

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Date: February 21, 2017

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 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. Presentation of Façade Grant Check for \$10,000.00 to Bountiful Blossoms.
8. Report of Standing Committees.
9. Report of Special Committees.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Ordinance No. 1716 Providing for a Travel Expense Policy in Compliance with the Local Government Travel Expense Control Act, 50 ILCS 150/1 et seq.
 - B. Consideration and Action on Ordinance No. 1717 Amending the City of Waterloo Revised Code of Ordinances, Chapter 12 Fees, Section 12-1-1(A)(3) Regarding Building Permit Fees for Remodeling or Build-Outs of Commercial Structures.
 - C. Consideration and Action on Ordinance No. 1718 Authorizing the Acquisition of 3.44 Acres of Property Located Adjacent to Lakeview Park and the City of Waterloo, Illinois Yard Waste Disposal Site.
 - D. Consideration and Action on Resolution No. 17-04 Authorizing the Execution of a Professional Services Agreement – Task Order No. 17 Between the City of Waterloo, Illinois and HMG Engineers, Inc. for Engineering Services Related to the Water Supply Project Plan – Study and Report Phase, with a Not to Exceed Amount of \$75,000.00.
 - E. Consideration and Action on Resolution No. 17-05 Authorizing the Execution of a Professional Services Agreement – Task Order No. 18 Between the City of Waterloo, Illinois and HMG Engineers, Inc. for Engineering Services Related to the Salt Storage Structure – Design and Bidding, with a Not to Exceed Amount of \$13,500.00; and, Construction Engineering as Requested.
 - F. Consideration and Action on Resolution No. 17-06 Approving an Amendment to the Net Metering Policy and the Interconnection Policy for 2017 Regarding Meters and Insurance.
11. Unfinished Business.
12. Miscellaneous Business.
 - A. Consideration and Action on Request from the Waterloo Optimist Club for their Annual Car Show to be held on June 04, 2017 and for Street Closures, 8 a.m. to 5 p.m., of 1) Mill Street - Market to Main; 2) Main Street - alley north of Mill to alley south of Third; and, 3) Third Street - Market to Main.
 - B. Consideration and Action on Ad to be Placed in the Tourism Times Spring / Summer Issue in the Amount of \$786.00 to be Paid out of the Hotel / Motel Tax Fund.
 - C. Consideration and Action on Approval of Purchase Order No. 02142017 in the Amount of \$46,900.00 from Cellxion, LLC for an 11'5" x 14' Building for Fiber Optic Equipment.
 - D. Consideration and Action on Booking / Picture Information System for the Waterloo Police Department at a Cost of \$7,700.00.
 - E. Consideration and Action on Approval of the Ruth B. Toal Subdivision Preliminary/Final Plat.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

DATES TO REMEMBER

Feb. 28, 2017 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.
Mar. 06, 2017 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Mar. 08, 2017 – Minister's Meeting, Waterloo City Hall: Second Floor, 8:00 a.m.
Mar. 08, 2017 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
Mar. 09, 2017 – Violence Prevention Meeting, Waterloo City Hall: Second Floor, 4:00 p.m.
Mar. 13, 2017 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Mar. 14, 2017 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
Mar. 16, 2017 – Zoning Board of Appeals Meeting, City Hall: Council Chambers, 7:30 p.m.
Mar. 20, 2017 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
Mar. 28, 2017 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.

**MINUTES OF THE
CITY COUNCIL MEETING
FEBRUARY 06, 2017**

1. The meeting was called to order by Mayor Tom Smith.
2. The following Aldermen were present: Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Row and Heller.
3. Pledge of Allegiance led by Mayor Tom Smith.
4. Correction or Withdrawal of Agenda Items by Sponsor.
5. Approval of Minutes as Written or Amended.
Motion made by Alderman Darter and seconded by Alderman Heller to approve January 16, 2017, 7:30 p.m. City Council Meeting Minutes. Motion passed unanimously to approve the minutes with Alderman Darter, Frederick, Row, Heller, Notheisen, Thomas, Hopkins and Trantham voting yea.
6. Petitions by Citizens on Non-Agenda Items.
Mr. Gerald Siekerka of Links Lane, Waterloo, addressed the Council regarding the bright light that shines from Mystic Oaks parking lot. He stated he has difficulty watching TV and driving safely. Mayor Smith said the city officials will look into the matter.
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 Zoning Administrator.
No report.
 - D. Report of Director of Public Works.
No report.
 - E. Report of Chief of Police.
Chief Douglas reported on charges pending after police found several firearms inside a Waterloo residence that a convicted felon had access to in a case that began on Instagram.
 - F. Report of City Attorney.
No report.
 - G. Report and Communication by Mayor.
 1. Reappointment of Mr. Ken Gibbs to the Zoning Board of Appeals for a 5-year Term to Expire on Feb. 01, 2022.
Motion to approve the appointment of Mr. Ken Gibbs to the Zoning Board of Appeals for a 5-year Term to Expire on Feb. 01, 2022 passed unanimously with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Row and Heller voting yea.
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.
 - A. Consideration and Action on Ordinance No. 1713 Amending the Revised Code of Ordinances of the City of Waterloo, Illinois, Chapter 38 Utility Systems, Article I, Electric Systems, by the Amendment of Section 38-1-36 Electric Rates by the Addition of (G) Utility Tax and (H) City Tax.

