



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

**CITY OF WATERLOO COUNCIL AGENDA**  
**COUNCIL CHAMBER OF THE MUNICIPAL BUILDING – 136 N. MONROE STREET**  
**Thursday, March 2, 2023 – 7:00 p.m.**  
**Participate Remotely Or In-Person**

Join Zoom Meeting <https://us02web.zoom.us/j/86843724759?pwd=bJjWm5vZER0ZlMvcmZlWk8zaFVpQT09>  
Meeting ID: 868 4372 4759 Passcode: 371671  
Dial by phone +1 312 626 6799 US (Chicago)

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL
- 2) MEETING MINUTES APPROVAL : February 16, 2023
- 3) CITIZEN INPUT / PUBLIC COMMENT
- 4) OLD BUSINESS
- 5) MEETING SUMMARIES (since last Council meeting)
  - a) 02/20/2023 Special Finance -CANCELLED
  - b) 02/21/2023 CDA – CANCELLED
  - c) 02/23/2023 Special Library Board Meeting
  - d) 02/27/2023 Fire/EMS Meeting
  - e) 02/28/2023 Joint Review Board
  - f) 02/28/2023 Plan Commission - CANCELLED
  - g) 02/28/2023 Library Board
  - h) 03/02/2023 Public Safety & Health Committee
  - i) 03/02/2023 Public Works & Property Committee
- 6) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a) Public Safety & Health Committee
    - i) Event - Trek/MACC Fund Event – June 10, 2023
    - ii) Request to Hire a Part-time officer
    - iii) Event – Wine and Beer Walk May 2023
    - iv) Event – Farmers Market starting June 2023
  - b) Public Works & Property Committee
    - i) 2023-03 Ordinance §350-6 Vehicles and Traffic – A. Including McKay was as a designated route. B. including contracted Garbage Trucks and Municipal Trucks. Semi operation/parking on side streets.
    - ii) 2023-04 Parking on Non-Paved areas §350-7 – wording to contain No parking vehicles, semis, trailers, motor home except on a hard surface. Parking is allowed in the side and rear yards on a hard surface with a minimum setback of 2 ½ feet from the side and rear lot lines. Per DPW recommendation
- 7) NEW BUSINESS
- 8) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS
- 9) ADJOURNMENT

Jeanne Ritter Clerk/Deputy Treasurer

Posted & Emailed: 2/27/2023

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

## CITY OF WATERLOO COMMON COUNCIL - MEETING MINUTES: February 16, 2023

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

- 1) CALL TO ORDER, PLEDGE OF ALLEGIANCE & ROLL CALL. Mayor Quimby called the meeting to order at 7:03 p.m. Alderpersons present: Cummings, A. Kuhl, C. Kuhl, Griffin, Thomas, Weihert and Petts. Attending Remotely: none Absent: none Others attending remotely or in-person: Utility Superintendent B. Sorenson; Police Chief D. Sorenson; DPW Director Yerges; Treasurer Nelson; Clerk Jeanne Ritter; Ben Heidemann, Lisa Twarog; Laura Cotting and WLOO Videographers. The pledge of allegiance was recited.
- 2) MEETING MINUTES APPROVAL: February 2, 2023 [A. Kuhl/Cummings] VOICE VOTE: Motion Carried.
- 3) CITIZEN INPUT / PUBLIC COMMENT none
- 4) OLD BUSINESS
  - a) Garbage/Recycling rate increase. No action
  - b) 2023-02 Ordinance 350-7 Parking restrictions. Motion to make changes to winter street parking. First going to DPW for approval then to Council if needed. [Weihert/Petts] VOICE VOTE: Motion carried.
- 5) MEETING SUMMARIES (since last Council meeting)
  - a) 02/07/2023 Waterloo Water & Light Commission
  - b) 02/08/2023 Parks Committee
  - c) 02/16/2023 Finance, Insurance & Personnel Committee
- 6) CONSENT AGENDA ITEMS
  - a) January Reports Of City Officials & Contract Service Providers Motion to approve[Petts/Griffin] VOICE VOTE: Motion carried.
    - i) Parks
    - ii) Fire & Emergency Medical Services
    - iii) Building Inspections
    - iv) Public Works
    - v) Police
    - vi) Library Board
    - vii) Water & Light Utility Commission
    - viii) Watertown Humane Society
    - ix) Cable
- 7) RECOMMENDATIONS OF BOARDS, COMMITTEES AND COMMISSIONS
  - a) Finance, Insurance & Personnel
    - i) January 2023 Financial Statements: General Disbursements \$ 1,480,493.25; Payroll \$78,862.12 & Clerk/Treasurer's Reports [\[see on municipal website\]](#) Motion to approve general disbursements and payroll. [Thomas/Petts] ROLL CALL Ayes 7 Noes 0. Motion carried. Clerk/Treasurers report will be included in March packet for approval.
  - b) Waterloo Utilities
    - i) Resolution 2023-07 Award of WWTP and Water Booster Station Bid (3 options) Motion to approve Resolution with no contingencies. [Thomas/Cummings] ROLL CALL: Ayes 7 Noes 0 Motion carried.
    - ii) Ordinance 2023-01 Waterloo Utility check signer's ordinance change [Thomas/Cummings] Ayes 7 Noes 0 Motion carried.
  - c) Waterloo Utilities/ Finance
    - i) Resolution 2023-06 PILOT Revising the Formula for payment of Annual Fees in Lieu of Taxes from Waterloo Utilities to the Municipal General Fund. Change number to \$130,000 [Thomas/A. Kuhl] ROLL CALL: Ayes 7 Noes 0
  - d) Waterloo Parks
    - i) Resolution 2023-08 - Recommendation from the Park Board to approve Waterloo Comp Package. Motion to approve. [Cummings/A.Kuhl] VOICE VOTE: Motion carried.
  - e) Waterloo Cable Station Board
    - i) Cable Board moving to new location. Cable Board looking to relocate to Solarium on W. Madison St. Motion to approve. [Thomas/Cummings] ROLL CALL: Ayes 7 Noes 0. Motion carried.
- 8) NEW BUSINESS
  - a) Review and Consideration of a Resolution 2023-05 Approving the Project Plan & Establishing the Boundaries of Tax Incremental District #5. Project plan was updated to include electricity and pedestrian crossing. [Kuhl/Cummings] ROLL CALL: Ayes 6 Noes 1 Motion carried.
  - b) Excessive Assessment Fran Erhardt. Parcels 290-0813-0742-012, 290-0813-0742-013, 290-0813-0742-019, 290-0813-0742-026, 290-0813-0742-027 and 290-0813-0742-028. Motion to deny claim. [Thomas/Weihert] Ayes 7 Noes 0
  - c) Rate increase for City Cemetery services by Meitner Land Service. No action
  - d) City Clerk 6 month review/compensation. [NOTE: The committee may convene in closed session per Wis. Stat. 19.85(1)(c)]

