

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Date: June 17, 2019

Time: 7:30 p.m.

1. Call to Order.
 2. Roll Call.
 3. Pledge of Allegiance.
 4. Correction or Withdrawal of Agenda Items by Sponsor.
 5. Approval of Minutes as Written or Amended.
 6. Petitions by Citizens on Non-Agenda Items.
 7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector.
 - B. Report of Treasurer.
 - C. Report of Subdivision and Zoning Administrator.
 - D. Report of Building Inspector / Code Administrator.
 - E. Report of Director of Public Works.
 - F. Report of Chief of Police.
 - G. Report of City Attorney.
 - H. Report and Communication by Mayor.
 1. Certificate of Commendation to the WHS Boys Baseball Team.
 8. Report of Standing Committees.
 9. Report of Special Committees.
 10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 11. Unfinished Business.
 12. Miscellaneous Business.
 - A. Consideration and Action on Approval of Managerial Raises at the same Percentage (2.75%) as Contracted Employees Effective May 1, 2019 for the Following Individuals: Tim Birk, Shawn Kennedy, Jim Nagel, Sarah Deutch, Mike Douglas and Jeff Prosisie.
 - B. Consideration and Action on Annual Membership Dues (Ruby Level) of \$2,500.00 with the Tourism Bureau to be paid out of the Hotel / Motel Tax Fund.
 - C. Consideration and Action on Special Event Permit Application from Randy's Double R Bar for their Annual Anniversary Party to be held on Saturday August 10, 2018 from 4:30 p.m. till 11:00 p.m., with the Street Closure of Main Street between Mill Street and alley south of 107 S. Main Street.
 13. Discussion of Matters by Council Members Arising After Agenda Deadline.
 14. Motion to Adjourn.
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DATES TO REMEMBER

June 18, 2019 – Porta Westfalica Festival, Downtown Waterloo
June 25, 2019 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.
July 01, 2019 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
July 04, 2019 – City Offices Closed for Independence Day.
July 08, 2019 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
July 09, 2019 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
July 10, 2019 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
July 11, 2019 – Violence Prevention Meeting, Waterloo City Hall: Second Floor, 4:00 p.m.
July 15, 2019 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
July 17, 2019 – Police Pension Board Meeting, Waterloo City Hall: Front Conference Room, 5:30 p.m.
July 18, 2019 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
July 23, 2019 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.

**MINUTES OF THE
CITY COUNCIL MEETING
JUNE 03, 2019**

1. The meeting was called to order by Mayor Smith at 7:30 p.m.
2. The following Aldermen were present: Notheisen, Hopkins, Trantham, Darter, Buettner, Row and Heller. Alderman Thomas was absent.
3. Pledge of Allegiance led by Mayor Tom Smith.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Approval of Minutes as Written or Amended.
 - A. Motion made by Alderman Darter and seconded by Alderman Row to approve the May 20, 2019, 7:15 p.m., Public Hearing Minutes. Motion passed unanimously with Aldermen Darter, Buettner, Row, Heller, Notheisen, Hopkins, and Trantham voting yea.
 - B. Motion made by Alderman Darter and seconded by Alderman Heller to approve May 20, 2019, 7:30 p.m., City Council Minutes. Motion passed unanimously with Aldermen Darter, Buettner, Row, Heller, Notheisen, Hopkins and Trantham voting yea.
6. Petitions by Citizens on Non-Agenda Items. None.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector. No report.
 - B. Report of Treasurer. No report.
 - C. Report of Subdivision and Zoning Administrator. No report.
 - D. Report of Director of Public Works. No report. Director Birk was absent.
 - E. Report of Chief of Police. No report.
 - F. Report of City Attorney. No report.
 - G. Report and Communication by Mayor. No report.
8. Report of Standing Committees. No report.
9. Report of Special Committees. No report.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen. No report.
11. Unfinished Business. None.
12. Miscellaneous Business.
 - A. Consideration and Action on Warrant No. 578.
Motion made by Alderman Darter and seconded by Alderman Notheisen to approve Warrant No. 578. Motion passed unanimously with Aldermen Darter, Buettner, Row, Heller, Notheisen, Thomas and Hopkins voting yea.