Motion made by Alderman Heller and seconded by Alderman Hopkins to approve Ordinance No. 1713 amending the Revised Code of Ordinances of the City of Waterloo, Illinois, Chapter 38 Utility Systems, Article I, Electric Systems, by the amendment of Section 38-1-36 Electric Rates by the addition of (G) Utility Tax and (H) City Tax. Discussion. Alderman Heller stated the Ordinance Committee was in 100% agreement for this ordinance. Motion passed unanimously with Aldermen Heller, Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick and Row voting yea.
 - B. Consideration and Action on Ordinance No. 1714 Revised Code of Ordinances of the City of Waterloo, Illinois, Chapter 38 Utility Systems, Article I, Electric Systems, by the Amendment of Section 38-1-9(C) Nonresidential Customers.

Motion made by Alderman Heller and seconded by Alderman Hopkins to approve Ordinance No. 1714 amending the Revised Code of Ordinances of the City of Waterloo, Illinois, Chapter 38 Utility Systems, Article I, Electric Systems, by the amendment of Section 38-1-9(C) Nonresidential Customers. Discussion. Alderman Heller stated the Ordinance Committee was in 100% agreement for this ordinance. Motion passed unanimously with Aldermen Heller, Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick and Row voting yea.
 - C. Consideration and Action on Ordinance No. 1715 Providing for the Vacation of a Portion of a Public and Municipal Utility and Drainage Easement on Lot 7 of the North Pointe Phase III, First Phase, Subdivision; and, a Portion of a Public and Municipal Utility and Drainage Easement on Lot 8 of the Elsie Kolmer Subdivision in the City of Waterloo, Illinois. Motion made by Alderman Notheisen and seconded by Alderman Hopkins to approve Ordinance No. 1715 providing for the vacation of a portion of a Public and Municipal Utility and Drainage Easement on Lot 7 of the North Pointe Phase III, First Phase, Subdivision; and, a portion of a Public and Municipal Utility and Drainage Easement on Lot 8 of the Elsie Kolmer Subdivision in the City of Waterloo, Illinois. Discussion. Craig Brauer spoke to the Council and answered questions regarding North Pointe Phase III. Motion passed unanimously with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Row and Heller voting yea.
 - D. Consideration and Action on Resolution No. 17-02 Authorizing the Execution of a Professional Services Agreement - Task Order No. 15 Between the City of Waterloo, Illinois and HMG Engineers, Inc. for Engineering Services Related to the South Market Street Sidewalk Project with a Not to Exceed Amount of \$45,500.00.

Motion made by Alderman Trantham and seconded by Alderman Hopkins to approve Resolution No. 17-02 authorizing the execution of a Professional Services Agreement - Task Order No. 15 between the City of Waterloo, Illinois and HMG Engineers, Inc. for Engineering Services related to the South Market Street Sidewalk Project with a not to exceed amount of \$45,500.00. Discussion. Alderman Trantham stated the Street Committee unanimously approved this project. Motion passed unanimously with Aldermen Trantham, Darter, Frederick, Row, Heller, Notheisen, Thomas and Hopkins voting yea.
 - E. Consideration and Action on Resolution No. 17-03 Authorizing the Execution of a Professional Services Agreement - Task Order No. 16 Between the City of Waterloo, Illinois and HMG Engineers, Inc. for Engineering Services Related to the Lou-Del Subdivision Streets Mill / Overlay Project with a Not to Exceed Amount of \$87,500.00.

Motion made by Alderman Notheisen and seconded by Alderman Hopkins to approve Resolution No. 17-03 authorizing the execution of a Professional Services Agreement - Task Order No. 16 between the City of Waterloo, Illinois and HMG Engineers, Inc.

for Engineering Services related to the Lou-Del Subdivision Streets Mill / Overlay Project with a not to exceed amount of \$87,500.00. Discussion. Alderman Notheisen stated Lou-Del needs better streets. Motion passed unanimously with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Row and Heller voting yea.

11. Unfinished Business.
None.

12. Miscellaneous Business.

A. Consideration and Action on Warrant No. 550.

Motion made by Alderman Darter and seconded by Alderman Frederick to approve Warrant No. 550. Motion passed unanimously with Aldermen Darter, Frederick, Row, Heller, Notheisen, Thomas, Hopkins and Trantham voting yea.

B. Consideration and Action on Request from the Waterloo Lions Club for their Annual Car Show to be held on April 23, 2017 and for the Street Closures of 1) Mill Street – Market to alley west of Main; 2) Main Street – alley north of Mill to alley south of Third; and, 3) Third Street – Market to alley west of Main.

Motion made by Alderman Notheisen and seconded by Alderman Hopkins to approve a request from the Waterloo Lions Club for their Annual Car Show to be held on April 23, 2017 and for the street closures of 1) Mill Street – Market to alley west of Main; 2) Main Street – alley north of Mill to alley south of Third; and, 3) Third Street – Market to alley west of Main. Discussion. The Aldermen agreed the annual car show is a big draw to downtown. Motion passed unanimously with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Row and Heller voting yea.

