



136 North Monroe Street
Waterloo, WI 53594
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: **April 4, 2024**
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: March 7, 2024
- 3) PUBLIC COMMENT (3-Minute Time Limit)
- 4) UNFINISHED BUSINESS
- 5) NEW BUSINESS
 - a) Blight List
 - b) Fire Department Ordinance for codes.
 - c) Wine & Beer Walk Event (May 18, 2024)
 - d) Farmers & Artisan Market Event (June 5, 2024-September 25, 2024)
 - e) Weiner & Kraut Event (September 14, 2024)
 - f) Discussion on downtown crosswalks-zebra strips
- 6) FUTURE AGENDA ITEMS, COMMUNICATIONS AND ANNOUNCEMENTS
- 7) ADJOURNMENT

Committee Members: Thomas, Cummings, Griffin

posted, e-mailed & distributed: 03/28/2024

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.

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:

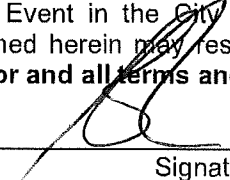
The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials 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:**

Steve Parker

Name (please print)



Signature

Vice President WBA

Signatory Title (if applicable)

March 22, 2024

Date

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: 2024 Wine & Beer Walk

DATE (S) OF EVENT: May 18, 2024 HOURS: 2pm - 5pm

LOCATION/PROPERTY: Downtown businesses and 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 18, 2024 @ 12:00 pm

3) Name of clean up contact person: Kera Castro Cell Phone# _____

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 \$50.00 Seniors \$50.00 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

If yes, what beverage and at what cost? Cost of Admission includes sampling at multiple interior locations

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:

High Energy DJ

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

Various vendors at VFW as well as at Rivers Edge Community

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 High 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) _____

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

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 03/22/2024

Town Village City of Waterloo

County of Jefferson

The named organization applies for: (check appropriate box(es).)

- A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.
 A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 05/18/2024 and ending 05/18/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Waterloo Business Association

(b) Address P.O. 108 Waterloo, WI 53594

(Street)

Town Village City

(c) Date organized 03/01/2021

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Sam Hensler

Vice President Steve Parker

Secretary N/A

Treasurer Ben Reigel

(g) Name and address of manager or person in charge of affair: Sam Hensler

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Various Downtown Business Stops/within said business property building

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

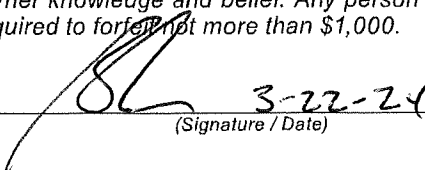
3. Name of Event

(a) List name of the event 2024 WBA Wine Walk

(b) Dates of event 05/18/2024

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer  3-22-24
(Signature / Date)

WBA
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

NBP1562005A

Renewal of Number

***** RENEWAL CERTIFICATE *****

Direct Bill Policy

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. NBP1562005B

NAMED INSURED AND ADDRESS:

**WATERLOO BUSINESS ASSOCIATION
W 10788 COUNTY RD I
REESEVILLE, WI 53579**

POLICY PERIOD: (MO. DAY YR.) From: 08/01/2023 To: 08/01/2024

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Business Association Guard

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NBP1562005A IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Businessowners Liability Coverage Part	\$350.00
Businessowners Property Coverage Part	\$50.00
TOTAL:	\$400.00

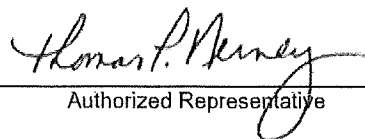
Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **AMERICAN FAMILY BROKERAGE, INC. (2420)**
6000 American Pkwy
Madison, WI 53783

Issued: 07/11/2023 8:37 AM

Broker: Larry Anderson Insurance
695 S Grand Ave, Suite 204
Sun Prairie, WI 53590

By: 
Authorized Representative

UPC (08-07) THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. NBP1562005B

Effective Date: **08/01/2023**

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

The following forms apply to multiple coverage parts

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
BP0003	01/10	Businessowners Coverage Form
* BP0127	11/18	Wisconsin Changes
BP0417	01/10	Employment-Related Practices Exclusion
BP-101	12/20	Exclusion of Certified Acts of Terrorism (Coverage for Certain Fire Losses)
BP-107	04/08	Actual Cash Value Definition
BP-11	05/04	Exclusion - Fiduciary Liability And Financial Services
BP-115	07/08	Protective Devices Or Services Provisions
BP-145 NPP	06/10	Blanket Additional Insured Endorsement
BP-15	07/04	Business Income And Extra Expense Limit
BP1505	05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data -Related Liability - Limited Bodily Injury Exception Not Included
BP-152	01/13	Separation of Insureds Clarification Endorsement
BP1560	02/21	Cyber Incident Exclusion
BP-165	05/18	Exclusion - Specific Activities, Events or Conditions or Over 2,500 People
BP-168	11/11	Exclusion - Injury To Performers Or Entertainers
BP-179 NBP	12/17	Amendment of Liquor Liability Exclusion
BP-193	08/14	Limits Of Insurance Under Multiple Coverage Parts
BP-201	09/16	Coverage Extension - Education Services
BP-40	03/11	Molestation Or Abuse Exclusion
BP-48	05/16	Exclusion Asbestos, Lead Contamination, Absolute Pollution, Mold, Fungus, Bacteria, Virus And Organic Pathogen
BP-49	01/13	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead
BP-58	05/07	Animal Exclusion
BP-59	02/13	Exclusion - Athletic Activity Or Sport Participants
BP-60	05/07	Exclusion For Bleacher Collapse
BP-65	05/07	Exclusion For Mechanical Rides
BP-88	04/06	Expanded Definition Of Bodily Injury
BP-90	11/10	Amended Definition
BP-95	05/07	Exclusion For Climbing, Rebounding And Interactive Games And Devices
BP-96	05/07	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
BP-97	05/07	Exclusion For Event Vendor/Exhibitor & Contractor
Jacket	07/19	Policy Jacket
Notice-CyberIncidentExcl-BP	01/21	Cyber Incident Exclusion Endorsement - Advisory Notice to Policyholder

