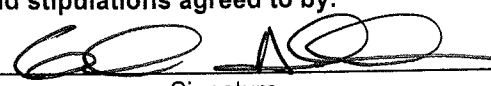
LIABILITY WAIVER:

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:**

GABE HABERMAN
Name (please print)


Signature

PARC COORDINATOR
Signatory Title (if applicable)

10/26/2021
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: _____ Received by: _____

Clerk's Office to complete the section below:

Cc:

_____ Police Department

_____ Council Approval _____
Date

_____ Fire Department

_____ Public Works

_____ Certificate of Insurance

_____ Waterloo Utilities

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: _____

Date Paid: _____

Received by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

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

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: Waterloo Holiday Parade

DATE (S) OF EVENT: December 11, 2021 HOURS: 5pm - 6pm

LOCATION/PROPERTY: _____

SAFETY PROCEDURES:

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

If yes, list security company name. _____

Where will security be needed? _____

What times will security be needed? _____

Will WPD officers be required? YES NO

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

2) What are your plans for medical assistance? NONE

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 HABERMAN phone # (920) 988-6297

2) What time will set up begin: 4 pm

3) Name of clean up contact person: GABE HABERMAN Cell Phone# (920) 988-6297

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

FEES AND PROCEEDS:

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

If yes, how much: Adult _____ 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? _____

FOR DONATION TO POLICE DEPARTMENT

(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: NONE

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

other SOCIAL MEDIA

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