- B. Consideration and Action on Special Event Permit for the Monroe County Fair Association for the Annual Monroe county Fair to be held the week of July 21, 2019 through July 28th, 2019.
Motion made by Alderman Row and seconded by Alderman Notheisen to approve a Special Event Permit for the Monroe County Fair Association for the Annual Monroe County Fair to be held the week of July 21, 2019 through July 28th, 2019. Motion passed unanimously with Aldermen Row, Heller, Notheisen, Hopkins, Trantham, Darter and Buettner voting yea.
- C. Consideration and Action on Approval of Contract with Curt Simshauser Photo/Cinema for a One-Year Term at a cost of \$7,500.00 (\$3,750 to be paid upon acceptance, \$3,750 to be paid upon completion) to be paid out of the Hotel/Motel Tax Fund.
Motion made by Alderman Notheisen and seconded by Alderman Hopkins to approve Contract with Curt Simshauser Photo/Cinema for a One-Year Term at a cost of \$7,500 (\$3,750 to be paid upon acceptance, \$3,750 to be paid upon completion) to be paid out of the Hotel/Motel Tax Fund. Discussion. Alderman Hopkins Stated at the Economic Development meeting this action was discussed and approved. A coverage of scheduled annual events, monthly events, monthly spotlights and a Purpose of the Agreement was submitted and agreed upon. Motion passed unanimously with Aldermen Notheisen, Hopkins, Trantham, Darter, Buettner, Row and Heller voting yea.
- D. Consideration and Action Purchase of a 2019 John Deere Zero Trak Lawn Mower from William Nobbe and Company in the amount of \$10,516.00 to replace a 2000 X-Mark Zero Turn Mower.
Motion made by Alderman Hopkins and seconded by Alderman Heller to approve Purchase of a 2019 John Deere Zero Trak Lawn Mower from William Nobbe and Company in the amount of \$10,516.00 to replace a 2000 X-Mark Zero Turn Mower. Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Buettner, Row, Heller and Notheisen voting yea.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
Alderman Notheisen stated the Monarch Butterfly presentation at the Waterloo Library went well with a good attendance.
Alderman Hopkins noted the good showing of Waterloo high schools: Gibault won 2nd place in the state baseball taking home the Class 1A trophy. Waterloo high school won the Supper-Sectional baseball plaque playing at GGS Ballpark in Sauget.
Alderman Darter thanked everyone who participated in the festivities Friday.
Alderman Heller announced the date for the farewell luncheon for the 2 students going to Germany will be June 22, 2019. The students raised \$97,000 for the Heart Association.
Mayor Smith said the car show had a good turn out with 176 vehicles at the show.
- 14 Motion to Adjourn made by Alderman Notheisen and seconded by Alderman Buettner. Motion passed with unanimous voice vote. Mayor Smith adjourned the meeting at 7:40 p.m.