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

EXTENSION OF DECLARATIONS

Policy No. NBP1562005B

Effective Date: **08/01/2023**

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

NTE

12/20

Notice of Terrorism Exclusion

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

BUSINESSOWNERS PROPERTY COVERAGE PART DECLARATIONS

Policy No. NBP1562005B

Effective Date: 08/01/2023

12:01 STANDARD TIME

DESCRIPTION OF PREMISES

<i>Prem</i>	<i>Bldg</i>	<i>Location, Construction, Occupancy and Other Information</i>	<i>Territory</i>	<i>Fire Code</i>
1	1	115 W Taylor St, Waterloo, WI 53594	003	0757
		Description: Business Association Guard		
		Covered Causes of Loss: Special	Protection Class	1
		Construction: Frame	Square Footage:	
		Special Deductible: None	Special Deductible Type:	

COVERAGES PROVIDED - INSURANCE AT THE DESCRIBED PREMISES APPLIES ONLY FOR COVERAGES FOR WHICH A LIMIT OF INSURANCE IS SHOWN

<i>Prem</i>	<i>Bldg</i>	<i>Coverage</i>	<i>Limits of Insurance</i>	<i>Deductible</i>	<i>Coinsurance % or Monthly Indemnity + Valuation</i>	<i>Premium Included</i>
1	1	Business Income and Extra Expense	\$25,000	\$0		
1	1	Business Personal Property	\$15,000	\$1,000	RC	\$37
MINIMUM PREMIUM FOR PROPERTY COVERAGE PART:						\$50
TOTAL PREMIUM FOR PROPERTY COVERAGE PART:						\$50 MP
MP - minimum premium						
+ Valuation: ACV - Actual Cash Value; RC - Replacement Cost; RC/ACV - Replacement Cost/ACV Roof FBV - Functional Building Value; AA - Agreed Amount; ALS - Actual Loss Sustained						

LOSS PAYABLE(S): NONE

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Endorsement EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1562005B

Effective Date: 08/01/2023
12:01 STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE **\$0**

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	115 W Taylor St, Waterloo, WI 53594	003

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Membership Organization (Business) - no premises owned or leased - Not-for-Profit only	41670	40 Per Members	0.000	1.250	\$0	\$50	
1	Blanket Additional Insured - Non-Profit Package	49950	1 Flat	0.000	100.000	\$0	\$100	
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	200.000	\$0	\$200	

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$350

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

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Waterloo, WI 53594
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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 Not-for-profit

CONTACT NAME: Steve Parker

PHONE NUMBER: 608-575-9095 / 608-575-9095 / N/A
DAYTIME EVENING FAX

EMAIL ADDRESS: vicepresident@waterlooba.com

NAME OF EVENT: 2024 Waterloo Farmers & Artisan 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 their items to the local residents

DATE OF EVENT: Each Wednesday starting June 5, 2024 and ending on September 25, 2024

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

DESCRIPTION OF EVENT: Weekly farmers and artisan market in downtown S. Monroe Street cul-de-sac

SITE/ADDRESS FOR EVENT (list if multiple locations) cul-de-sac at end of S. Monroe Street past Taylor St so as not to block traffic

PROJECTED ATTENDANCE: 50-100 PAST ATTENDANCE: 50-100

NUMBER OF VOLUNTEERS/PERSONNEL FOR EVENT: 3-5

RAIN POLICY: Rain or Shine unless severe weather prohibits it.

DATE APPLICATION MADE March 25, 2024

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 S. Monros St. Cul-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 Wednesdays starting June 25, 2024 through September 25, 2024. 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:

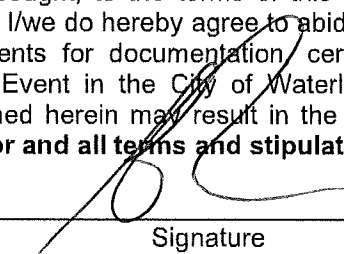
The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials 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)



Signature

Vice President, WBA

Signatory Title (if applicable)

March 25, 2024

Date

Pursuant to Section 172-2 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
_____ Fire Department
_____ Public Works
_____ Waterloo Utilities
_____ Council Approval _____ Date
_____ Certificate of Insurance

Fee for Profit Events = \$50.00 per event.

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

Fee Paid: _____ **Date Paid:** _____

Received by: _____

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
2. The Certificate of Insurance must include the following **minimum** limits of insurance coverage required for special events on City property:

\$300,000 Injury or death of one person; \$1,000,000 for any one accident; \$50,000 for Property Damage.
3. The City of Waterloo must be named on the Certificate of Insurance as **primary, non-contributory additional insured** under the general liability policy for the event.
4. The Certificate of Insurance must include the name of the special event, and the date, time and location of the event.
5. The City of Waterloo reserves the right to request a copy of the actual policy represented by the Certificate of Insurance.
- 6. No event will be allowed to proceed without receipt by the City of a valid Certificate of Insurance in full compliance with the above listed requirements.**

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

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: 2024 Waterloo Farmers & Artisan Market

DATE (S) OF EVENT: Wednesdays 6-5-24 thru 9-25-24 HOURS: 3pm - 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 pm

3) Name of clean up contact person: Sam Hensler Cell Phone# 920-342-0840

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? _____

Support local Waterloo 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 S. Monroe Street at beginning of cul-de-sac

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

Date barricades needed Each Wednesday Time of placement Steve will place each week

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 3

Where do you want them placed? By the barricades. Steve will distribute

Name of disposal company if other than the City: LRS

Where will dumpster be place: Private dumpsters will be used.

8) Will water connection be needed?