“considering employment, promotion, compensation or performance evaluation data of any public employee over which the governmental body has jurisdiction or exercises responsibility.”] Motion to increase Clerk salary to \$55,000 on 3/1/2023.  
[Thomas/Griffin] ROLL CALL: Ayes 7 Noes 0

9) FUTURE AGENDA ITEMS AND ANNOUNCEMENTS

10) ADJOURNMENT [C.Kuh/Petts] VOICE VOTE: Motion carried.

Attest:  
Jeanne Ritter Clerk/Deputy Treasurer



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): MACC Fund - Midwest Athletes Against Childhood Cancer, Inc.

STATUS: (circle one) unincorporated incorporated 501c3 individual other \_\_\_\_\_

CONTACT NAME: Alli Neumann

PHONE NUMBER: 414-955-5834 / 262-305-4820 / \_\_\_\_\_  
DAYTIME EVENING FAX

EMAIL ADDRESS: aneumann@maccfund.org

NAME OF EVENT: Trek 100 - Ride for Hope

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

PURPOSE OF EVENT: Trek 100 raises money for childhood cancer and related blood disorders research

DATE OF EVENT: Saturday, June 10, 2023

EVENT HOURS: 6am-6pm SET UP HOURS 4am-6am BREAKDOWN 5pm-7pm

DESCRIPTION OF EVENT: Multiple distance bike rides (ranges between 10-100 miles) beginning at 7:30am

SITE/ADDRESS FOR EVENT (list if multiple locations) Trek Bikes - start and end point for rides  
801 W Madison St, Waterloo, WI 53594

PROJECTED ATTENDANCE: 2200 PAST ATTENDANCE: 2200

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 350

RAIN POLICY: Ride will take place in any weather except lightning

DATE APPLICATION MADE 02/08/2023

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:**

<u>Becky Pinter</u> Name (please print)	 Signature
<u>President &amp; CEO</u> Signatory Title (if applicable)	<u>02/08/2023</u> Date

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

Form created: 03/11/2004

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

Date application received: \_\_\_\_\_ 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: Trek 100 - Ride for Hope Bike Ride

DATE (S) OF EVENT: Saturday, June 10, 2023 HOURS: 6am-6pm

LOCATION/PROPERTY: Trek Bikes - 801 W. Madison St, Waterloo, WI 53594

**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? Medical personnel from Trek Health Center

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: Alli Neumann phone # 262-305-4820

2) What time will set up begin: 4am

3) Name of clean up contact person: Alli Neumann Cell Phone# 262-305-4820

4) Estimated time for clean up after event: 5pm-7pm

**FEES AND PROCEEDS:**

1) Will admission be charged for this event? **YES**  *for riders/participants* NO

If yes, how much: Adult \$75 Seniors \_\_\_\_\_ Students \$25

Children 5 & under \_\_\_\_\_ Families \_\_\_\_\_

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

Concessionaire: \_\_\_\_\_

**Waterloo, WI**



3) Will alcoholic beverage(s) be sold?