C. Consideration and Action on Approval of the Final Plat for North Pointe Phase III, 2nd Phase.

Motion made by Alderman Trantham and seconded by Alderman Hopkins to approve the Final Plat for North Pointe Phase III, 2nd Phase. Motion passed unanimously with Aldermen Trantham, Darter, Frederick, Row, Heller, Notheisen, Thomas and Hopkins voting yea.

D. Consideration and Action on Route Approval and Partial Street Closure Request from the Maidez Center – Autism Committee for Partial Closure of East Fourth Street between the Gardner Elementary Entrance and Rogers Street, and Rogers Street between East Fourth Street and the North Entrance to Rogers Grade School for their 4th Annual SUPERHERO 5K Run and Fun Walk to be held on Saturday, September 02, 2017 beginning at 8:00 a.m.

Motion made by Alderman Notheisen and seconded by Alderman Row to approve the route and partial street closure request from the Maidez Center – Autism Committee for partial closure of East Fourth Street between the Gardner Elementary Entrance and Rogers Street, and Rogers Street between East Fourth Street and the North Entrance to Rogers Grade School for their 4th Annual SUPERHERO 5K Run and Fun Walk to be held on Saturday, September 02, 2017 beginning at 8:00 a.m. Motion passed unanimously with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Row and Heller voting yea.

13. Discussion of Matters by Council Members Arising After Agenda Deadline.

Alderman Hopkins announced the annual basketball game between Waterloo and Gibault high schools will be this Tuesday at the Waterloo gym.

Alderman Heller stated he has spoken with Mr. Siekerka of Links Lane regarding the bright light from Mystic Oak parking lot.

14. Motion to Adjourn. Motion made by Alderman Trantham and seconded by Alderman Row to adjourn. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:05 p.m.

Barbara Pace,
CITY CLERK

**CITY OF WATERLOO, ILLINOIS
COLLECTION REPORT**

	2015-2016 ACTUAL AMOUNT	2016-2017 BUDGETED AMOUNT	% INCREASE/ DECREASE	2016 JAN	2017 JAN	% INCREASE/ DECREASE	2015-2016 FISCAL YTD	2016-2017 FISCAL YTD	% INCREASE/ DECREASE
ELEC SALES	10,364,182.82	10,690,000.00	3.14%	661,765.41	754,270.17	13.98%	7,900,754.49	8,459,228.54	7.07%
ELEC TAX	259,994.67			16,580.23	18,965.05	14.38%	196,716.69	207,422.74	5.44%
ELECT MISC.	253,048.00	164,200.00	-35.11%	64,061.00	48,312.00	-24.58%	201,379.00	185,143.00	-8.06%
SUBTOTAL	10,877,225.49	10,854,200.00	-0.21%	742,406.64	821,547.22	10.66%	8,298,850.18	8,851,794.28	6.66%
BEGINNING UNAPPLIED	412,175.44			51,085.39	49,507.44	-3.09%	265,918.68	341,634.99	28.47%
UNAPPLIED CASH REC'D	129,714.03			12,551.16	9,476.35	-24.50%	100,648.28	98,208.37	-2.42%
UNAPPLIED DISBURSED	106,731.97			8,291.25	9,494.15	14.51%	61,449.90	87,847.71	42.96%
ENDING UNAPPLIED	435,157.50			55,345.30	49,489.64	-10.58%	305,117.06	351,995.65	15.36%
GAS SALES	2,381,742.77	2,835,000.00	19.03%	198,671.89	207,333.84	4.36%	1,247,276.10	1,151,200.27	-7.70%
GAS TAX	65,844.76			5,638.23	6,361.39	12.83%	31,788.21	29,357.47	-7.65%
GAS MISC.	110,510.00	69,200.00	-37.38%	36,175.00	39,516.00	9.24%	84,057.00	125,140.00	48.88%
SUBTOTAL	2,558,097.53	2,904,200.00	13.53%	240,485.12	253,211.23	5.29%	1,363,121.31	1,305,697.74	-4.21%
WATER SALES	2,106,615.02	2,273,000.00	7.90%	151,804.51	166,162.78	9.46%	1,598,789.61	1,634,993.60	2.26%
WATER MISC.	86,140.00	78,500.00	-8.87%	13,573.00	7,304.00	-46.19%	61,959.00	56,152.00	-9.37%
SUBTOTAL	2,192,755.02	2,351,500.00	7.24%	165,377.51	173,466.78	4.89%	1,660,748.61	1,691,145.60	1.83%
SEWER SALES	1,680,359.96	1,718,000.00	2.24%	122,090.55	133,259.38	9.15%	1,268,330.13	1,297,243.54	2.28%
SEWER MISC.	180,922.00	166,000.00	-8.25%	23,182.00	15,315.00	-33.94%	132,059.00	137,304.00	3.97%
SUBTOTAL	1,861,281.96	1,884,000.00	1.22%	145,272.55	148,574.38	2.27%	1,400,389.13	1,434,547.54	2.44%
CITY TAX	482,256.57	505,300.00	4.78%	33,286.69	36,991.01	11.13%	340,236.60	347,062.16	2.01%
MISC.	35,163.00	30,700.00	-12.69%	12,583.00	4,876.00	-61.25%	23,341.00	16,724.00	-28.35%
SUBTOTAL	517,419.57	536,000.00	3.59%	45,869.69	41,867.01	-8.73%	363,577.60	363,786.16	0.06%
REFUSE FEE	703,021.71	741,450.00	5.47%	55,245.16	58,842.18	6.51%	525,175.88	534,511.71	1.78%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	48,411.00	50,000.00	3.28%	3,363.00	3,785.00	12.55%	35,026.00	36,164.00	3.25%
PERMITS	81,496.00	80,000.00	-1.84%	6,504.00	6,561.00	0.88%	63,205.00	72,703.00	15.03%
INSPECTION FEES	18,300.00	20,000.00	9.29%	1,575.00	750.00	-52.38%	14,925.00	14,025.00	-6.03%
FRANCHISE FEES	120,855.00	120,000.00	-0.71%	38,437.00	-	-100.00%	103,827.00	72,451.00	-30.22%
LIQUOR LICENSE	6,217.00	6,200.00	-0.27%	120.00	10.00	-91.67%	6,157.00	6,900.00	12.07%
INFRASTRUCTURE FEE	269,544.00	265,000.00	-1.69%	22,344.00	21,964.00	-1.70%	202,310.00	190,976.00	-5.60%
HOTEL/MOTEL TAX	26,688.00	15,000.00	-43.79%	2,779.00	318.00	-88.56%	12,621.00	16,585.00	31.41%
MISC.	76,788.00	63,520.00	-17.28%	2,413.00	10,187.00	322.17%	63,050.00	118,343.00	87.70%
REPLACEMENT TAX	61,711.00	62,200.00	0.79%	8,408.00	9,435.00	12.21%	46,308.00	42,857.00	-7.45%
COUNTY TAX	399,268.00	350,000.00	-12.34%	11,114.00	7,975.00	-28.24%	399,268.00	348,623.00	-12.68%
SALES TAX	2,205,481.00	2,300,000.00	4.29%	187,733.00	183,983.00	-2.00%	1,633,632.00	1,648,245.00	0.89%
BUSINESS DISTRICT TAX	72,251.00	70,000.00	-3.12%	8,552.00	8,000.00	-6.45%	49,102.00	68,064.00	38.62%
VIDEO GAMING	59,800.00	60,000.00	0.33%	5,111.00	6,530.00	27.76%	44,261.00	59,085.00	33.49%
INCOME TAX	1,273,383.00	1,231,000.00	-3.33%	155,701.00	130,376.00	-16.27%	1,008,246.00	922,864.00	-8.47%
SUBTOTAL	5,423,214.71	5,434,370.00	0.21%	509,399.16	448,716.18	-11.91%	4,207,113.88	4,152,396.71	-1.30%
MOTOR FUEL TAX	263,777.00	266,500.00	1.03%	22,142.00	23,274.00	5.11%	202,299.00	200,661.00	-0.81%
MISC	930.00	600.00	-35.48%	124.00	329.00	165.32%	478.00	2,009.00	320.29%
SUBTOTAL	264,707.00	267,100.00	0.90%	22,266.00	23,603.00	6.00%	202,777.00	202,670.00	-0.05%
UTILITY DEPOSITS	119,675.00	-		7,725.00	8,300.00	7.44%	91,350.00	100,625.00	10.15%
TOTAL DEPOSITS	23,944,090.31	24,231,370.00	1.20%	1,891,352.83	1,928,762.15	1.98%	17,688,575.99	18,200,871.40	2.90%