YES

~~NO~~

Location _____ Amount _____

Date _____ Time _____

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

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 S. Monros St. Cul-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 Wednesdays starting June 25, 2024 through September 25, 2024. 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:

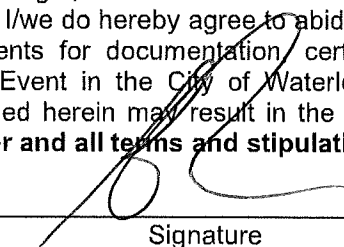
The event sponsor agrees for itself and/or its employees, agents, or volunteers associated or to be associated with the activity for which the permit is being sought, to waive and relinquish all claims that may result in any manner against the City of Waterloo, its agents, public officers, officials 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)



Signature

Vice President, WBA

Signatory Title (if applicable)

March 25, 2024

Date

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.

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2) What are your plans for medical assistance? Dial 911

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

Equipment being used: _____

Location _____ Entainer name _____

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Equipment being used: _____

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

Equipment being used: _____

Location: _____

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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: _____

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Location _____ Amount _____

Date needed: _____ Time needed _____

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

6) Is a street sweeper needed? YES NO

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If yes how many requested? Cardboard trash bins _____ Barrels 3

Where do you want them placed? By the barricades. Steve will distribute

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Where will dumpster be place: Private dumpsters will be used.

8) Will water connection be needed?

YES

~~NO~~

Location _____ Amount _____

Date _____ Time _____

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

NBP1562005A

Renewal of Number

***** RENEWAL CERTIFICATE *****

Direct Bill Policy

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. NBP1562005B

NAMED INSURED AND ADDRESS:

**WATERLOO BUSINESS ASSOCIATION
W 10788 COUNTY RD I
REESEVILLE, WI 53579**

POLICY PERIOD: (MO. DAY YR.) From: 08/01/2023 To: 08/01/2024

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Business Association Guard

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NBP1562005A IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Businessowners Liability Coverage Part	\$350.00
Businessowners Property Coverage Part	\$50.00
TOTAL:	\$400.00

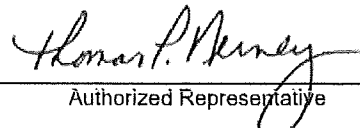
Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: **AMERICAN FAMILY BROKERAGE, INC. (2420)**
6000 American Pkwy
Madison, WI 53783

Issued: 07/11/2023 8:37 AM

Broker: Larry Anderson Insurance
695 S Grand Ave, Suite 204
Sun Prairie, WI 53590

By: 
Authorized Representative

UPC (08-07)

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. NBP1562005B

Effective Date: **08/01/2023**

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

The following forms apply to multiple coverage parts

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
BP0003	01/10	Businessowners Coverage Form
* BP0127	11/18	Wisconsin Changes
BP0417	01/10	Employment-Related Practices Exclusion
BP-101	12/20	Exclusion of Certified Acts of Terrorism (Coverage for Certain Fire Losses)
BP-107	04/08	Actual Cash Value Definition
BP-11	05/04	Exclusion - Fiduciary Liability And Financial Services
BP-115	07/08	Protective Devices Or Services Provisions
BP-145 NPP	06/10	Blanket Additional Insured Endorsement
BP-15	07/04	Business Income And Extra Expense Limit
BP1505	05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data -Related Liability - Limited Bodily Injury Exception Not Included
BP-152	01/13	Separation of Insureds Clarification Endorsement
BP1560	02/21	Cyber Incident Exclusion
BP-165	05/18	Exclusion - Specific Activities, Events or Conditions or Over 2,500 People
BP-168	11/11	Exclusion - Injury To Performers Or Entertainers
BP-179 NBP	12/17	Amendment of Liquor Liability Exclusion
BP-193	08/14	Limits Of Insurance Under Multiple Coverage Parts
BP-201	09/16	Coverage Extension - Education Services
BP-40	03/11	Molestation Or Abuse Exclusion
BP-48	05/16	Exclusion Asbestos, Lead Contamination, Absolute Pollution, Mold, Fungus, Bacteria, Virus And Organic Pathogen
BP-49	01/13	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead
BP-58	05/07	Animal Exclusion
BP-59	02/13	Exclusion - Athletic Activity Or Sport Participants
BP-60	05/07	Exclusion For Bleacher Collapse
BP-65	05/07	Exclusion For Mechanical Rides
BP-88	04/06	Expanded Definition Of Bodily Injury
BP-90	11/10	Amended Definition
BP-95	05/07	Exclusion For Climbing, Rebounding And Interactive Games And Devices
BP-96	05/07	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
BP-97	05/07	Exclusion For Event Vendor/Exhibitor & Contractor
Jacket	07/19	Policy Jacket
Notice-CyberIncidentExcl-BP	01/21	Cyber Incident Exclusion Endorsement - Advisory Notice to Policyholder

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

EXTENSION OF DECLARATIONS

Policy No. NBP1562005B

Effective Date: **08/01/2023**

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

NTE

12/20

Notice of Terrorism Exclusion

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

BUSINESSOWNERS PROPERTY COVERAGE PART DECLARATIONS

Policy No. NBP1562005B

Effective Date: 08/01/2023
12:01 STANDARD TIME

DESCRIPTION OF PREMISES

<i>Prem</i>	<i>Bldg</i>	<i>Location, Construction, Occupancy and Other Information</i>	<i>Territory</i>	<i>Fire Code</i>
1	1	115 W Taylor St, Waterloo, WI 53594	003	0757
		Description: Business Association Guard		
		Covered Causes of Loss: Special	Protection Class	1
		Construction: Frame	Square Footage:	
		Special Deductible: None	Special Deductible Type:	

COVERAGES PROVIDED - INSURANCE AT THE DESCRIBED PREMISES APPLIES ONLY FOR COVERAGES FOR WHICH A LIMIT OF INSURANCE IS SHOWN