**Barbara Pace,
CITY CLERK**

**CITY OF WATERLOO, ILLINOIS
COLLECTION REPORT**

	2018-2019	2019-2020	%			%	2018-2019	2019-2020	%
	ACTUAL	BUDGETED	INCREASE/	2018	2019	INCREASE/	FISCAL	FISCAL	INCREASE/
	AMOUNT	AMOUNT	DECREASE	MAY	MAY	DECREASE	YTD	YTD	DECREASE
ELEC SALES	11,486,100.40	11,475,000.00	-0.10%	751,359.12	744,419.02	-0.92%	751,359.12	744,419.02	-0.92%
ELEC TAX	284,075.14			18,002.73	19,109.26	6.15%	18,002.73	19,109.26	6.15%
ELECT MISC.	321,562.00	270,400.00	-15.91%	27,897.00	62,532.00	124.15%	27,897.00	62,532.00	124.15%
SUBTOTAL	12,091,737.54	11,745,400.00	-2.86%	797,258.85	826,060.28	3.61%	797,258.85	826,060.28	3.61%
BEGINNING UNAPPLIED	453,097.19			34,615.79	33,945.27	-1.94%	34,615.79	33,945.27	-1.94%
UNAPPLIED CASH REC'D	149,476.53			9,239.54	10,199.33	10.39%	9,239.54	10,199.33	10.39%
UNAPPLIED DISBURSED	150,147.05			5,093.03	5,731.42	12.53%	5,093.03	5,731.42	12.53%
ENDING UNAPPLIED	452,426.67			38,762.30	38,413.18	-0.90%	38,762.30	38,413.18	-0.90%
GAS SALES	2,947,323.95	2,872,000.00	-2.56%	306,434.63	329,099.70	7.40%	306,434.63	329,099.70	7.40%
GAS TAX	82,906.85			9,242.56	9,424.74	1.97%	9,242.56	9,424.74	1.97%
GAS MISC.	163,357.00	158,000.00	-3.28%	15,410.00	30,259.00	96.36%	15,410.00	30,259.00	96.36%
SUBTOTAL	3,193,587.80	3,030,000.00	-5.12%	331,087.19	368,783.44	11.39%	331,087.19	368,783.44	11.39%
WATER SALES	2,386,304.02	2,515,000.00	5.39%	176,358.72	191,133.60	8.38%	176,358.72	191,133.60	8.38%
WATER MISC.	124,035.00	107,100.00	-13.65%	10,509.00	20,217.00	92.38%	10,509.00	20,217.00	92.38%
SUBTOTAL	2,510,339.02	2,622,100.00	4.45%	186,867.72	211,350.60	13.10%	186,867.72	211,350.60	13.10%
SEWER SALES	1,771,911.51	1,857,000.00	4.80%	133,822.23	142,751.15	6.67%	133,822.23	142,751.15	6.67%
SEWER MISC.	221,743.00	195,100.00	-12.02%	10,249.00	27,831.00	171.55%	10,249.00	27,831.00	171.55%
SUBTOTAL	1,993,654.51	2,052,100.00	2.93%	144,071.23	170,582.15	18.40%	144,071.23	170,582.15	18.40%
CITY TAX	550,373.40	572,000.00	3.93%	41,994.65	44,700.58	6.44%	41,994.65	44,700.58	6.44%
MISC.	89,041.00	72,500.00	-18.58%	9,307.00	16,800.00	80.51%	9,307.00	16,800.00	80.51%
SUBTOTAL	639,414.40	644,500.00	0.80%	51,301.65	61,500.58	19.88%	51,301.65	61,500.58	19.88%
REFUSE FEE	769,489.62	838,250.00	8.94%	61,288.28	68,062.96	11.05%	61,288.28	68,062.96	11.05%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	48,962.00	50,000.00	2.12%	3,601.00	4,539.00	26.05%	3,601.00	4,539.00	26.05%
PERMITS	94,785.00	110,000.00	16.05%	3,918.00	7,124.00	81.83%	3,918.00	7,124.00	81.83%
INSPECTION FEES	17,750.00	20,000.00	12.68%	825.00	1,050.00	27.27%	825.00	1,050.00	27.27%
FRANCHISE FEES	126,510.00	127,000.00	0.39%	17,097.00	-	-100.00%	17,097.00	-	-100.00%
LIQUOR LICENSE	20,810.00	20,000.00	-3.89%	-	120.00		-	120.00	
INFRASTRUCTURE FEE	230,006.00	230,000.00	0.00%	18,161.00	16,614.00	-8.52%	18,161.00	16,614.00	-8.52%
HOTEL/MOTEL TAX	19,655.00	20,000.00	1.76%	1,902.00	1,228.00	-35.44%	1,902.00	1,228.00	-35.44%
MISC.	227,908.00	213,315.00	-6.40%	16,143.00	21,943.00	35.93%	16,143.00	21,943.00	35.93%
REPLACEMENT TAX	53,844.00	56,400.00	4.75%	11,516.00	16,132.00	40.08%	11,516.00	16,132.00	40.08%
COUNTY TAX	416,899.00	345,500.00	-17.13%	-	-		-	-	
SALES TAX	2,225,155.00	2,250,000.00	1.12%	160,266.00	159,786.00	-0.30%	160,266.00	159,786.00	-0.30%
BUSINESS DISTRICT TAX	88,899.00	80,000.00	-10.01%	5,976.00	6,730.00	12.62%	5,976.00	6,730.00	12.62%
VIDEO GAMING	117,079.00	122,000.00	4.20%	9,597.00	13,703.00	42.78%	9,597.00	13,703.00	42.78%
INCOME TAX	1,377,258.00	1,440,000.00	4.56%	170,439.00	244,627.00	43.53%	170,439.00	244,627.00	43.53%
SUBTOTAL	5,835,009.62	5,922,465.00	1.50%	480,729.28	561,658.96	16.83%	480,729.28	561,658.96	16.83%
MOTOR FUEL TAX	292,487.00	292,500.00	0.00%	24,893.00	24,069.00	-3.31%	24,893.00	24,069.00	-3.31%
MISC.	15,960.00	16,000.00	0.25%	1,074.00	1,686.00	56.98%	1,074.00	1,686.00	56.98%
SUBTOTAL	308,447.00	308,500.00	0.02%	25,967.00	25,755.00	-0.82%	25,967.00	25,755.00	-0.82%
UTILITY DEPOSITS	114,225.00	-		8,150.00	11,500.00	41.10%	8,150.00	11,500.00	41.10%
TOTAL DEPOSITS	26,835,891.42	26,325,065.00	-1.90%	2,034,672.46	2,247,390.34	10.45%	2,034,672.46	2,247,390.34	10.45%