February 22, 2017


To: Mayor Tom Smith
City Attorney
City Aldermen

Re: Treasurer's Report

Attached, please find the January 31, 2017 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
City Treasurer

TREASURER'S REPORT

CITY OF WATERLOO

For the month ending
January 31, 2017

<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	70,560.33	8,432.01	9,650.00	69,342.34
General Fund	(2,638,889.54)	3,691,559.52	579,439.64	473,230.34
Motor Fuel Tax	49,240.68	29.86	21,822.15	27,448.39
Water Fund	681,471.61	173,452.76	536,049.96	318,874.41
Sewer Fund	795,695.43	459,514.51	796,614.20	458,595.74
Gas Fund	842,412.60	252,211.26	799,517.83	295,106.03
Electric Fund	2,155,078.14	829,719.14	2,306,648.52	678,148.76
Capital Improvements	387,781.66	40,231.84	217,951.07	210,062.43
D.A.R.E.	49.98	0.10	-	50.08
Interest	8,687.13	2,138.84	8,687.13	2,138.84
Hotel/Motel Tax	110,124.70	519.65	-	110,644.35
TOTALS:	\$2,462,710.70	\$5,457,809.49	\$5,276,380.50	\$2,644,139.69

INVESTED FUNDS


Capital Improvements	\$ 2,241,487.29	2,325.19	-	\$ 2,243,812.48
Electric	\$ 2,938,656.44	1,503,826.01	-	\$ 4,442,482.45
E-Pay Utility Bills	2,085.20	24,067.60	18,819.24	7,333.56
Farm Account Income	114,023.71	14.53	-	114,038.24
Gas	3,361,387.35	503,746.12	-	3,865,133.47
General Fund	9,525,251.24	362,640.24	3,500,000.00	6,387,891.48
Motor Fuel	577,189.53	23,573.58	-	600,763.11
Pension Reserve	1,110,232.65	235.74	-	1,110,468.39
Sewer	1,474,710.97	301,685.31	-	1,776,396.28
Utility Deposits	302,732.13	314.04	-	303,046.17
Water	1,537,686.12	301,750.64	-	1,839,436.76

