



VILLAGE OF WATERFORD PW&U

Monday, July 16, 2018, 4:00 PM

Village Hall, 123 N. River St.

For additional information, visit www.waterfordwi.org

1

Call to Order

Roll Call:

Public Appearances

Reading and Approval of Minutes

New Business

1. Review and provide recommendation of Special Event Permit – River’s Edge Festival 9/28 – 9/30.
2. Review year-round overnight alternate side parking.

Report of the Public Works Director

Adjournment

Public Notice

Questions regarding the nature of the agenda items or more detail on the agenda items listed above scheduled to be considered by the governmental body listed above can be directed to Zeke Jackson, Village Administrator at 920-421-4457 or at zjackson@waterfordwi.org. 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-stated meeting to gather information; no action will be taken by any governmental body at the above-stated meeting other than the governmental body specifically referred to above in this notice. Upon reasonable notice, a good faith effort will be made to accommodate the needs of disabled individuals through sign language interpreters or other auxiliary aid at no cost to the individual to participate in public meetings. Due to the difficulty in finding interpreters, requests should be made as far in advance as possible preferably a minimum of 48 hours. For additional information or to request this service, contact the Village Staff at 262-534-7912, or by writing to the Village Administrator at the Village Administration Building, 123 N. River St, Waterford WI, 53185 Copies of reports and other supporting documentation are available for review at the Village Administrator’s Office, Administration Building, 123 N. River St, Waterford WI 53185 during operating hours.

Posted 7/13/18 4:00 p.m.



VILLAGE OF WATERFORD DPW REPORT

For additional information, visit www.waterfordwi.org

Meeting Date: July 16, 2018

Recommendation:

Approve the Special Event Permit – River’s Edge Festival 9/28/18 – 9/30/18.

Background:

The DPW Director has reviewed and approved the permit, as well as the Waterford Police Sergeant. The event organizers may need some assistance from DPW which the Director is already aware of.

This event is an expanded version of the Annual Rivers Edge Art Walk. Different events will take place throughout the 3-day weekend event. Please see the event schedule for a list of events by day.

Financial Impact:

Brings passionate people to the Village to support the arts, local businesses, and enjoy good family fun.

Submitted by,
Rachel Ladewig
Clerk

Fiscal Impact:

Brings passionate people to town to support local businesses, and reduces the carp population:



Special Event Permit Application

Staff Only	
PWU Meeting	<u>7/16/18</u>
VB Meeting	<u>8/13/18</u>

Special Event: As defined by Chapter 188 of the Village Code, this term includes, but is not limited to, whether for profit or not, outdoor festivals, flea markets, fun runs, bicycle races, walkathons, marathons, outdoor gatherings on non-residential property involving the use of temporary structures, and other similar type activities that do not seek a permanent or business location and are of such a nature as to be acceptable to the general public with regards to health and safety features and the conduct of the special event participants.

To allow sufficient time for processing, please file with the Clerk at least **sixty (60) days prior** to the scheduled date of the event.

* **Submit to Clerk: rladewig@waterfordwi.org; 123 N. River St. Waterford WI 53185 or Fax 262-534-5373**

—Event Information

Name of Event River's Edge Festival

Event Date(s) 9/28/18 - 9/30/18 Start Date 9/28/18 End Date 9/30/18 Start Time 4p.m. End Time 6p.m.

Event Location Downtown Waterford and Whitford Park

Name of Organization Absolutely Waterford

Address 300 E Main Street City Waterford State WI Zip 53185

—Applicant Information

Contact Person Dawn Brummel Phone 262-534-9000 Applicant Email director@absolutelywaterford.org

Address 603 Mohr Circle City Waterford State WI Zip 53185

—Site Plan Information

Attach a detailed map/diagram of the event and indicate the location of the following: event vendors (e.g. food, alcohol); parking accommodations, (on and off site); proposed road closures; signage, emergency vehicle access.

Estimated event attendance ? 8-10,000? (est. attendance of **more than 50 people**, requires approval from Public Works Committee & Village Board)

Will there be outdoor music at the event? Yes No Hours/Days Fri. 4pm-9pm Sat 8^{am}-6pm

Will alcoholic beverages be served? Yes No If yes, please see Village Clerk for alcoholic beverage requirements, 262-534-3980 x223

Other submittal items:

- Proof of event notice sent neighboring property owners two weeks prior to the event.
- Banner permit and/or signage submission, including the number, type, and required property consent, if placed on private property.
- Proof of current insurance for events with more than 50 people (to be accepted and approved by the Village Administrator).