June 17, 2019

To: Mayor Tom Smith
City Attorney
City Aldermen

Re: Treasurer's Report

Attached, please find the May 31, 2019 Treasurer's Report for the City of Waterloo.

I welcome any questions or comments you may have about this report. I can be reached at State Bank of Waterloo weekdays from 8:00 AM – 5:00 PM. The phone number is 618-939-7194.

Sincerely,

Brad A. Papenberg

Brad A Papenberg
City Treasurer

**TREASURER'S REPORT
CITY OF WATERLOO**

For the month ending
May 31, 2019

<u>CHECKING ACCOUNT</u>	<u>BEGINNING BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE</u>
Petty Cash	\$ 497.98	\$ -	\$ -	\$ 497.98
Utility Deposit	62,927.52	11,500.00	7,925.00	66,502.52
General Fund	486,678.41	177,986.56	652,945.36	11,719.61
Motor Fuel Tax	107,801.27	67.86	20,847.90	87,021.23
Water Fund	121,243.59	218,589.33	191,807.53	148,025.39
Sewer Fund	548,534.65	159,011.59	100,877.65	606,668.59
Gas Fund	271,122.57	345,888.21	202,913.11	414,097.67
Electric Fund	974,386.70	788,402.93	682,373.01	1,080,416.62
Capital Improvements	576,348.36	46,929.79	-	623,278.15
D.A.R.E.	1,398.85	-	-	1,398.85
Interest	-	2,405.92	-	2,405.92
Hotel/Motel Tax	125,230.59	1,228.15	-	126,458.74
TOTALS:	\$3,276,170.49	\$1,752,010.34	\$1,859,689.56	\$3,168,491.27