YES

NO

If yes, what beverage and at what cost? \_\_\_\_\_

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

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

**ENTERTAINMENT AND PROMOTIONS:**

2) List names of performers and entertainment groups:

\_\_\_\_\_  
\_\_\_\_\_

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

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

**PUBLIC PROPERTIES PROCEDURES:**

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

1) Will you need barricades? YES NO

Purpose of barricades: Help with traffic flow near Trek HQ

Location of placement: Hwy 19 & McKay Way; Knowlton & McKay Way Amount needed \_\_\_\_\_

Date barricades needed 06/10/2023 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) No Parking

Location: Milwaukee Ave Amount \_\_\_\_\_

Date: 06/09-06/10 Time: overnight

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

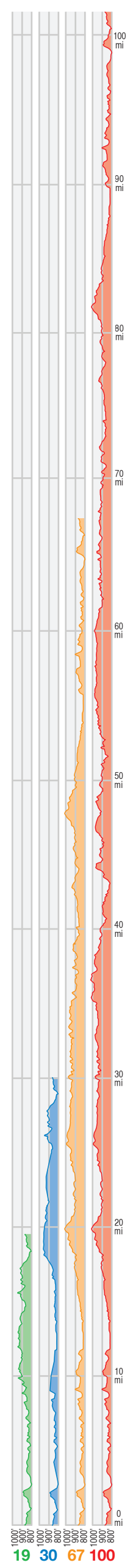
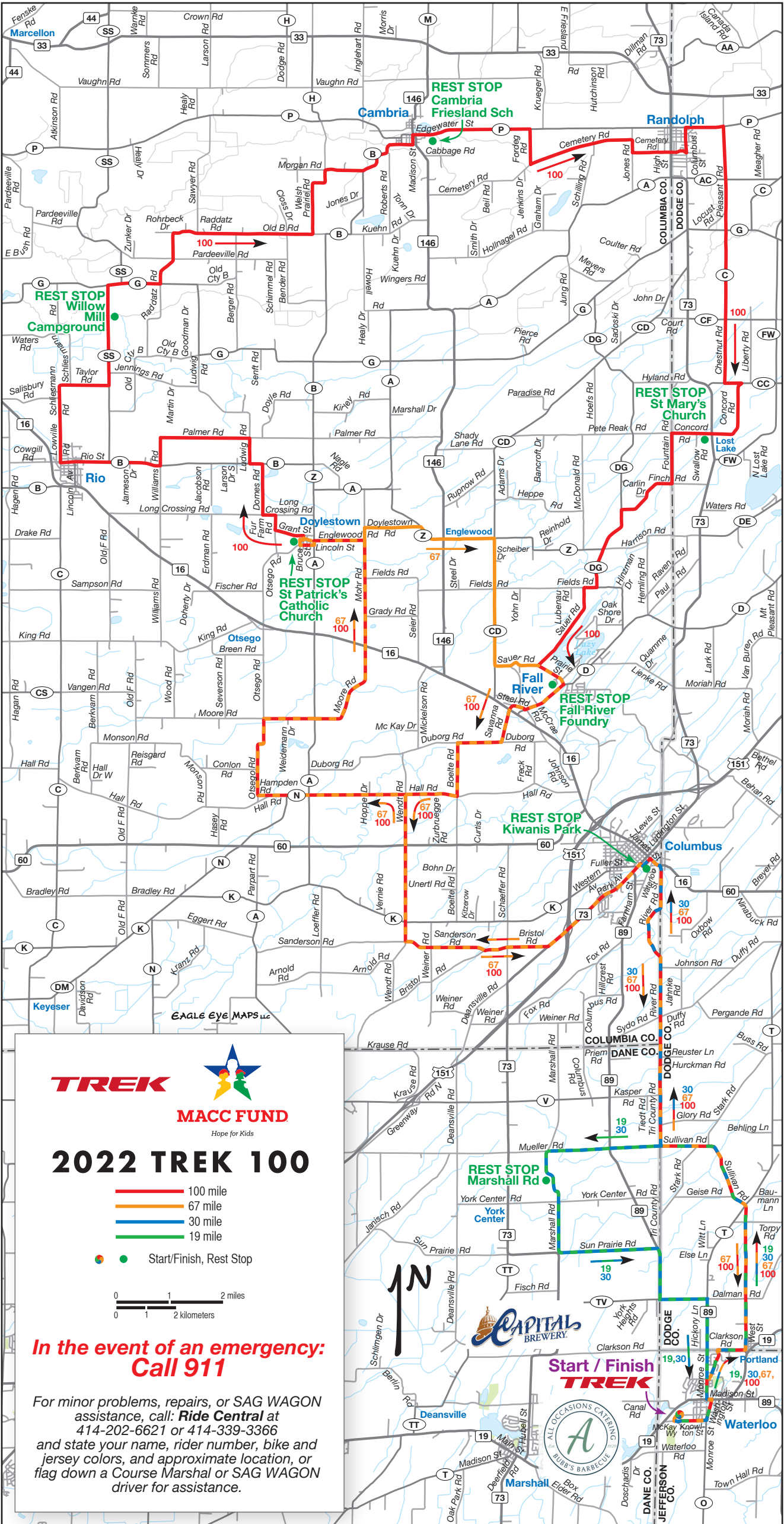
NO

Location \_\_\_\_\_ Amount \_\_\_\_\_

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

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





**TREK**



**MACC FUND**

Hope for Kids

# 2022 TREK 100

- 100 mile
- 67 mile
- 30 mile
- 19 mile

● ● Start/Finish, Rest Stop



**In the event of an emergency:  
Call 911**

For minor problems, repairs, or SAG WAGON assistance, call: **Ride Central** at 414-202-6621 or 414-339-3366 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.