The applicant agrees to indemnify and save harmless the Village from and against all liabilities, claims, demands, judgements, losses, and all suits at law or in equity, costs, and expenses, including reasonable attorney fees, for injury or death of any person, firm, organization, or corporation, including both parties hereto and their employees, arising from holding of such special event.

Applicant Signature Dawn Brummel Date 6/6/18

For Office Use Only

1. Applicant will be received by the Clerk and a copy distributed to the Officer in Charge
2. Officer in Charge will provide comments/approval and forward to Public Works Superintendent.
3. Public Works Superintendent will provide comment/approval and forward to Village Administrator.
4. If attendance of more than 50 people is anticipated, the Village Administrator will forward application to Public Works & Utilities Committee for recommendation to the Village Board.
5. Village Board will review application, if necessary.
6. After Village Board approval, Village Clerk shall retain original comment/approval form and send one copy to applicant.

—Approvals & Signatures

Officer in Charge: Sgt. Willy Jim Date 6-25-18 Approved: Yes No

Town of Waterford Police requested? Yes

DPW Supervisor: James T. Bergles Date 6-21-18 Approved: Yes No

Public Works & Utilities Committee Approved Yes No N/A Date _____

Signs Approved Yes No N/A Date _____

Banner Application Approved Yes No N/A Dates Reserved _____

Village Administrator _____ Date _____ Approved: Yes No

Village Board Approval Yes No N/A Date _____

Proof of Insurance Approval/Obtained Yes No N/A Date _____

Permit comments/requirements of approval:

River's Edge Festival (Art Walk)

Friday, September 28, 2018 (evening)

Downtown Waterford

- 3:00-4:00 Artists set up in businesses
- 4:00-9:00 Businesses are open and artists exhibit their art
- 4:00-9:00 Food trucks
- 2 in the vacant lot on the corner of Milwaukee and Main
- 1 at Unique Antique Market (along with a jazz band)
- 4:30-8:30 Trolley – from WUHS parking lot to Glassworks on Milwaukee with stops in between.
- 4:00-9:00 Street musicians/magician

Ten Club Park

- 4:00 – 9:00 Chainsaw artist

River's Edge Festival

Saturday, September 29, 2018

Vacant lot corner of Main and Milwaukee

8:00am - 8:00pm Arts and craft vendors

1 inflatable for kids in grassy area (with generator) Our goal is to get area churches to staff all the inflatables

1-2 food trucks

Mad Science fun stations for kids (possibly) - mid afternoon

Village Hall Park

11:00 – 8:00 Beer Tent

11:00 – 2:30 Stetsin & Lace Band (set up starts before then)

4:00 – 7:30 Bobby Friss Band

I know that we cannot shut down the road, but can we rope off the parking spaces closest to the park in order to give more seating area? I think both bands will draw more people than the normal River Rhythms evenings. We also want to put a food truck in that area.

Public Safety Building and Municipal Lot

11:00 – 1:00 Chili cookoff possibly

Ten Club Park

10:00 – 7:00 Chainsaw artist

Scarecrow building & Pumpkin painting

Inflatables (with generators)

Food truck in parking lot

Whitford Park

2:30 – 4:00 Firemen's competition

8:00 Fireworks

Empty Lot (211?)

Throughout the day – Cornhole Tournament

(If we get owner's permission, otherwise will be in Ten Club Park)

River's Edge Festival

Sunday, September 30, 2018

Vacant Lot corner of Main and Milwaukee

8:00 – 4:00 Vendors
 Inflatables
 Food trucks

Village Hall Park

8:00 Set up for service
 10:00 – 12:00 Worship service (FRCC)

Public Safety Building and Municipal Lot

7/8:00 am Set up
 11:00 – 4:00 Packer Tailgate Party
 Food trucks
 Inflatable (with generators)

Ten Club Park

May be using this on Sunday but not completely sure. It will be similar activities to those on Saturday.

Pavilion Fees
 \$75 Resident
 \$125 Non Resident
 \$150 Cleaning bond
 Submit one check

Ray Seidel Community Center and Whitford Park Pavilion
625 s. 1st St, Waterford, Wisconsin 53185
262-534-3980

Ray Seidel Fees
 \$150 Resident
 \$200 Non-Resident
 \$150 Cleaning bond
 Submit one check

RENTAL AGREEMENT/PERMIT

Keys **MUST** be picked up Monday - Friday 8:00 a.m. - 4:30 p.m. the week prior to the event. Please return the key as soon as possible. A drop box at the doorway of the Village Offices can be utilized for that purpose after hours. If an emergency arises please call Racine County Dispatch at 534-5166. Should Village personnel be called for non-emergency assistance after hours, a \$50 fee will be charged to the lessee.