Total Invested Funds:	\$23,185,442.63	\$3,024,179.00	\$3,518,819.24	\$22,690,802.39
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Total All City Funds:	\$25,648,153.33	\$8,481,988.49	\$8,795,199.74	\$25,334,942.08
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<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	\$7,103,314.60	2.50%	Jan and July
Unfunded Actuarial Accrued Liability - IMRF			\$2,046,400.00		
Unfunded Actuarial Accrued Liability - Police			\$2,869,014.00		
Total Liabilities		\$12,372,060.00	\$12,018,728.60		

Respectfully Submitted,


 Brad A. Papenberg
 City Treasurer

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Presentation of Façade Grant Check for \$10,000.00 to Bountiful Blossoms.

3. Relief or action to be requested:
Check presentation.

4. Submittal date: 02-13-17

Submitted by:
Alderman Stan Darter, Chairman
Downtown Beautification Committee

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Ordinance No. 1716 Providing for a Travel Expense
Policy in Compliance with the Local Government Travel Expense Control Act, 50
ILCS 150/1 et seq.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-14-17

Submitted by:
Shawn Kennedy, Collector / Budget Officer

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

ORDINANCE NO. 1716

**AN ORDINANCE IN COMPLIANCE WITH THE LOCAL GOVERNMENT
TRAVEL EXPENSE CONTROL ACT
(50 ILCS 150/1 et seq)**

**BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATERLOO,
ILLINOIS AS FOLLOWS:**

WHEREAS, The Governor signed House Bill 4379 into law on July 22, 2016. The “Local Government Travel Expense Control Act” Public Act 099-0604 (hereinafter “THE ACT”) will go into effect on January 1, 2017; and

WHEREAS, THE ACT mandates that all non-home rule units of local government in Illinois enact an ordinance or resolution regulating the reimbursement of travel, meal, and lodging expenses, hereinafter referred to as “travel expenses” of employees and Officers of said public agencies including, but not limited to, the types of official business for which travel, meal, and lodging expenses are allowed, and to establish the maximum allowable reimbursement for travel, meal, and lodging; and,

WHEREAS, THE ACT defines “Local Public Agency” as a school district, community college district, or unit of local government other than a home rule unit; and,

WHEREAS, a “Unit of Local Government” includes, without limitation, the City Council, Planning Commission, Zoning Board of Appeals, Board of Police Commissioner and the Police Pension Board; and,

WHEREAS, an “Officer” is defined as any person elected to a position in a unit of local government or any person appointed by the Mayor and confirmed by the City Council as a Board Member of a unit of local government; and,

WHEREAS, “Travel” is defined as any expenditure directly incident to official travel by employees and Officers of a local public agency, or by wards or charges of a local public agency involving reimbursement to travelers or direct payment to private agencies providing transportation or related service; and,

WHEREAS, THE ACT bars reimbursements for entertainment and establishes restrictions for qualified expenses; and,

WHEREAS, “Entertainment” is defined as shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, and reimbursement for such are prohibited unless such entertainment expense is “ancillary to the purpose of the program or event”; and,

WHEREAS, the public agency must create guidelines to establish:

- A. The maximum allowable reimbursement amount for travel expenses; and,
- B. The types of official business for which travel expenses are allowed; and,
- C. A standard form for requesting reimbursement for travel expenses, including submission of expense-related documents.

WHEREAS, THE CITY shall create a standard form for Employees and Officers of THE CITY requesting reimbursement for travel expenses as set forth in THE ACT. Before travel expenses may be approved for an Employee, the documents listed below must be submitted along with such request. Before an Officer of any unit of local government of the City, or, in the case of a request by an employee that exceeds the established maximum allowable reimbursement, the following minimal documentation must first be submitted, in writing, to the City Council which must be approved by a roll-call vote:

- A. If the travel expenses have not been incurred, an estimate of the travel expense; and,
- B. If the travel expense has already been incurred because of timing issues, receipts showing the cost of the travel expense; and,
- C. The name of the individual requesting reimbursement; and,
- D. The job title or office of the individual requesting reimbursement; and,
- E. The date or dates on which the travel expenses will be, or were expended; and,
- F. The nature of the official business for which the travel expenses will be, or were expended.

WHEREAS, the following travel expenses must be approved or disapproved by a roll-call vote during an open meeting of the governing board of the public agency:

- A. The travel expenses of any employee that exceed the maximum amount allowed under the regulation adopted by THE CITY; and,
- B. The travel expenses of any Officer of THE CITY.

BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WATERLOO, ILLINOIS AS FOLLOWS:

1. The recitals are incorporated herein as findings of the City Council.
2. The City of Waterloo is a unit of local government which is not home rule, and is subject to the requirements of 55 ILCS 150/1 et seq.
3. The City of Waterloo has enacted regulations for travel expenses to comply with the requirements of THE ACT.