<i>Prem</i>	<i>Bldg</i>	<i>Coverage</i>	<i>Limits of Insurance</i>	<i>Deductible</i>	<i>Coinsurance % or Monthly Indemnity</i>	<i>+ Valuation</i>	<i>Premium</i>
1	1	Business Income and Extra Expense	\$25,000	\$0			Included
1	1	Business Personal Property	\$15,000	\$1,000		RC	\$37
MINIMUM PREMIUM FOR PROPERTY COVERAGE PART:							\$50
TOTAL PREMIUM FOR PROPERTY COVERAGE PART:							\$50 MP
MP - minimum premium							
+ Valuation: ACV - Actual Cash Value; RC - Replacement Cost; RC/ACV - Replacement Cost/ACV Roof FBV - Functional Building Value; AA - Agreed Amount; ALS - Actual Loss Sustained							

LOSS PAYABLE(S): NONE

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Endorsement EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1562005B

Effective Date: 08/01/2023
12:01 STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE **\$0**

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

Location	Address	Territory
1	115 W Taylor St, Waterloo, WI 53594	003

PREMIUM COMPUTATION

Loc	Classification	Code No.	Premium Basis	Pr/Co	Rate		Advance Premium	
					All Other	Pr/Co	All Other	
1	Membership Organization (Business) - no premises owned or leased - Not-for-Profit only	41670	40 Per Members	0.000	1.250	\$0		\$50
1	Blanket Additional Insured - Non-Profit Package	49950	1 Flat	0.000	100.000	\$0		\$100
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	200.000	\$0		\$200

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$350

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

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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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, provided 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 S. Monroe Street as per template. 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 September 14, 2024 through September 14, 2024 2024. 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:

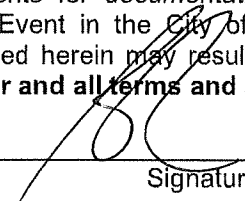
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AUTHORIZED SIGNATURES:

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)



Signature

Vice President

Signatory Title (if applicable)

March 22, 2024

Date

Attachment 1

CITY OF WATERLOO INSURANCE REQUIREMENTS FOR SPECIAL EVENTS

1. The City of Waterloo requires submission of a Certificate of Insurance along with the Special or Entertainment Events Application prior to review by the City's Government Operations Committee.
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Any questions regarding these insurance requirements should be directed to the City Clerk's Office at (920) 478-3025

SPECIAL EVENT or ENTERTAINMENT WORKSHEET

NAME OF EVENT: WEINER & KRAUT DAY 2024

DATE (S) OF EVENT: September 14, 2024 HOURS: 9am - 7pm

LOCATION/PROPERTY: N. & S. Monroe Street/E. & W. Madison Street as per template

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? _____

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: 6-7 am

3) Name of clean up contact person: Sam Hensler Cell Phone# 920-342-0840

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

FEES AND PROCEEDS:

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

If yes, how much: Adult _____ Seniors _____ Students _____

Children 5 & under _____ Families _____

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

Concessionaire: _____

3) Will alcoholic beverage(s) be sold? YES NO

If yes, what beverage and at what cost? 5\$ per beer if approved

4) What does the Sponsor intend to do with any revenue over and above the expenditures? Continue to support community events sponsored by the organization (WBA)

(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:

High Energy DJ

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

3) How will your event be promoted? Television Radio Newspapers Posters Flyers
other Internet/Facebook/Social media/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: Create beer garden as per template

Location of placement: See attached template Amount needed Same as 2023

Date barricades needed September 14, 2023 Time of placement Steve will place

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: DJ setup

Location Bandstand Entertainer name High Energy DJ

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

Equipment being used: _____

Location: _____ Entertainer name _____

8) Will water connection be needed?

YES

~~NO~~

Location _____ Amount _____

Date _____ Time _____

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

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: Barricade at Cul-de-sac

Location: See Template 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 cul-de-sac Amount 4 if possible

Date needed: 9-14-2024 Time needed 7 am Stev will pick up if allowed

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? Steve will place as part of setup

Name of disposal company if other than the City: LRS

Where will dumpster be placed: Private dumpsters will be used.

Application for Temporary Class "B" / "Class B" Retailer's License

See Additional Information on reverse side. Contact the municipal clerk if you have questions.

FEE \$ _____

Application Date: 03/22/2024

Town Village City of Waterloo

County of Jefferson

The named organization applies for: (check appropriate box(es).)

A Temporary Class "B" license to sell fermented malt beverages at picnics or similar gatherings under s. 125.26(6), Wis. Stats.

A Temporary "Class B" license to sell wine at picnics or similar gatherings under s. 125.51(10), Wis. Stats.

at the premises described below during a special event beginning 09/14/2024 and ending 09/14/2024 and agrees to comply with all laws, resolutions, ordinances and regulations (state, federal or local) affecting the sale of fermented malt beverages and/or wine if the license is granted.

1. Organization (check appropriate box) →

- Bona fide Club Church Lodge/Society
 Veteran's Organization Fair Association or Agricultural Society
 Chamber of Commerce or similar Civic or Trade Organization organized under ch. 181, Wis. Stats.

(a) Name Waterloo Business Association

(b) Address P.O. 108 Waterloo, WI 53594

(Street)

Town Village City

(c) Date organized 03/01/2021

(d) If corporation, give date of incorporation _____

(e) If the named organization is not required to hold a Wisconsin seller's permit pursuant to s. 77.54 (7m), Wis. Stats., check this box:

(f) Names and addresses of all officers:

President Sam Hensler

Vice President Steve Parker

Secretary N/A

Treasurer Ben Reigel

(g) Name and address of manager or person in charge of affair: Sam Hensler

2. Location of Premises Where Beer and/or Wine Will Be Sold, Served, Consumed, or Stored, and Areas Where Alcohol Beverage Records Will be Stored:

(a) Street number Clu-de-sac at North End of Monroe Street as described in attached Template.