19 30 67 100



### 19 mile route - 795'

Go	onto Road/Street	Leg	Total
<b>Start at Trek Bikes, Waterloo</b>			
R	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	2.9	5.7
S	Sullivan Rd	2.4	8.1
S	Muller Rd (across Tri-County Rd)	2.2	10.3
L	Marshall Rd	0.7	11.0
<b>Marshall Rd Rest Stop</b>			
L	Sun Prairie Rd	1.9	14.4
R	WI 89	1.1	15.5
L	to stay on WI 89	0.9	16.4
R	to stay on WI 89 (bc: N Monroe St)	2.0	18.4
L	WI 89 / E Madison St <b>Waterloo</b>	0.1	18.5
R	S Washington St	0.4	18.9
R	Knowlton St	0.5	19.4
R	McKay Wy	0.1	19.5
<b>Finish Line at Trek Bikes, Waterloo</b>			

### 30 mile route - 688'

Go	onto Road/Street	Leg	Total
<b>Start at Trek Bikes, Waterloo</b>			
L	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	3.1	5.9
R	Sullivan Rd	2.1	8.0
R	Tri-County Rd	2.0	10.0
S	River Rd	3.8	13.8
L	WI 16 / WI 60 / E James St <b>Columbus</b>	0.2	14.0
L	S Water St	0.2	14.2
L	E School St	0.1	14.3
<b>Kiwanis Park Rest Stop</b>			
L	E School St	0.1	14.4
R	S Water St	0.1	14.5
R	WI 16 / WI 60 / E James St	0.3	14.8
R	River Rd	3.8	18.6
S	Tri-County Rd	1.9	20.5
R	Muller Rd	2.2	22.7
L	Marshall Rd	2.2	24.9
<b>Marshall Rd Rest Stop</b>			
L	Sun Prairie Rd	2.0	28.4
R	WI 89	1.0	29.4
L	to stay on WI 89	1.0	30.4
R	to stay on WI 89 (bc: N Monroe St)	1.9	32.3
L	WI 89 / E Madison St <b>Waterloo</b>	0.1	32.4
R	Cty O / S Washington St	0.5	32.9
R	Knowlton St	0.5	33.4
R	McKay Wy	0.1	33.5
<b>Finish Line at Trek Bikes, Waterloo</b>			

### 67 mile route - 2390'

Go	onto Road/Street	Leg	Total
<b>Start at Trek Bikes, Waterloo</b>			
R	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	2.8	5.6
S	Sullivan Rd	2.5	8.1
R	Tri-County Rd	1.9	10.0
S	River Rd	3.8	13.8
L	WI 16 / WI 60 / E James St <b>Columbus</b>	0.2	14.0
L	S Water St	0.2	14.2
L	E School St	0.1	14.3
<b>Kiwanis Park Rest Stop</b>			
L	WI 89 / WI 73 / S Ludington St	0.1	14.5
S	WI 73 / Park Av / Deansville Rd	2.3	16.8
R	Bristol Rd	1.3	18.1
R	Sanderson Rd	1.6	19.7
R	Wendt Rd	2.9	22.6
L	Hall Rd	2.7	25.3
S	Hampden Rd	0.2	25.5
R	Otsego Rd	1.6	27.1