<u>INVESTED FUNDS</u>				
Capital Improvements	\$ 2,301,709.82	15,230.02	-	\$ 2,316,939.84
Electric	\$ 7,803,181.54	51,632.33	-	\$ 7,854,813.87
E-Pay Utility Bills	13,306.01	44,082.31	45,594.89	11,793.43
Farm Account Income	158,139.67	26.86	-	158,166.53
Gas	3,972,346.07	26,284.34	-	3,998,630.41
General Fund	6,189,783.14	479,748.99	-	6,669,532.13
Motor Fuel	697,620.76	25,687.15	-	723,307.91
Pension Reserve	1,693,132.80	359.50	-	1,693,492.30
Sewer	2,027,276.65	13,414.15	-	2,040,690.80
Utility Deposits	310,865.70	2,056.95	-	312,922.65
Water	2,399,461.63	15,876.83	-	2,415,338.46
Total Invested Funds:	\$27,566,823.79	\$674,399.43	\$45,594.89	\$28,195,628.33
Total All City Funds:	\$30,842,994.28	\$2,426,409.77	\$1,905,284.45	\$31,364,119.60

<u>Debt and Pension Obligations</u>	<u>Date Opened</u>	<u>Original Balance</u>	<u>Current Balance</u>	<u>Rate</u>	<u>Payment Dates</u>
IEPA Sewer Loan	5/24/2007	\$12,372,060.00	\$5,820,218.88	2.50%	Jan and July
Unfunded Actuarial Accrued Liability - IMRF			\$0.00		
Unfunded Actuarial Accrued Liability - Police			<u>\$3,900,765.00</u>		
Total Liabilities		\$12,372,060.00	\$9,720,983.88		

Respectfully Submitted,

Brad A. Papenberg

Brad A. Papenberg
City Treasurer

Building Inspector/Code Administrator Monthly Report 5/31/19

	January	February	March	April	May	June	July	August	September	October	November	December	Total
New Construction Inspections:													
2019	31	27	33	52	36								179
2018	20	30	33	45	42	57	41	45	27	45	23	27	435
2017	29	33	47	45	40	58	51	69	70	42	38	36	558
2016	12	14	23	30	49	26	44	21	42	35	20	23	339
2015	21	16	19	32	19	37	13	47	26	29	19	15	293
New Construction Re-Inspections:													
2019	4	3	6	4	8								25
2018	3	8	4	10	3	9	6	12	5	19	5	8	92
2017	8	5	6	11	4	9	5	7	9	8	5	7	84
Rental Inspections:													
2019	19	17	26	20	13								95
2018	17	12	16	15	10	26	14	31	19	21	23	10	214
2017	12	15	19	11	8	23	19	16	28	26	25	20	222
2016	21	15	12	18	26	23	26	23	20	22	17	16	239
Rental Re-Inspections:													
2019	12	14	15	13	8								62
2018	6	6	10	7	4	13	9	20	8	15	9	7	114
2017	9	8	13	1	8	13	14	9	17	11	13	14	130
Dumpster/POD Permits Issued:													
2019	8	9	15	18	25								75
2018	8	6	6	11	9	14	9	13	14	12	12	6	120
2017	9	7	13	16	10	13	13	9	13	6	9	5	123
2016	5	12	8	15	13	14	14	10	11	15	8	5	130
Motor Vehicle Violation Notices:													
2019	7	0	4	0	4								15
2018	9	6	2	3	2	2	1	2	0	1	7	3	38
2017	12	2	15	2	3	5	3	6	1	1	0	4	54
Property Violation Notices:													
2019	4	8	18	12	22								64
2018	14	14	9	19	26	14	10	20	5	8	20	8	167
2017	7	11	10	14	22	8	15	11	4	3	7	4	116
Ordinance Violation Tickets Issued:													
2019	0	1	3	1	1								6
2018	0	0	3	0	7	0	5	6	0	0	4	5	30
2017	1	0	5	1	3	1	4	2	3	7	3	1	31