(b) Lot _____ Block _____

(c) Do premises occupy all or part of building? _____

(d) If part of building, describe fully all premises covered under this application, which floor or floors, or room or rooms, license is to cover: _____

3. Name of Event

(a) List name of the event 2024 Weiner & Kraut Day

(b) Dates of event 09/14/2024

DECLARATION

An officer of the organization, declares under penalties of law that the information provided in this application is true and correct to the best of his/her knowledge and belief. Any person who knowingly provides materially false information in an application for a license may be required to forfeit not more than \$1,000.

Officer  3-22-24
(Signature / Date)

WBSA
(Name of Organization)

Date Filed with Clerk _____

Date Reported to Council or Board _____

Date Granted by Council _____

License No. _____

NBP1562005A

Renewal of Number

*** RENEWAL CERTIFICATE ***

Direct Bill Policy

United States Liability Insurance Company

1190 Devon Park Drive, Wayne, Pennsylvania 19087

A Member Company of United States Liability Insurance Group

POLICY DECLARATIONS

No. NBP1562005B

NAMED INSURED AND ADDRESS:

WATERLOO BUSINESS ASSOCIATION
W 10788 COUNTY RD I
REESEVILLE, WI 53579

POLICY PERIOD: (MO. DAY YR.) From: 08/01/2023 To: 08/01/2024

12:01 A.M. STANDARD TIME AT YOUR
MAILING ADDRESS SHOWN ABOVE

FORM OF BUSINESS: Non-Profit Corporation

BUSINESS DESCRIPTION: Business Association Guard

IN CONSIDERATION OF THE RENEWAL PREMIUM STATED BELOW, EXPIRING POLICY NUMBER NBP1562005A IS RENEWED FOR THE POLICY PERIOD STATED ABOVE. PLEASE ATTACH THIS RENEWAL CERTIFICATE TO YOUR EXPIRING POLICY.

THIS POLICY CONSISTS OF THE FOLLOWING COVERAGE PARTS FOR WHICH A PREMIUM IS INDICATED.
THIS PREMIUM MAY BE SUBJECT TO ADJUSTMENT.

	PREMIUM
Businessowners Liability Coverage Part	\$350.00
Businessowners Property Coverage Part	\$50.00

TOTAL: \$400.00


Coverage Form(s) and Endorsement(s) made a part of this policy at time of issue

See Endorsement EOD (1/95)

Agent: AMERICAN FAMILY BROKERAGE, INC. (2420)
6000 American Pkwy
Madison, WI 53783

Issued: 07/11/2023 8:37 AM

Broker: Larry Anderson Insurance
695 S Grand Ave, Suite 204
Sun Prairie, WI 53590

By: 
Authorized Representative

UPC (08-07)

THESE DECLARATIONS TOGETHER WITH THE COMMON POLICY CONDITIONS, COVERAGE PART DECLARATIONS, COVERAGE PART COVERAGE FORM(S) AND FORMS AND ENDORSEMENTS, IF ANY, ISSUED TO FORM A PART THEREOF, COMPLETE THE ABOVE NUMBERED POLICY.

EXTENSION OF DECLARATIONS

Policy No. NBP1562005B

Effective Date: 08/01/2023

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

The following forms apply to multiple coverage parts

<i>Endt#</i>	<i>Revised</i>	<i>Description of Endorsements</i>
BP0003	01/10	Businessowners Coverage Form
* BP0127	11/18	Wisconsin Changes
BP0417	01/10	Employment-Related Practices Exclusion
BP-101	12/20	Exclusion of Certified Acts of Terrorism (Coverage for Certain Fire Losses)
BP-107	04/08	Actual Cash Value Definition
BP-11	05/04	Exclusion - Fiduciary Liability And Financial Services
BP-115	07/08	Protective Devices Or Services Provisions
BP-145 NPP	06/10	Blanket Additional Insured Endorsement
BP-15	07/04	Business Income And Extra Expense Limit
BP1505	05/14	Exclusion - Access Or Disclosure Of Confidential Or Personal Information And Data -Related Liability - Limited Bodily Injury Exception Not Included
BP-152	01/13	Separation of Insureds Clarification Endorsement
BP1560	02/21	Cyber Incident Exclusion
BP-165	05/18	Exclusion - Specific Activities, Events or Conditions or Over 2,500 People
BP-168	11/11	Exclusion - Injury To Performers Or Entertainers
BP-179 NBP	12/17	Amendment of Liquor Liability Exclusion
BP-193	08/14	Limits Of Insurance Under Multiple Coverage Parts
BP-201	09/16	Coverage Extension - Education Services
BP-40	03/11	Molestation Or Abuse Exclusion
BP-48	05/16	Exclusion Asbestos, Lead Contamination, Absolute Pollution, Mold, Fungus, Bacteria, Virus And Organic Pathogen
BP-49	01/13	Absolute Exclusion For Pollution, Organic Pathogen, Silica, Asbestos And Lead
BP-58	05/07	Animal Exclusion
BP-59	02/13	Exclusion - Athletic Activity Or Sport Participants
BP-60	05/07	Exclusion For Bleacher Collapse
BP-65	05/07	Exclusion For Mechanical Rides
BP-88	04/06	Expanded Definition Of Bodily Injury
BP-90	11/10	Amended Definition
BP-95	05/07	Exclusion For Climbing, Rebounding And Interactive Games And Devices
BP-96	05/07	Exclusion For Firearms, Fireworks And Other Pyrotechnic Devices
BP-97	05/07	Exclusion For Event Vendor/Exhibitor & Contractor
Jacket	07/19	Policy Jacket
Notice-CyberIncidentExcl-BP	01/21	Cyber Incident Exclusion Endorsement - Advisory Notice to Policyholder

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

EXTENSION OF DECLARATIONS

Policy No. NBP1562005B

Effective Date: **08/01/2023**

12:01 AM STANDARD TIME AT YOUR MAILING ADDRESS

FORMS AND ENDORSEMENTS

NTE

12/20

Notice of Terrorism Exclusion

Endorsements marked with an asterisk (*) have been added to this policy or have a new edition date and are attached with this certificate.