### 67 mile route - continued

Go	onto Road/Street	Leg	Total
R	Moore Rd	3.2	30.3
S	Mohr Rd	2.0	32.3
L	Englewood Rd <b>Doylestown</b>	1.1	33.4
L	Cty A	0.1	33.5
R	Lincoln St	0.2	33.7
R	Bruce St	0.1	33.8
<b>St Patrick's Catholic Church Rest Stop</b>			
S	Bruce St	0.0	33.8
R	Railroad St	0.1	33.9
L	Metcalf St	0.0	33.9
R	Columbus St	0.2	34.1
S	Englewood Rd (across Cty A)	0.9	35.1
L	Mohr Rd	0.3	35.4
R	Doylestown Rd	1.1	36.5
R	Cty Z	1.6	36.2
R	Cty CD	2.5	38.7
L	Sauer Rd	0.9	39.6
R	Prairie St <b>Fall River</b>	0.6	40.2
R	Cty D / S Main St	0.8	41.0
<b>Fall River Foundry Rest Stop</b>			
R	Steel Rd	0.4	41.5
S	Savanna Rd	0.7	42.2
R	Duborg Rd	0.8	43.0
L	Boelte Rd	1.1	44.1
R	Hall Rd	1.0	45.1
L	Wendt Rd	2.9	48.0
L	Sanderson Rd	1.6	49.6
L	Bristol Rd	1.3	50.9
L	WI 73 / Park Av / Deansville Rd <b>Columbus</b>	2.3	53.2
S	WI 89 / WI 73 / S Ludington St	0.1	53.3
R	E School St	0.1	53.4
<b>Kiwanis Park Rest Stop</b>			
L	S Water St	0.2	53.6
R	WI 16 / WI 60 / E James St	0.2	53.8
R	River Rd	3.3	57.1
S	Tri-County Rd	2.4	59.5
L	Sullivan Rd	2.5	62.0
S	Cty I	2.8	64.8
R	E Clarkson Rd	0.6	65.4
L	Lum Av	0.6	66.0
R	E Porter St	0.0	66.0
L	WI 89 / N Monroe St	0.4	66.4
L	WI 89 / E Madison St <b>Waterloo</b>	0.1	66.5
R	Cty O / S Washington St	0.5	67.0
R	Knowlton St	0.5	67.5
R	McKay Wy	0.1	67.6
<b>Finish Line at Trek Bikes, Waterloo</b>			

### 100 mile route - 3553'

Go	onto Road/Street	Leg	Total
<b>Start at Trek Bikes, Waterloo</b>			
R	McKay Wy	0.1	0.1
L	Knowlton St	0.6	0.7
L	Cty O / Washington St	0.4	1.1
L	WI 19 / WI 89 / E Madison St	0.1	1.2
R	WI 89 / N Monroe St	0.4	1.6
R	E Porter St	0.1	1.7
L	Lum Av	0.6	2.3
R	E Clarkson Rd	0.5	2.8
L	Cty I / West St	2.8	5.6
S	Sullivan Rd	2.5	8.1
R	Tri-County Rd	1.9	10.0
S	River Rd	3.8	13.8
L	WI 16 / WI 60 / E James St <b>Columbus</b>	0.2	14.0
L	S Water St	0.2	14.2
L	E School St	0.2	14.4
<b>Kiwanis Park Rest Stop</b>			
L	WI 89 / WI 73 / S Ludington St	0.1	14.5
S	WI 73 / Park Av / Deansville Rd	2.3	16.8
R	Bristol Rd	1.3	18.1
R	Sanderson Rd	1.6	19.7
R	Wendt Rd	2.9	22.6
L	Hall Rd	2.7	25.3
S	Hampden Rd	0.2	25.5
R	Otsego Rd	1.6	27.1
R	Moore Rd	3.2	30.3
S	Mohr Rd	2.0	32.3
L	Englewood Rd <b>Doylestown</b>	1.1	33.4
L	Cty A	0.1	33.5
R	Lincoln St	0.2	33.7
R	Bruce St	0.1	33.8
<b>St Patrick's Catholic Church Rest Stop</b>			
S	Bruce St	0.0	33.8
S	Railroad St	0.1	33.9
L	Metcalf St	0.1	34.0
L	Grant St	0.5	34.5
R	Fur Farm Rd	0.3	34.8
L	Long Crossing Rd	0.3	35.1

### 100 mile route - continued

Go	onto Road/Street	Leg	Total
R	Domes Rd	1.0	36.1
L	Cty B	0.2	36.3
R	Ludwig Rd	0.5	36.8
L	Palmer Rd	1.7	38.5
S	Williams Rd	0.6	39.1
R	Old Z Rd	1.0	40.1
S	E/W Rio St <b>Rio</b>	0.9	41.0
R	Lowville Rd	0.3	41.3
S	Schliesmann Rd	1.5	42.8
S	Taylor Rd	0.7	43.5
L	Cty SS	1.3	44.8
<b>Willow Mill Campground Rest Stop</b>			
R	Cty G	1.0	46.5
L	Raddatz Rd	2.4	48.9
S	Old B Rd	1.5	50.4
L	Welsh Prairie Rd	1.5	51.9
R	Morgan Rd	0.7	52.6
L	Cty B	0.9	53.5
S	W Commerce St <b>Cambria</b>	0.4	53.9
L	S Madison St / Cty P	0.2	54.1
R	Cty P / E Edgewater St	0.3	54.4
<b>Cambria Friesland School Rest Stop</b>			
R	Fordeg Rd	0.7	57.1
L	Cemetery Rd	2.1	59.2
R	Jones Rd	0.2	59.4
L	Cemetery Rd <b>Randolph</b>	0.5	59.9
S	W Stroud St	0.5	60.4
R	to stay on E Stroud St	0.1	60.5
L	N Columbus St	0.5	61.0
R	E Cambria St	0.7	61.7
R	Pleasant Rd	2.1	63.8
S	Cty C	1.7	65.5
S	Chestnut Rd	1.3	66.8
L	Cty CC	0.3	67.1
R	Concord Rd	1.5	68.6
<b>St Mary's Church Rest Stop</b>			
L	Fountain Rd	1.0	70.3
R	Finch Rd	1.3	71.6
L	Cty DG	1.7	73.3
R	Fields Rd	0.2	73.5
L	Sauer Rd	1.9	75.4
L	Prairie St <b>Fall River</b>	0.6	76.0
R	Cty D / S Main St	0.8	76.8
<b>Fall River Foundry Rest Stop</b>			
R	Steel Rd	0.4	77.2
S	Savanna Rd	0.7	77.9
R	Duborg Rd	0.8	78.7
L	Boelte Rd	1.1	79.8
R	Hall Rd	1.0	80.8
L	Wendt Rd	2.9	83.7
L	Sanderson Rd	1.6	85.3
L	Bristol Rd	1.3	86.6
L	WI 73 / Park Av / Deansville Rd <b>Columbus</b>	2.3	88.9
S	WI 89 / WI 73 / S Ludington St	0.1	89.0
R	E School St	0.1	89.1
<b>Kiwanis Park Rest Stop</b>			
L	S Water St	0.2	89.3
R	WI 16 / WI 60 / E James St	0.2	89.5
R	River Rd	2.8	92.3
S	Tri-County Rd	2.9	95.2
L	Sullivan Rd	2.5	97.7
S	Cty I	2.8	100.5
R	E Clarkson Rd	0.6	101.1
L	Lum Av	0.6	101.7
R	E Porter St	0.0	101.7
L	WI 89 / N Monroe St	0.4	102.1
L	WI 89 / E Madison St <b>Waterloo</b>	0.1	102.2
R	Cty O / S Washington St	0.5	102.7
R	Knowlton St	0.5	103.2
R	McKay Wy	0.1	103.3
<b>Finish Line at Trek Bikes, Waterloo</b>			