4. The City of Waterloo has adopted a standardized form (attached as Exhibit A) to document the expenses which includes the minimum amount of information as set forth in THE ACT.
5. The City of Waterloo has established a maximum amount allowable for travel expense reimbursement, and the amounts shall be set forth in the Policy Statement (attached as Exhibit B).
6. The City of Waterloo has defined the types of official business for which travel expenses are allowed, as follows: Travel is allowed for Officers or employees to conduct official business, represent the City at conferences or conventions, or attend training courses or seminars and/or business-related meetings, and any other reason for travel not listed or inclusive in the above for good cause.
7. The City of Waterloo has mandated that any employee or Officer of a local unit of government of the City complete and submit the standard form (attached as Exhibit A) and provide documentation for such travel expenses in order to seek reimbursement.
8. The City of Waterloo has mandated that the travel expenses of any Officer of a unit of local government of THE CITY, must be approved or disapproved by a roll-call vote during an open meeting of the City Council.
9. The City of Waterloo has mandated that the travel expenses of any employees or Officer that exceed the maximum allowable amount under the regulation adopted must be approved or disapproved by a roll-call vote during an open meeting of the City Council.
10. The City of Waterloo has prohibited all reimbursements for entertainment unless otherwise permitted as set forth in THE ACT.
11. That this Ordinance shall be in full force and effect upon its passage.

PASSED this 21st day of February, 2017, pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

APPROVED by me this 21st day of
February, 2017

THOMAS SMITH, Mayor
City of Waterloo, Illinois

ATTESTED, Filed in my office, and
published in pamphlet form this 21st
day of February, 2017.

BARBARA PACE,
City Clerk of the City of Waterloo

(Exhibit A)

CITY OF WATERLOO

ESTIMATED TRAVEL EXPENSE FORM

NAME OF OFFICER OR EMPLOYEE: _____

TITLE/POSITION OF OFFICER OR EMPLOYEE: _____

NAME AND DATE OF ACTIVITY/EVENT: _____

DESCRIPTION OF THE PURPOSE OF THE EXPENSE: _____

EXPENSES (ESTIMATED COSTS)

Registration Fee: _____ Mileage: _____

Meals: _____ Airfare: _____

Hotel/Lodging: _____ Parking: _____

Other Transportation (bus, train, taxi, shuttle, etc.): _____

Total: _____

EMPLOYEE'S/OFFICER'S SIGNATURE _____

DATE: _____

MAYOR/SUPERVISOR/
FINANCE CHAIRMAN SIGNATURE: _____

DATE: _____

REIMBURSEMENT OF EXPENSES (ACTUAL COSTS WITH RECEIPTS)

Attach Travel Expense Voucher – Yellow Form

(Exhibit B)

CITY OF WATERLOO

TRAVEL, MEAL, AND LODGING EXPENSE
REIMBURSEMENT POLICY

The City has put the following procedures and guidelines in place in order for City Officers and Employees to be reimbursed for travel expenses incurred. An Estimated Travel Expense form must be submitted prior to travel, unless exigent circumstances prevent pre-approval. Once travel is completed, all receipts must be submitted along with the final Travel Expense Reimbursement request. All receipts must be approved by a roll-call vote of the City Council in the following circumstances:

- A. All travel expenses that exceed the maximum allowable reimbursement for travel, meal, and lodging expenses as set forth in this Policy Statement;
- B. All travel expenses for any Officer.

Employees and Officers are expected to exercise the same care in incurring expense for official business as a prudent person would in spending personal funds. Officers and employees are expected to exercise good judgment and proper regard for public funds when incurring business and travel expenses.

1. ALLOWABLE TRAVEL:

Travel is allowed for Officers or employees to conduct official business, represent the City at conferences or conventions, or attend training courses or seminars and/or business-related meetings, and any other reason for travel not listed or inclusive in the above for good cause.

For business-related meeting, it is considered travel if meeting is greater than 50 miles from City Hall.

2. TRAVEL FORM:

Prior to travel by employee, an Estimated Travel Expense form must be completed and submitted to the Department head or Mayor for approval. Prior to travel by an Officer, an Estimated Travel Expense form must be completed and submitted to the Mayor or Finance Committee for approval, or approved at the Utility meeting with signature of the Finance Chairman. Costs of travel must be estimated for: registration, mileage, meals (including tip), hotel, airfare, and other travel costs. If at all possible, these figures should be provided during budget preparation.

Reimbursement shall be made to the employee or Officer after a Travel Expense Report is submitted along with the detailed receipts. In the event that approval is required by roll-call vote of the Council, then this step must be completed prior to reimbursement.

3. MILEAGE/AIRFARE/AUTO REIMBURSEMENT:

The most economical mode of transportation shall be selected. Criteria to be considered include the length of trip, travel time and cost. Allowable transportation expenses may include:

- A. City vehicle. Actual expenses for gas, oil, repairs, and other operating expenses will be reimbursed upon presentation of receipts.
- B. Personal vehicle. When a city vehicle is not available, mileage reimbursement shall be in accordance with IRS guidelines. Employees must submit actual beginning and ending odometer readings to substantiate mileage. Employees must present proof of automobile liability insurance prior to use of their vehicle. Alternately, mileage may be substantiated by printing and attaching to the expense requisition the most direct route mileage calculated using an internet mapping service.
- C. Air travel. Air travel shall be at the lowest available fare, and, if possible, planned in advance to take advantage of the most economical rate. Only coach or economy tickets will be paid or reimbursed. Receipts are required.
- D. Other travel. Rental of automobiles, taxis, or public transportation are reimbursed at cost with verification of receipts.
- E. Parking. The City shall reimburse overnight parking expenses for the hotel with a receipt.
- F. Expenses related to a traveling spouse or guests are not eligible for reimbursement by the City.