BUSINESSOWNERS PROPERTY COVERAGE PART DECLARATIONS

Policy No. NBP1562005B

Effective Date: 08/01/2023
12:01 STANDARD TIME

DESCRIPTION OF PREMISES

<i>Prem</i>	<i>Bldg</i>	<i>Location, Construction, Occupancy and Other Information</i>	<i>Territory</i>	<i>Fire Code</i>
1	1	115 W Taylor St, Waterloo, WI 53594	003	0757
		Description: Business Association Guard		
		Covered Causes of Loss: Special	Protection Class	1
		Construction: Frame	Square Footage:	
		Special Deductible: None	Special Deductible Type:	

COVERAGES PROVIDED - INSURANCE AT THE DESCRIBED PREMISES APPLIES ONLY FOR COVERAGES FOR WHICH A LIMIT OF INSURANCE IS SHOWN

<i>Prem</i>	<i>Bldg</i>	<i>Coverage</i>	<i>Limits of Insurance</i>	<i>Deductible</i>	<i>Coinsurance % or Monthly Indemnity</i>	<i>+ Valuation</i>	<i>Premium</i>
1	1	Business Income and Extra Expense	\$25,000	\$0			Included
1	1	Business Personal Property	\$15,000	\$1,000		RC	\$37
MINIMUM PREMIUM FOR PROPERTY COVERAGE PART:							\$50
TOTAL PREMIUM FOR PROPERTY COVERAGE PART:							\$50 MP
MP - minimum premium							
+ Valuation: ACV - Actual Cash Value; RC - Replacement Cost; RC/ACV - Replacement Cost/ACV Roof FBV - Functional Building Value; AA - Agreed Amount; ALS - Actual Loss Sustained							

LOSS PAYABLE(S): NONE

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Endorsement EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

BUSINESSOWNERS GENERAL LIABILITY COVERAGE PART DECLARATIONS

Policy No. NBP1562005B

Effective Date: 08/01/2023
12:01 STANDARD TIME

LIMITS OF INSURANCE

Liability and Medical Expenses	\$1,000,000
Medical Expense (per person)	\$5,000
Damages To Premises Rented To You (Any One Premises)	\$100,000

An Aggregate Limit of Liability applies to this Coverage as defined in SECTION II - LIABILITY, paragraph D.4. of the Businessowners Coverage Form.

LIABILITY DEDUCTIBLE **\$0**

LOCATIONS OF ALL PREMISES YOU OWN, RENT OR OCCUPY

<i>Location</i>	<i>Address</i>	<i>Territory</i>
1	115 W Taylor St, Waterloo, WI 53594	003

PREMIUM COMPUTATION

<i>Loc</i>	<i>Classification</i>	<i>Code No.</i>	<i>Premium Basis</i>	<i>Pr/Co</i>	<i>Rate</i>		<i>Advance Premium</i>	
					<i>All Other</i>	<i>Pr/Co</i>	<i>All Other</i>	<i>All Other</i>
1	Membership Organization (Business) - no premises owned or leased - Not-for-Profit only	41670	40 Per Members	0.000	1.250	\$0		\$50
1	Blanket Additional Insured - Non-Profit Package	49950	1 Flat	0.000	100.000	\$0		\$100
1	Blanket Special Events Liability - Non-Profit Organizations	00041	Flat	0.000	200.000	\$0		\$200

MINIMUM PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$345

TOTAL PREMIUM FOR GENERAL LIABILITY COVERAGE PART: \$350

(This Premium may be subject to adjustment.) MP - minimum premium

Coverage Form(s)/Part(s) and Endorsement(s) made a part of this policy at time of issue:

See Form EOD (01/95)

THESE DECLARATIONS ARE PART OF THE POLICY DECLARATIONS CONTAINING THE NAME OF THE INSURED AND THE POLICY PERIOD.

PUBLIC SAFETY AND HEALTH COMMITTEE MEETING MINUTES

November 3, 2022

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, DPW Superintendent Chad Yerges and Chief Sorenson. Public, Brian Romano, Noele Reynolds, and Maureen Giese.
3. **Approval of Public Safety Committee Minutes of October 6,2022.** Motion by Alderperson Griffin to approve Prior minutes, second by Thomas, motion carried.
4. **Public Comment:** None
5. **Unfinished Business:** None
6. **New Business:** a) Holiday Parade Application. Griffin recommended to approve and send to Council, second by Thomas, motion carried.
b) Public input on STH19/SHY 89 N. Monroe St. Geise said she sent pictures and an email to Thomas and Sorenson on June 9th, 2022. Minutes in July only said discussion of pedestrian signage. Geise said there was no mention of the email or pictures. She said she felt there was something wrong about the signage at the 4 way. Geise said she saw a pedestrian crossing sign in Watertown. She saw it and knew she had to stop for pedestrians. Geise said the 4 way has never had a pedestrian crossing. She said she suggested before the accident that pedestrian signs could be posted.
Thomas said pedestrian signs had height regulations and would be too low on our signposts. He presented an email from DOT covering the past 5 years of accidents at the intersection since the reconstruction. Excluding the current pedestrian accident, they have only had 3 minor vehicle vs vehicle accidents. DOT reported this intersection was the safest design with enhanced crosswalks, stop signs, flashing beacons and 25mph approach speed. DOT only suggested possible street light upgrades. Thomas said DOT won't authorize flashing signs at a lighted 4 way intersection. Thomas also discussed why other signs were not authorized when a stop sign is posted mandating a vehicle must stop. Geise said she still thinks we need to do more. Geise said the schools need flashing signs. Thomas said both schools on North Monroe St. and East Madison St. have flashing school signs. There was discussion on signs that other communities have posted.
c) Request to fill open Police Officer Position. No action taken.
7. **Future Agenda Items, Communications and announcements:** None

8. **Adjourn:** Motion to Adjourn by Alderperson Griffin, second by Thomas, motion carried.