# TREK



## MACC FUND

Hope for Kids

**In the event of an emergency:  
Call 911**

For minor problems, repairs, or SAG WAGON assistance, call: Ride Central at 414-202-6621 or 414-339-3366 and state your name, rider number, bike and jersey colors, and approximate location, or flag down a Course Marshal or SAG WAGON driver for assistance.



**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 4/1 2023 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 downtown area 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 May 20 through May 20 2023. 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.

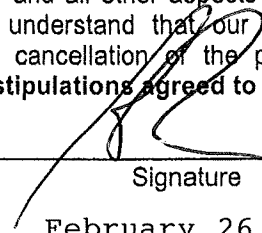
**LIABILITY WAIVER:**

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:**

Steve Parker  
Name (please print)  
Vice President, WBA  
Signatory Title (if applicable)

  
Signature  
February 26, 2023  
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 _____
_____ Fire Department	Date
_____ 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: \_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/15/2022

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

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

<b>PRODUCER</b> American Family Brokerage Inc 6000 American Parkway  Madison WI 53783	<b>CONTACT NAME:</b> Larry S Anderson <b>PHONE (A/C, No, Ext):</b> (608) 837-6607 <b>E-MAIL ADDRESS:</b> landers2@amfam.com	<b>FAX (A/C, No):</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
<b>INSURED</b>  Waterloo Business Association W10788 County Rd 1  Reeseville WI 53579	<b>INSURER A:</b> USLI - United States Liability Insurance		
	<b>INSURER B:</b>		
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		
	<b>INSURER F:</b>		

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	COMMERCIAL GENERAL LIABILITY			NBP1562005A	08/01/2022	08/01/2023	EACH OCCURRENCE	\$ 1,000,000	
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000	
	<input checked="" type="checkbox"/> BOP - CL Business Owners						MED EXP (Any one person)	\$ 5,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:							PERSONAL & ADV INJURY	\$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE	\$ 2,000,000	
	OTHER:							PRODUCTS - COMP/OP AGG	\$ 2,000,000
									\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident)	\$	
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$	
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$	
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$	
								\$	
	UMBRELLA LIAB						EACH OCCURRENCE	\$	
	EXCESS LIAB						AGGREGATE	\$	
	DED	RETENTION \$						\$	
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE	OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				E.L. EACH ACCIDENT	\$	
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE	\$	
							E.L. DISEASE - POLICY LIMIT	\$	

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

**CERTIFICATE HOLDER****CANCELLATION**
 City of Waterloo  
 136 North Monroe Street

Waterloo

WI 53594

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

AUTHORIZED REPRESENTATIVE

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## 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: 2023 Wine & Beer Walk

DATE (S) OF EVENT: May 20, 2023 HOURS: 2:00pm - 7:30pm

LOCATION/PROPERTY: Downtown businesses and downtown bandstand

**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? Dial 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: Steve Parker phone # 608-575-9095

2) What time will set up begin: May 20, 2023 @ 10:00 am

3) Name of clean up contact person: Jennifer Zimmerman Cell Phone# 920-988-5525

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 \$50 Seniors \$50 Students N/A

Children 5 & under N/A Families N/A

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

Concessionaire: \_\_\_\_\_

3) Will alcoholic beverage(s) be sold?