4. LODGING REIMBURSEMENT:

Reimbursement shall be for actual expense incurred and that are attributed to the employee or Officer only. If travel includes attendance at a conference, then the employee or Officer is to make every effort to stay at the hotel in which the conference is being held while using the special conference rate (or lowest available rate at the hotel). The employee or Officer is to reserve a standard single room at the conference or discount rate. If there are no rooms available at the location of the conference, then the employee or Officer is to book a hotel in close proximity to the location of the conference at a rate comparable to the lowest rate offered for conference attendees at the conference location.

5. MEALS REIMBURSEMENT:

Meals are reimbursable for actual cost. Tips are reimbursable up to a maximum of 20% of the bill. Any tip(s) in excess of 20% is not reimbursable by the City. The City shall not reimburse for any alcoholic beverages. Reimbursement may not be claimed for meals included in conference or seminar registration fees paid by the City.

6. TRAVEL REIMBURSEMENT:

The maximum allowable reimbursement for travel, meal and lodging expenses shall be \$2,500.00. Submitted expenses exceeding \$2,500.00 shall require a roll-call vote of approval by the City Council. The City will not reimburse expenses for the following:

- Shows
- Amusements
- Theaters
- Circuses
- Sporting Events
- Any other place of public or private entertainment or amusement unless ancillary to the purpose of the program or event being attended.

7. TRAVEL ADVANCES

Travel advances are discouraged. An advance check may be issued if training or conference is more than three days, regardless of location. Itemized receipts and balance of advance shall be returned to the Finance Department within five business days of returning from the trip.

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Ordinance No. 1717 Amending the City of Waterloo Revised Code of Ordinances, Chapter 12 Fees, Section 12-1-1(A)(3) Regarding Building Permit Fees for Remodeling or Build-Outs of Commercial Structures.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-16-17
Submitted by:
Jim Nagel, Subdivision & Zoning Administrator

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

ORDINANCE NO. 1717

AN ORDINANCE AMENDING THE CITY OF WATERLOO REVISED CODE OF ORDINANCES, CHAPTER 12 FEES, SECTION 12-1-1(A)(3) REGARDING BUILDING PERMIT FEES FOR REMODELING OR BUILD-OUTS OF COMMERCIAL STRUCTURES.

WHEREAS, Remodeling and Build-Outs are an essential part of commercial redevelopment and an important part of commercial growth;

NOW, THEREFORE, BE IT ORDAINED, by the City Council of the City of Waterloo, Illinois, as follows:

SECTION ONE. The preambles are incorporated as findings of the City Council of the City of Waterloo, Illinois.

SECTION TWO. Section 12-1-1 (A)(3) Imposition of Fees, Building Permits, shall be amended to read as follows:

12-1-1 (A)(3) For commercial remodeling or commercial build-outs, the greater of \$0.30 per square foot of improvement; \$5 per \$1000 of cost of improvement; or a maximum of \$7000.

SECTION THREE. All ordinances, or parts thereof, in conflict with the provisions of this ordinance are hereby repealed to the extent of such conflict.

SECTION FOUR. This ordinance shall be in full force and effect from and after its passage, approval and publication in pamphlet form as provided by law.

PASSED this 21th day of February, 2017 pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Ordinance No. 1718 Authorizing the Acquisition of 3.44
Acres of Property Located Adjacent to Lakeview Park and the City of Waterloo, Illinois
Yard Waste Disposal Site.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-16-17

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

ORDINANCE NO. 1718

AN ORDINANCE AUTHORIZING THE ACQUISITION OF 3.44 ACRES OF PROPERTY LOCATED ADJACENT TO LAKEVIEW PARK AND THE CITY OF WATERLOO, ILLINOIS YARD WASTE DISPOSAL SITE.

WHEREAS, it is desirable that the City acquire additional property for use in connection with the City of Waterloo Yard Waste Disposal Site located in Lakeview Park; and,

WHEREAS, in the judgment of the City Council, the property is well suited for public purposes, as set forth in 65 ILCS 5/11-76.1-1; and,

WHEREAS, in the judgment of the City Council it is appropriate that the purchase price is appropriate; and,

WHEREAS, two thirds of the elected Corporate Authorities have adopted this Ordinance by affirmative vote.

NOW THEREFORE, be it ordained by the City Council, the City of Waterloo, Illinois, as follows:

SECTION ONE. The above recitals of this Ordinance are hereby adopted as findings of fact.

SECTION TWO. The Contract, attached hereto, for the acquisition of the property is hereby approved.

SECTION THREE. The Mayor of the City of Waterloo, Illinois is authorized to execute such contract.

SECTION FOUR. The Clerk of the City of Waterloo, Illinois will cause this Ordinance to be published as provided in 65 ILCS 5/11-76.1-3.

SECTION FIVE. This Ordinance shall be in full force and effect from and after its passage and approval in the manner as provided by law.