Attest: *Chief Tom P. Lawson*

Jeanne Ritter

From: Winga, Andrew - DOT <Andrew.Winga@dot.wi.gov>
Sent: Wednesday, November 9, 2022 2:21 PM
To: Leisses, Mitchell; Jeni Quimby
Cc: Denis Sorenson; Tim Thomas; Jeanne Ritter; Chad Yerges; Barry Sorenson; Schmid, Charlene A - DOT
Subject: RE: Crash at Madison & Monroe St

A RRFB is not appropriate or allowed at a stop condition as the yellow flashers is indicating yield, which is in direct conflict with the stop signs and especially here where there is also red flashing lights. We would not want drivers to be confused into thinking they don't need to stop. We do however have a separate conversation going on with the School about the use of an RRFB at the school crossing north of this intersection.

I completely understand the concern for safety here and clearly no one wants anything to happen but I will again emphasize that this is a safe intersection, with very limited crashes. This does not mean that there will never be a crash but there really are not any more engineering tools left to address additional safety concerns. If there are driver behavioral issues at this intersection then I would highly suggest law enforcement. If drivers are not yielding to pedestrians this is an enforceable action.

Please keep us informed of any changes to the lighting that you may make as the existing lighting permits would need to be adjusted.

Thanks

Andy

From: Leisses, Mitchell <mleisses@geo-logic.com>
Sent: Tuesday, November 8, 2022 9:03 AM
To: Jeni Quimby <mayor@waterloowi.us>; Winga, Andrew - DOT <Andrew.Winga@dot.wi.gov>
Cc: Denis Sorenson <dpsorenson@waterloowi.us>; Tim Thomas <alder3@waterloowi.us>; Ritter, Jeanne M - MUN <jritter@waterloowi.us>; Chad Yerges <dpw@waterloowi.us>; Barry Sorenson <bsorenson@waterlooutilities.com>
Subject: Re: Crash at Madison & Monroe St

**CAUTION: This email originated from outside the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.**

Good Morning All,

I have talked with lighting engineer, Mike Scarmon from KL Engineering, and they are currently looking into the previous design to see if there were any initial deficiencies shown within the design. They are also willing to complete an onsite inspection after hours to see how the lighting looks and provide some guidance to approve the lighting.

I agree with the Mayor. Andrew, is there any way we could change some of the pavement markings to make things safer or can we add a RRFB Pedestrian Crosswalk System? I understand you looked into the crash history within this intersection but that doesn't tell the story of the close calls. All it takes is one fatality for us all to be kicking ourselves later.

Mitchell Leisses

Office/Senior Project Manager

Kunkel Engineering Group

a Geo-Logic Company

1115 South Main Street

West Bend, WI 53095

Office: (920)356-9447 | Direct: (920)210-6330

mleisses@kunkelengineering.com or mleisses@geo-logic.com

www.kunkelengineering.com | www.geo-logic.com

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From: Jeni Quimby <mayor@waterloowi.us>
Sent: Monday, November 7, 2022 3:17 PM
To: Winga, Andrew - DOT <Andrew.Winga@dot.wi.gov>
Cc: Denis Sorenson <dpsorenson@waterloowi.us>; Leisses, Mitchell <mleisses@geo-logic.com>; Tim Thomas <alder3@waterloowi.us>; Jeanne Ritter <jritter@waterloowi.us>; Chad Yerges <dpw@waterloowi.us>; Barry Sorenson <bsorenson@waterlooutilities.com>
Subject: RE: Crash at Madison & Monroe St

Hi Andrew and thank you again for the follow up. Yes we need to do something to improve our lighting situation. I'm asking our city engineer Mitch to get involved with you to see what kind of solutions we can come up with.

As far as the sidewalks/crosswalk area, which is an odd layout, but if reconstructing it isn't in the plans, then do we have any options for crosswalk lighting? A few people have requested pushing a button and a sign illuminates or flashes. Not sure what would be available or what you would approve, or if this would indeed help the situation at the high traffic times of the day. Please advise if you have any thoughts on this. We seem to have had some issues at the high school area as well, that my also benefit from more alerts being available.

Thanks again,

Jenifer Quimby / Mayor 2019 City of Waterloo, WI
920-478-3025 / 608-516-3363 cell
mayor@waterloowi.us

From: Winga, Andrew - DOT <Andrew.Winga@dot.wi.gov>

Sent: Wednesday, November 2, 2022 2:49 PM

To: Jeni Quimby <mayor@waterloowi.us>

Cc: Denis Sorenson <dpsorenson@waterloowi.us>; mleisses@geo-logic.com; Tim Thomas <alder3@waterloowi.us>; Jeanne Ritter <jritter@waterloowi.us>; Chad Yerges <dpw@waterloowi.us>

Subject: RE: Crash at Madison & Monroe St

Dear Mayor Quimby:

Thank you for the reply and the follow up information on the WIS 19/89 intersection. I regret that previous attempts to reach staff here have not been successful. Going forward feel free to contact me directly with questions or concerns.

I did review your info and discussed with members of our staff. Here are further details to your two main concerns:

1. The street lighting at the intersection on both WIS 19 and WIS 89 is there by permit from the DOT to the City. This means that the installation, maintenance, and operation of the lighting is the City's responsibility. With the two projects in the past that changed the lighting in the downtown, the city contracted with a lighting design consultant (KL Engineering) to design the desired lighting including number of lights and the illumination level. That design was then incorporated into our roadway plans. The current design does not appear to have as much light in the intersection as was previously there, based on a quick glance of the layout and fixture type. **If the City would like to enhance or upgrade the lighting, the Department would be happy to work with you to accomplish modified lighting. The cost to implement lighting changes would be the responsibility of the City.**
2. WisDOT worked with Waterloo prior to the 2017 project to arrive at the design that was ultimately approved by the City. The design took into consideration the American with Disabilities Act(ADA), traffic controls, vehicle turn radiuses, parking and underground utilities. In reviewing the design, the stop lines are at the minimum distance to the crosswalk markings. The crosswalks are at the optimum location to meet all the required ADA requirements. Two curb ramps at each intersection quadrant is preferred as they direct disabled folks to the safest, most direct crossing of the sideroad legs. By law drivers are required to stop prior to the stop line and if clear then move forward to a point where they can see it is safe to enter the intersection.