YES

NO <sup>A</sup>

If yes, what beverage and at what cost? Cost of Admission includes Samples of Concessions <sup>MULTIPLE</sup>

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Monies to be used for future events in the 2023 fiscal year

(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:

"Radish" - Band in bandstand from 5:00pm to 7:30pm

2) Describe other entertainment / activities planned for your event: Various vendors to be located inside the VFW Building from 1:00pm to 6:00pm

3) How will your event be promoted? Television Radio Newspapers Posters Flyers  
other Social Media and Word-of-Mouth

**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: Electricity at bandstand

Location Bandstand Entertainer name "Radish"

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

Equipment being used: \_\_\_\_\_

Location: \_\_\_\_\_ Entertainer name \_\_\_\_\_



Concessions: N/A 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 6

Where do you want them placed? in cul-de-sac and we will distribute

Name of disposal company if other than the City: \_\_\_\_\_ LRS

Where will dumpster be place: We will use private dumpsters

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 501c non profit

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / Same /  
DAYTIME EVENING FAX

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: Weekly Farmers Market

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

PURPOSE OF EVENT: Weekly Farmers Market for vendors to sell items to local residents

DATE OF EVENT: Each Tuesday starting June 6, 2023 ending September 26, 2023

EVENT HOURS: 3pm-7pm SET UP HOURS 2:00pm BREAKDOWN 7:00pm

DESCRIPTION OF EVENT: Weekly Farmers & Artisan Market in downtown cul-de-sac

SITE/ADDRESS FOR EVENT (list if multiple locations) cul-de-sac at end of S. Monroe Street

PROJECTED ATTENDANCE: 50-100 PAST ATTENDANCE: N/A

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 3-5

RAIN POLICY: Rain or Shine unless weather prohibits event.

DATE APPLICATION MADE February 26, 2023

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.

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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 4-1 2023 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 s. Monroe de-sac 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 Tuesday's 6/6/21 through 9-26 2023. 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. St. Cul-

**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:**

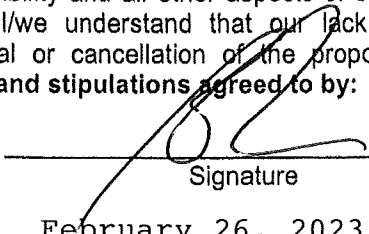
I hereby attest that I am authorized to bind the sponsor and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to the terms of this agreement. I have read and understand all regulations and requirements outlined herein. I/we 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:**

Steve Parker

Name (please print)

Vice President, WBA

Signatory Title (if applicable)

  
Signature

February 26, 2023

Date







# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/15/2022

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

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

PRODUCER American Family Brokerage Inc 6000 American Parkway  Madison WI 53783	CONTACT NAME: Larry S Anderson
	PHONE (A/C, No, Ext): (608) 837-6607 FAX (A/C, No): E-MAIL ADDRESS: landers2@amfam.com
INSURED  Waterloo Business Association W10788 County Rd 1  Reeseville WI 53579	INSURER(S) AFFORDING COVERAGE
	INSURER A: USLI - United States Liability Insurance
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

**COVERAGES**

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			NBP1562005A	08/01/2022	08/01/2023	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input checked="" type="checkbox"/> BOP - CL Business Owners						MED EXP (Any one person) \$ 5,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
							\$
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
	<input type="checkbox"/> DED	<input type="checkbox"/> RETENTION \$					\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						PER STATUTE OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

City of Waterloo 136 North Monroe Street  Waterloo WI 53594	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  
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## 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: Weekly Farmers Market & Artisan Market

DATE (S) OF EVENT: Tuesdays 6/6 to 9/26/23 HOURS: 3pm to 7pm

LOCATION/PROPERTY: South Monroe Street Cul-de-Sac

**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? Dial 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: Steve Parker phone # 608-575-9095

2) What time will set up begin: 2:00 each Tuesday

3) Name of clean up contact person: Jennifer Zimmerman Cell Phone# 920-988-5525

4) Estimated time for clean up after event: Less than One 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? \_\_\_\_\_  
Sponsor Local Waterloo Events as well as Sports 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:

\_\_\_\_\_  
\_\_\_\_\_

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: Block off existing S. Monroe Street cul-de-sac

Location of placement: At opening of cul-de-sac Amount needed 6 barricades

Date barricades needed Each Tuesday Time of placement 2:00pm

Name of company providing service if other than City QCS, LLC (Steve Parker)

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 3

Where do you want them placed? By Barricades

Name of disposal company if other than the City: LRS

Where will dumpster be place: private placement behind 144 W. Madison St.