Lessee and/or Group Name Absolutely Waterford Contact Person Dawn Brummel
 Address 300 E Main St. City Waterford Zip 53185 Telephone 534-9000
 Date and Time Desired 9/29 all day E-Mail director@absolutelywaterford.org
 Purpose Possibly Fireman's Comp. / Juvies Attendance Expected _____ Maximum Room Occupancy 200
 Person Responsible for key or key fob Dawn Brummel

Location Being Reserved

_____ Ray Seidel Community Center _____ Whitford Park Pavilion (Includes use of Diamond No. 2 and Volleyball Court)

The Lessee hereby agrees to be responsible for any damage to property or items stolen, and to comply with the following stipulated insurance requirements:

1. **HOLD HARMLESS CLAUSE:** Lessees shall indemnify and hold harmless the Lessor (Village) from any and all damage; or loss, or liability of any kind whatsoever occasioned upon and/or within the leased premises (as described in the lease agreement or as permitted for use by oral or other agreement), or ways or walks or concourse adjacent thereto, by reason of any injury or property of third persons occasioned by any act or omission, neglect, or wrongdoing of the Lessee or any of his, her and/or its officers, agents, representatives, assigns, guests, employees, invitees, or other person admitted by the Lessee to the premises, and the Lessee will, at his, her and/or its own cost and expense, defend and protect the Lessor against any and all such claim or demands. The Lessee further agrees to exercise due care in the preservation of the premises and to prevent loitering or running around the building, or the throwing of rocks or debris on the exterior of the building.
2. The Lessee understands that there will be a \$35 per man hour assessed to them if Village Staff cleaning required is in excess of one man hour. Users will be charged the hourly fee plus equipment rental and other actual costs to facilitate repair or replacements for any damages found following their scheduled activities. These costs will be charged against the deposit, or will be billed to you if in excess of the deposit, (or in the case of non-profit, when there is no deposit).

DB I have read and understand "Liquor Liability and You".
 (initial)

DB I have read the terms of the rental agreement (including the second page on the back) and agree to comply.
 (initial)

Village Designee, for the Lessor _____ Lessee Dawn Brummel Date 10/10/18

RETURN THIS SIGNED FORM WITH PAYMENT TO:
 Waterford Village Hall, 123 N River Street, Waterford WI 53185

Deposit will be returned via mail within 45 days of the event.

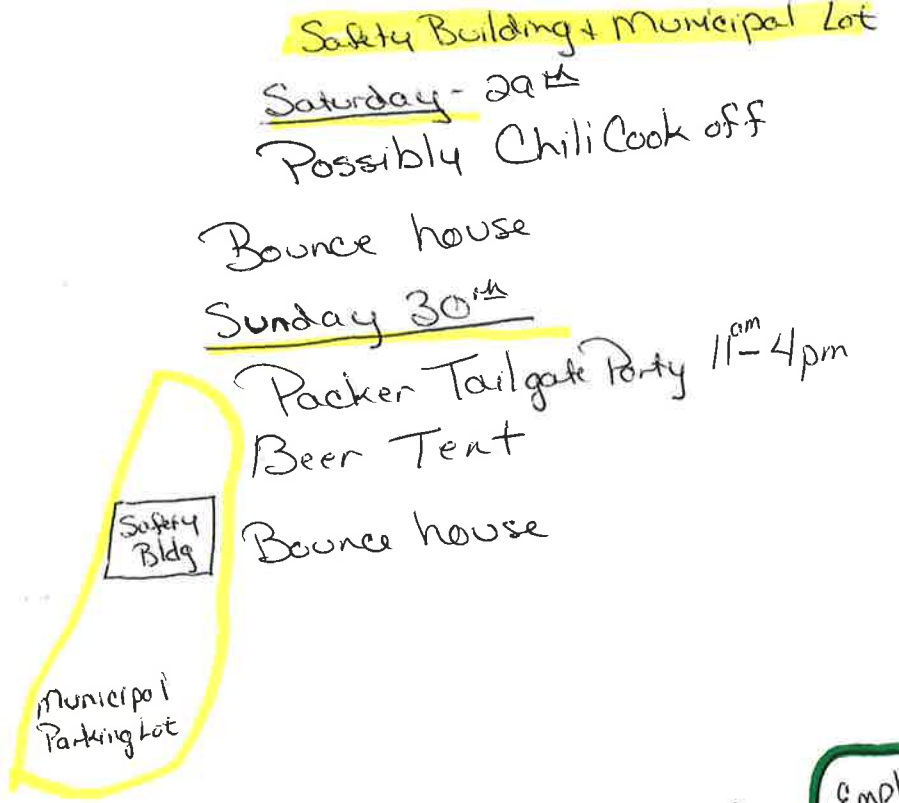
Rental Fee \$ _____	Paid _____	By _____
Deposit Fee \$ _____	Paid _____	By _____
Deposit Fee Refunded _____	Date _____	By _____
Partial Refund _____	Explanation on Back _____	
Deposit Received _____	Check # _____	