I understand wanting to make this intersection as safe as possible as this is our goal as well. I will mention again that there is not a safer intersection design than an all-way stop , with flashing red beacons, approach speeds of 25 mph, with enhanced crosswalks like you have here. From an engineering perspective there really aren't a lot of additional options. **The main recommendations would be to review the lighting design and lighting levels in the intersection, and work with law enforcement to monitor the intersection.**

Please let me know if there are further concerns or issues that you would like us to look into or discuss.

Andy

Andrew Winga, P.E.

Traffic Supervisor

WisDOT

Division of Transportation System Development

Southwest Region

3550 Mormon Coulee Road

La Crosse, WI 54601

608 785-9061

andrew.winga@dot.wi.gov

From: Jeni Quimby <mayor@waterloowi.us>

Sent: Friday, October 28, 2022 5:03 PM

To: Winga, Andrew - DOT <Andrew.Winga@dot.wi.gov>

Cc: Denis Sorenson <dpsorenson@waterloowi.us>; mleisses@geo-logic.com; Tim Thomas <alder3@waterloowi.us>;

Ritter, Jeanne M - MUN <jritter@waterloowi.us>; Chad Yerges <dpw@waterloowi.us>

Subject: FW: Crash at Madison & Monroe St

Importance: High

Hi Andy, thank you for reaching out to me and the city of Waterloo today. I left you a voice message this afternoon and stated I'd follow up from this email. I appreciate your time looking into this area and reporting on the last 5 years, which we will share at an upcoming Public Health & Safety meeting on November 3rd (packet attached).

The incident on October 6th, as upsetting as it was for many people, was not indicative of the problem most people have with this intersection. It was a fluke accident in a wide open area and calling the news channel wasn't exactly the correct way to handle this, however it did get us to this conversation. We've had many discussions at committee meetings on lighting and the overall layout of the sidewalks/crosswalk paths and stop signs that have changed since the last Highway/Madison Street road construction in 2017 – on the opposite side of where the accident occurred.

Our City Engineer Mitch Leisses and DPW Director Chad Yerges have made a few calls to the DOT regarding the lighting, to no avail. I'm not positive who their contacts were, but we now have everyone in the same conversation. I've attached a few images to help explain the situation. Please review the attached Pre and New versions of this West Madison/N Monroe corner. Notice the difference in locations of the Hydrant and Light Pole to the West, and the New view of where the Stop sign, white line, sidewalks, and crosswalks are located on Monroe.

I've also attached a link to Zillow that has several different views of the corner building and layout, with traffic. As well as, a You Tube video the same building owner created that also shows the activity and daily routines. Some of the images are irrelevant, but they are simply part of the link.

Please advise if you'll be able to view in person, both day and night, to get a firsthand look at this situation. The lighting alone is absurd on West Madison street. We used to have a true 4-corner light system that has since been altered and doesn't illuminate efficiently. This is one of the main complaints we have, the second being the sidewalk/crosswalk area and the difficulty seeing on the corner of Monroe and West Madison (103 N Monroe building). If you stop at the Stop Sign (in front of 103 N. Monroe) or edge up to the white line, you have very limited view of anyone that may be on the West corner of that building.

So our needs are this:

1. Correct the Lighting placement
2. Review options to move the Stop sign and white line a little closer to the walk path so pedestrians can see when someone is at the intersection. I don't believe I've ever witnessed anyone stopping in the 'proper' location due to the fact that the view is obstructed to the west. (some of the images I have attached show that).

I understand the thought process of semi's and large vehicles and having the correct space for them, but there may be a better way to handle this. The parking space in front of 103 N Monroe has changed from a parking spot to no parking (yellow line), which allows 2 vehicles to be at that intersection at the same time, both going in different directions. We have put large orange barrels in those spots in an attempt to stop this activity. But this is only temporary.

Please advise if you would like to meet in person and go through all of this. Thank you again and I hope to hear from you soon.

103 N Monroe St, Waterloo, WI 53594 | Zillow

103 N Monroe St, Waterloo, WI - YouTube

Jenifer Quimby / Mayor 2019 City of Waterloo, WI
920-478-3025 / 608-516-3363 cell
mayor@waterloowi.us

From: Winga, Andrew - DOT <Andrew.Winga@dot.wi.gov>
Sent: Friday, October 28, 2022 9:47 AM
To: Jeni Quimby <mayor@waterloowi.us>
Subject: Crash at Madison & Monroe St

Good morning Mayor,

It has come to my attention that you wanted to reach out to someone from the Department to discuss the intersection of Madison St & Monroe street. As it can sometimes be difficult to find the correct person in the Department I am reaching out to you to see if there is any further follow. I am the supervisor for our regional Traffic Safety Engineers. We are aware of the recent crash and have done some investigation into the matter, which is normal when we become aware of these things.

Based on the crash report, unfortunately a child riding a motorized skateboard was hurt when they ran into a car at this intersection. One of our safety engineers did pull the most recent 5 years(2017-2021) crash data for this intersection and found 3 property damage only crashes. I have included the spreadsheet with the crash data for your review.

From our review this intersection seems to be operating safely, but still wanted to reach out to discuss any additional concerns. Generally a 25 mph, all-way stop intersection is the safest intersection that exists but it is still good to ensure we are doing our due diligence.

Please let me know if there are further concerns or issues that you would like us to look into or discuss.

Andy

Andrew Winga, P.E.
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