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
June 17, 2019
(Date)

2. Description of matter to be placed on agenda:
Certificate of Commendation to the WHS Boys Baseball Team.

3. Relief or action to be requested:
Commendation.

4. Submittal date: 6/13/2019

Submitted by:
Mayor Thomas Smith

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor

AGENDA REQUEST

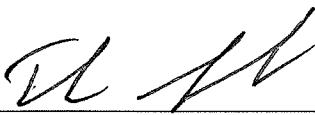
(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
June 17, 2019
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Managerial Raises at the Same Percentage (2.75%)
As Contracted Employees Effective May 1, 2019 for the following individuals:
Tim Birk, Shawn Kennedy, Jim Nagel, Sarah Deutch, Mike Douglas, and Jeff
Prosise.
3. Relief or action to be requested:
Approval
4. Submittal date: 6/7/19

Submitted by:
Mayor Tom Smith

DISPOSITION

5. Matter to be placed on agenda for meeting date requested.
 Matter to be placed on agenda for meeting to be held on
 Matter referred to



Mayor

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
June 17, 2019
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Annual Membership Dues (Ruby Level) of \$2,500.00
with the Tourism Bureau to be paid out of the Hotel/Motel Tax Fund.
3. Relief or action to be requested:
Approval.
4. Submittal date: June 7, 2019

Submitted by:
Sarah Deutch

DISPOSITION

5. Matter to be placed on agenda for meeting date requested.
 Matter to be placed on agenda for meeting to be held on
 Matter referred to



Mayor

AGENDA REQUEST

(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
June 17, 2019
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Special Event Permit Application from Randy's
Double R Bar for their Annual Anniversary Party to be held on Saturday August 10,
2018 from 4:30 p.m. till 11:00 p.m., with the Street Closure of Main Street between
Mill Street and alley south of 107 S. Main Street.

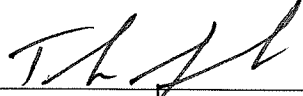
3. Relief or action to be requested:
Approval.

4. Submittal date: 06/12/19

Submitted by:
Randy Rehmer,
Randy's Double R Bar

DISPOSITION

5. _____ Matter to be placed on agenda for meeting date requested.
_____ Matter to be placed on agenda for meeting to be held on _____
_____ Matter referred to _____



Mayor



CITY OFFICES
 100 West Fourth Street
 Waterloo, Illinois 62298
 (618) 939-8600

SPECIAL EVENT PERMIT APPLICATION

Instructions to Applicant:

- The following information must be completed and submitted to the City Clerk's Office at the Waterloo City Hall.
- **Application Fee: None**
- Special Event Permit Applications **must be submitted sixty (60) days prior to the date of requested event** to allow for proper time to process with all city departments.
- All damages to property and equipment shall be billed to the applicant and shall be paid by said applicant upon receipt.
- A **Pre-Event Meeting** will be required prior to approval by City Council.

1. Event Name / Type: RANDY'S DOUBLE R BAR ANNIVERSARY PARTY ^{29th}
 Location of Event: 107 SOUTH MAIN

2. Beginning Date / Time: AUG 19, 2019 4:30 pm Ending Date / Time: AUG 10, 2019 11:00 pm

3. Organization Name: _____
 Mailing Address: _____
Street City State Zip
 Phone Number: _____ Email Address: _____

Not For Profit Status: Yes No ID # _____

4. Person in Charge of Event: RANDY REMMER
 Mailing Address: 107 S. MAIN WATERLOO ILL. 62298
Street City State Zip
 Cell Phone Number: _____ Email Address: rrbar1@hotmail.com

5. Secondary Contact Person: _____
 Mailing Address: _____
Street City State Zip
 Cell Phone Number: _____ Email Address: _____

THE FOLLOWING INFORMATION MUST BE PROVIDED BEFORE APPLICATION WILL BE PROCESSED.