CC: Police Dept Waterford Youth Baseball (via e-mail) Public Works File

- * Beer tent
- * Saturday - 29th
 - Stetsin & Lace Band 11:00^{am} - 2:30 pm
 - Bobby Friss Band 4:00 - 7:30 pm

* Sunday 30th
 Worship Service (Hosted by Fox River Christian) 7:30 - 12:30

* Village Hall Park



• 1 bounce house possibly
 • Empty Lot - Already we have permission from owner to use

Milwaukee St.

- Saturday - 29th 8-8
- Vendors + Food Trucks
- Unique Antique
- Sunday 8/9 - 6
- Vendors + Food Trucks

• Friday Evening 3-9
 Food trucks
 Jazz band @ Unique Antique

10 Club Park

Chain Saw artist Saturday 8am - 8pm
 Scarecrow building
 Pumpkin painting
 1 bounce house possibly

* Main Street



Empty Lot

* Main Street
 Friday - Rivers Edge Art Walk 4-9 pm
 Trolley
 Street Musicians + Magicians

Saturday - Rivers Edge Festival
 Shut down Main from 1st St → Milwaukee Sat 8^{am} - 8 p

- Businesses to sell on the sidewalk/street
- Kids activities on Main - possibly a bounce house
- Possibly Firemen competition
- Possibly Chili Cook off
- Possibly Corn Toss Competition
- Mad Science^{Fun} Stations for kids

- Empty Lot -
- Friday - Food Truck
- Saturday - Possibly Chili Cook off
- Possible Bounce house

+ Saturday 8 pm
 Fireworks (Zeke overseeing)

Possibly Fireman Competition (details not worked out)



+ Whitford Park



PUBLIC WORKS & UTILITIES MEETING REPORT

For additional information, visit www.waterfordwi.org

Meeting Date: July 16, 2018

Recommendation: The Committee should hold a discussion and make a recommendation to the Board as to whether they would like to keep the alternate side parking ordinance as it currently stands, year round, or whether they would like to have it changed to be during the winter months only (November – March).

Background:

Some trustees requested this item be brought to the Public Works Committee because they didn't believe the way the ordinance stands currently (year round) was necessary in our village.

Staff can see benefits and downfalls in either scenario.

Areas of consideration:

1. With the current ordinance streets are kept clean of inoperable vehicles year round.
2. If the ordinance changes you should expect a learning curve, when the first snow storm arrives, you may have many noncompliant vehicles until they get their first several tickets.
3. If the ordinance changes the Village will need to order new signs to replace the old ones
4. If the Village ever intends to use street sweepers in the future, they would need one side of the street clear each night.

Fiscal Impact:

Tickets issued in 2017

Jan, Feb, Mar = 61 tickets, \$2,357.00

April – October = 472 tickets, \$14,758.00

Nov, Dec = 88 tickets, \$2,442.00

Total Tickets = 621 tickets, \$19,557.00

Submitted by,
Rachel Ladewig
Clerk

VILLAGE OF WATERFORD BOARD OF TRUSTEES REPORT



For additional information: <http://www.waterfordwi.org>

Meeting Date: July, 2018

Main St Utility Project.

Dorner has reached Main St with the new sewer on 1st Street. The week of July 16th, Dorner will start connecting all water services on 1st St, with asphalt paving to immediately follow on 1st street. The next step will be to cross the river with the sewer and to start digging north on River St heading to Main St. Once the intersection of River St and Main is reached, there will be a hard road closure for Main St as the new manholes are placed at this intersection. We may see additional closures on Main as the project heads west to Rivermore.

Balloon Fest

DPW will be continuing it support of Balloon Fest. No Parking signs, landing zone set up, beer tent set up, water for amusement ride, barricades, street signs and the pilot driveway.

Respectfully submitted,

James T. Bergles
Director of Public Works & Utilities