8) Will water connection be needed? YES NO

Location \_\_\_\_\_ Amount \_\_\_\_\_

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

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

*The following Code does not display images or complicated formatting. Codes should be viewed online. This tool is only meant for editing.*

**§ 350-6 Heavy traffic routes.**

- A. Routes designated. The following streets and parts of streets within the City are hereby designated heavy traffic routes:
- (1) STH 19.
  - (2) STH 89.
  - (3) CTH O, unless otherwise designated by the Jefferson County Board.
  - (4) **McKay Way**
- B. Travel prohibited. No vehicle, except a motor bus, **contracted garbage trucks or municipal trucks** which is not equipped with pneumatic tires or has a combined vehicle load weight exceeding 10,000 pounds shall be operated or moved on any street or alley not a part of the heavy traffic route designated in Subsection A above except for the purpose of obtaining orders for or moving or delivering supplies or commodities to or from a place of business or residence facing thereon, provided that in no event shall the weight of the vehicle and load on such other street exceed the limitations of §§ 348.15 and 348.16(3), Wis. Stats.
- C. Signs. The Director of Public Works, upon recommendation of the Police Chief, shall cause to be secured and erected appropriate signs to give notice of the heavy traffic routes.

**§ 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]**
  - (16) On the west side of North Monroe Street 40 feet north of Anna Street and 172 feet south of Henry Street. **[Added 9-17-2020 by Ord. No. 2020-09]**
- 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: **[Added 8-19-2021 by Ord. No. 2021-01B]**
- (1) The south side of Knowlton Street, from its intersection with Van Buren Street west to its intersection with McKay Way.
- D. 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]**
- E. 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.
- F. 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 shall be permitted on a monthly basis in 13 individually assigned stalls 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 as stated in the City of Waterloo Fee Schedule. Applications shall be obtained, completed and paid for at the office of the City Clerk-Treasurer. **[Amended by Ord. No. 5-00; 2-7-2008 by Ord. No. 2008-02; 1-7-2010 by Ord. No. 2010-02; 12-2-2021 by Ord. No. 2021-09]**
  - (2) (Reserved)
  - (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.
- G. 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 F above. **[Amended 3-15-2007 by Ord. No. 2007-06]**
- H. 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 F 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.
- I. Truck parking regulations.
- (1) No person shall, at any time, park, stop or leave standing, whether attended or unattended, any trailer or semitrailer, whether or not attached or connected to a truck tractor or road tractor, on any street in any district zoned residential.
  - (2) No person shall park, stop or leave standing, with the engine running, any unattended truck tractor or road tractor on any street in any district zoned residential.
- J. Parking in alleys regulated. All parking in alleys is prohibited, except in alleys in the business district for the purpose of loading or unloading freight. The business district is defined as East and West Madison Street from Mill Street to South Jackson Street, and North and South Monroe Street from 176 North Monroe Street south to the river. **[Amended 9-20-2007 by Ord. No. 2007-18]**
- K. Parking in driveways prohibited. No person shall park or leave standing any motor vehicle in any private driveway without the permission of the owner or lessee of the property upon which such driveway is located, whether or not such driveway is posted to prohibit parking.
- L. Street maintenance or temporary snow removal. Whenever it is necessary to clear or repair a City street or any part thereof, the Department of Public Works shall post such streets or parts thereof with appropriate signs prohibiting parking. Such signs shall be erected at least two hours prior to the time that street maintenance work is to be commenced. No person shall park a motor vehicle in violation of such signs. **[Amended 9-20-2007 by Ord. No. 2007-18; 4-17-2008 by Ord. No. 2008-06]**
- M. Parking reserved for City employees. **[Amended by Ord. No. 90-6; Ord. No. 4-00]**
- (1) No person, except City employees, shall park in any parking stall designated by signs stating "City Employees Only" in the Municipal Building parking lot between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday, exclusive of holidays.
  - (2) No person, except police personnel, shall park in any parking stall designated by signs stating "Police Parking Only" in the municipal parking lot at any time.
- N. Temporary parking restrictions for special events. Pursuant to the provisions of § 349.13, Wis. Stats., the Chief of Police is authorized to direct that temporary "No Parking" signs be erected by the Department of Public Works during parades, festivals and other authorized events that require the regulating of vehicle stopping, standing or parking on City roadways. The temporary regulation shall be limited to the time the event exists or is likely to exist. **[Amended 9-20-2007 by Ord. No. 2007-18]**
- O. Designated parking spaces. The Chief of Police, with the cooperation of the Director of Public Works, shall cause lines or markings to be painted upon the curb and/or upon the street or parking lot surface for

the purpose of designating a parking space. It shall be unlawful to park any vehicle across any line or marking or to park a vehicle in such position that the same shall not be entirely within the area designated by such lines or markings.

- P. Removal of chalk marks prohibited. In order to monitor the continuous length of time that a vehicle is parked in a parking space or zone subject to parking time restrictions, it is necessary that the Police Department place a chalk mark or other mark on one or more tires of parked vehicles. It shall be unlawful to remove, erase or alter, or attempt to remove, erase or alter, any chalk mark or other mark of any kind placed upon any tire of a vehicle parked in any parking zone or space subject to parking time restrictions.
- Q. Legal holidays designated. For purposes of enforcement of parking restrictions in the City, the following days shall be defined as legal holidays: New Year's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day and Christmas Day; provided, however, that in the event any of said days falls on a Sunday, the following Monday shall be deemed to be the legal holiday.