



136 North Monroe Street  
Waterloo, WI 53594  
Phone: (920) 478-3025  
Fax: (920) 478-2021  
[www.waterloowi.us](http://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:** **October 5, 2023**  
**TIME:** **6:00 p.m.**  
**LOCATION:** **Municipal Building Police Training Room, 136 N. Monroe Street**

- 1) CALL TO ORDER AND ROLL CALL
- 2) APPROVAL OF MEETING MINUTES: August 3, 2023
- 3) PUBLIC COMMENT
- 4) UNFINISHED BUSINESS
- 5) NEW BUSINESS
  - a) Spooktacular Event October 28, 2023
  - b) 2024 Snowmobile Route Approval
- 6) FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
- 7) ADJOURNMENT

Committee Members: Thomas, Cummings, Griffin

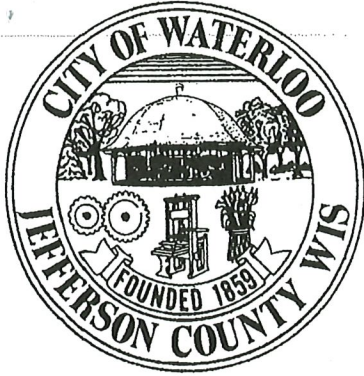
posted, e-mailed & distributed: 09/29/2023

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.

## **PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES**

**August 3, 2023**

- 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, Cummings, Citizen Jeremy Utech, Steve Parker, DPW Sup Chad Yerges, Chris Hauptli, SGT Warner and Officer Burns.
- 3. Approval of Public Safety Committee Minutes of July 6, 2023.** Motion by Alderperson Griffin to approve Prior minutes, second by Cummings, motion carried.
- 4. Public Comment:** None
- 5. Unfinished Business:** None
- 6. New Business:**
  - a. Citizen Jeremy Utech requesting to contest parking citation in the 100 hundred block of Jefferson St. Utech admitted his vehicle was partially parked in posted no parking area with painted yellow curb designating no parking. Officer Burns issued a citation for parking approximately 8 feet into the no parking area which was posted. Griffin motioned to deny dismissing citation based on Utech admitting to parking in the posted no parking area, Cummings second the motion, and motion carried.
  - b. 2023-16 amend parking restrictions 350-7. Thomas recommended to amend parking restrictions to include adding no parking in 100blk of Jefferson St. on the west side from E. Madison St. to the intersection of Pierce St. Thomas recommended to send to council designating no parking in the 100 blk of Jeferson St. on the West side of the St. Cummings second, motion carried.
  - c. Waterloo Business Association Application for Special Event License. Steve Parker noted they are no longer requesting to sell wine. Application is for beer sales and use of parking stalls in the 100 blk on N. Monroe St. and 100 blk of S. Monroe St. The use of parking stalls from the bridge on E. Madison St. to the bridge on W. Madison St. Cummings recommended to send Waterloo Business Association Application for Special Event Lic. Second by Griffin, motion carried.
  - d. Friends of KJML Application for Special Event Lic. Griffin motioned to approve Friends of KJML Application For Special Event Lic to send to council. Second by cummings, motion carried.
- 7. Future Agenda Items, Communications, and announcements:** None
- 8. Adjourn:** Motion to Adjourn by Alderperson Cummings Second by Griffin, motion carried.



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 Phone (920) 478-3025  
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 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 NFP

CONTACT NAME: STEVE PARKER

PHONE NUMBER: 608 575 9095 / SAME / —  
 DAYTIME EVENING FAX

EMAIL ADDRESS: RODFGUY855@GMAIL.COM

NAME OF EVENT: SPOOKTACULAR - 2023

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

PURPOSE OF EVENT: Community Event

DATE OF EVENT: 10-28-23

EVENT HOURS: 9A-4P SET UP HOURS 8A BREAKDOWN 4P

DESCRIPTION OF EVENT: Vendors, Hay Rides, TRICK/Trunk or Treat

SITE/ADDRESS FOR EVENT (list if multiple locations) Downtown + VETERANS PARK  
Same template as last year

PROJECTED ATTENDANCE: 1500+ PAST ATTENDANCE: 1500+

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 15-20

RAIN POLICY: Make Changes As Necessary

DATE APPLICATION MADE 9/26/23

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

Form created: 03/11/2004

**HOLD HARMLESS CLAUSE:**

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

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

**INSURANCE REQUIREMENTS:**

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

**PERMITTED USE OF PUBLIC PROPERTY:**

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

**LIABILITY WAIVER:**

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

**AUTHORIZED SIGNATURES:**

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

<p><u>Steve Packer</u> Name (please print)</p>	<p><u>[Signature]</u> Signature</p>
<p><u>WPA-VP</u> Signatory Title (if applicable)</p>	<p><u>9-26-23</u> Date</p>

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

Form created: 03/11/2004

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

Date application received: \_\_\_\_\_ 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

ON FILE  
w/City

**SPECIAL EVENT or ENTERTAINMENT WORKSHEET**

NAME OF EVENT: Spooktacular - 2023  
DATE (S) OF EVENT: 10-28-23 HOURS: 9 A. 4 P  
LOCATION/PROPERTY: Downtown - Veterans Park

**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? 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 # 608575-9095  
2) What time will set up begin: 8 AM  
3) Name of clean up contact person: SAME Cell Phone# SAME  
4) Estimated time for clean up after event: 4 PM

**FEES AND PROCEEDS:**

1) Will admission be charged for this event? YES  NO   
If yes, how much: Adult        Seniors        Students         
Children 5 & under        Families         
2) If a participant fee is charged, please indicate the amount: Booth:         
Concessionaire:

3) Will alcoholic beverage(s) be sold?

YES

NO

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

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

N/A - FREE TO PUBLIC

(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:

Hi Energy DJ

City Band

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

FACE PAINTER / BALLOON TWISTERS(S), VENDORS ETC

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: Block of Cul-de-Sac - S. Monroe St

Location of placement: SAME

Amount needed SAME

Date barricades needed 10/27 PM

Time of placement Whenever

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 VETERANS PARK

Entertainer name Hi Energy DJ

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

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

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



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

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

Location: \_\_\_\_\_

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

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

Location: \_\_\_\_\_

Name of company providing service if other than City: \_\_\_\_\_

3) Will you need fencing installed? YES NO

Purpose of fencing: \_\_\_\_\_

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

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

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

4) Will parking considerations be needed YES NO

Type(s) SOUTH END BRIDGE TO BRIDGE ON E/W MADISON to Culberson on S. MADISON

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

Date: 10/28/23 Time: 9A-4P

5) Will picnic tables be needed? YES NO

Location VETERANS PARK Amount 3-4

Date needed: 10-28-23 Time needed 9A

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? VET PARK

Name of disposal company if other than the City: Personal dumpsters behind 144 W. Madison

Where will dumpster be placed: in place at present 144 W Madison

8) Will water connection be needed?

YES

NO

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

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

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



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**RESOLUTION #2023-28**  
**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 2023-2024 winter snowmobile route with the designation expiring on June 1, 2024.

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

Vote: \_\_\_\_\_

City of Waterloo

Signed: \_\_\_\_\_

Jenifer Quimby  
Mayor

Attest:

\_\_\_\_\_  
Jeanne Ritter  
City Clerk/Deputy Treasurer

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