A. Narrative of Event:	RANQY'S 29 TH ANNIVERSARY	
	BANDS - PLAYING - SCRAMBLE 4:30 - 6:30 FATHER JACK 7-11	
	MASON WILL BE SELLING GRATS AND BURGERS	
	RANQY'S WILL HAVE OUTSIDE BAR WITH BEER AND SOME LIQUORS	
B. Number of People Expected:	UNKNOWN	
C. Sketch Plan of Site or Route of Walk/Run (downtown or Rogers St.) including marked locations of trash cans / dumpster, sanitary facilities, barricades and street closures.	Attached <input checked="" type="checkbox"/>	
D. Will there be inflatable jumpers/bounce houses or amusement rides:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• If yes, Proof of Liability Insurance must include inflatables.		
E. Liquor License information for beer sales (hours of sale and license number):	CITY LICENSE #2 4:00 - 11:00 PM.	
F. Special Needs (i.e. Police, Street Dept., Electric - outlets, sound system)	ELECTRIC FOR BANDS AND MASON'S FOOD STAND	

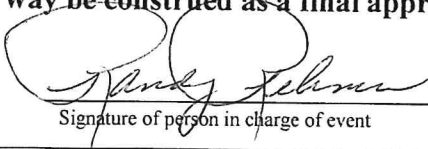
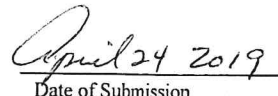
Proof of Liability Insurance must be provided 14 days after approval or 14 days prior to the event whichever is sooner. If the event is held on City property, the City of Waterloo **must** be named as an additional insured with Comprehensive General Liability limits of not less than \$1,000,000 combined single limit, each occurrence / \$2,000,000 aggregate.

Received Date _____

Special Event Organizer(s) must also provide for the sanitary collection of all refuse, litter, and garbage generated by patrons attending the event, and removal of all such waste materials from the location of the event and surrounding areas, including Courthouse trash cans if applicable, on the day of the event.

Signage: As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance.

I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Waterloo. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.



 Signature of person in charge of event Date of Submission

For office use only

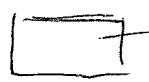
"Special Events Permits" shall go before the City Council for approval.

Approved by City Council: Yes No Date _____

Zoning Department <input type="checkbox"/>	Mayor's Office <input type="checkbox"/>	Police Department <input type="checkbox"/>
DPW / Street Department (for street closings, signalization, and detour routes) <input type="checkbox"/>	/ Electric Department <input type="checkbox"/>	

COURT YARD.

3 PORTA POTS

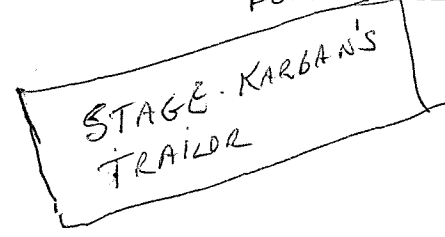


DUMPSTER

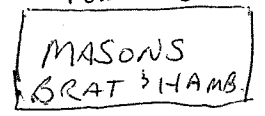
ELECTRIC
NEEDER
FOR BANDS

← TRASH CANS THROUGH
OUT THE AREA

ELECTRIC
NEEDER
FOR MASONS



STAGE. KARBAN'S
TRAILER



MASONS
GRAT & HAMB.

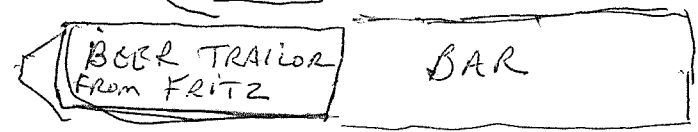


← MAIN STREET →

← MAIN STREET →



Picnic
TABLES



BEER TRAILOR
FROM FRITZ

BAR

MILL STREET

RANDY'S
DOUBLE R
BAR