PASSED this 21st day of February, 2017, pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

CONTRACT FOR SALE

This Contract made this _____ day of February, 2017, by and between **Steven W. McFarland and Gloria J. McFarland**, joint tenants, of 10710 Tesshire Drive, St. Louis, Missouri 63123, hereinafter referred to as "Sellers", and the **City of Waterloo, Illinois**, hereinafter referred to as "Purchaser."

1. Sale. Sellers, in consideration of the covenants and agreements on the part of the Purchaser herein contained, agree to sell to Purchaser, and Purchaser agrees to buy, the real property legally described in Exhibit A, Plat of Survey dated June 29, 2016, located in the City of Waterloo, County of Monroe, and State of Illinois.

2. Purchase Price. Purchaser agrees to pay Sellers the sum of Fifteen Hundred Dollars (\$1,500.00) at closing.

3. Execution and Delivery of Deed. In consideration of the payments made and to be made by the Purchaser, and the performance of all the covenants and conditions herein contained on the part of the Purchaser, Sellers shall execute and deliver a Warranty Deed free and clear from any encumbrances, liens, or any other clouds on the Title to the described premises in favor of the Purchaser after payment in full of the purchase price therein.

4. Representation of No Realtor Activity. The Sellers herewith represent to the Purchaser that said premises herein is not presently listed with any real estate agency, and said Sellers herewith agree to indemnify and hold harmless the Purchaser for any claim, cause of action or any other suit for a real estate commission herein.

5. Taxes and Assessments. Real Estate taxes, apportioned through the date of closing shall be the Sellers' expense. The proration thereof shall be calculated upon the basis of the most current tax information, including confirmed multipliers. Transfer Tax and all special assessments, which are a lien upon the real estate as of the date of this Contract, shall be the Sellers' expense. All such taxes and special assessments shall constitute a credit to Purchaser against the purchase price, and shall release Sellers from any further liability to Purchaser in connection therewith.

6. Title Insurance. Sellers agree to provide Purchaser with a Title Insurance Policy in the amount of the purchase price of the property hereunder, completed to the date of closing. Purchaser shall bear the cost of said Title Insurance Policy.

7. Objections to Title. If Purchaser or its attorney specify in detail any objections to the Title of the subject premises, Sellers shall have thirty (30) days from the date of any objections within which to correct said objections so made by the Purchaser and upon Seller's failure to correct said objections so made by the Purchaser and upon Seller's failure to correct said objections within thirty (30) days, the Purchaser shall be refunded all moneys paid hereunder. In the event the Sellers deliver an Owner's Title Insurance Policy in the amount of the purchase price of the property hereunder insuring over such

objections, the parties agree that any objections so made by the Purchaser are herewith waived. However sellers have no obligation to do anything with regard to the subject sale to correct any objections that may arise.

8. Closing. Subject to the provisions herein, closing will take as soon as possible after the Title Insurance Commitment has been issued.

9. Possession. Purchaser shall be entitled to possession immediately upon closing.

10. Default. If the Purchaser shall default under this Contract, the Sellers may elect to specifically enforce this agreement or to terminate this agreement and retain as liquidated damages any payments theretofore made hereunder by Purchaser; provided that if such payments are inadequate to compensate Sellers for their damages, or no payments have been made, Sellers may exercise their rights to sue for damages for Purchaser's default. If the Sellers shall default under this Contract, the Purchaser shall have the right to sue for specific performance and for damages for Sellers' default; provided, however, if the default of the Sellers is due to the defect in title to such property which cannot be cured within reasonable time, Sellers will promptly refund the full amount of the deposit paid for this Contract, and this Contract shall then terminate without any further claim by either party against the other. The failure of either party to comply with the terms of this contract will obligate that party to pay all damages, reasonable attorney's fees and expenses incurred by the other party because of that failure.

11. DISCLOSURE OF PREMISES — "AS IS". THE SELLERS HAVE REPRESENTED TO THE PURCHASERS THAT THE SUBJECT PREMISES ARE BEING PURCHASED IN AN "AS IS" CONDITION. FURTHER, THE SELLERS DO NOT MAKE ANY WARRANTIES, GUARANTEES OR REPRESENTATIONS CONCERNING THE CONDITION OF THE SUBJECT PREMISES, OTHER THAN THOSE SPECIFICALLY SET FORTH IN WRITING IN THIS CONTRACT. THE PURCHASERS ACKNOWLEDGE THAT THEY ARE PURCHASING THE SUBJECT PREMISES IN AN "AS IS" CONDITION WITHOUT ANY WARRANTIES, GUARANTEES, OR REPRESENTATIONS OTHER THAN THOSE SPECIFICALLY SET FORTH HEREIN, FURTHER, THE PURCHASER ACKNOWLEDGES THAT THEY HAVE BEEN AFFORDED AN AMPLE OPPORTUNITY, WITHOUT ANY RESTRICTIONS, TO INSPECT THE SUBJECT PREMISES AND ARE AWARE THAT THEY MAY, AT THEIR EXPENSE, CAUSE AN INSPECTION OF THE PREMISES TO BE PERFORMED BY A QUALIFIED PROFESSIONAL.

12. Costs of Transaction. The Sellers and Purchaser agree to assume the costs of this transaction as follows:

Sellers' closing cost obligation is limited to the fees of Sellers' attorney including preparation of the Warranty Deed and PTAX and the recording fee for the Partial Release of Mortgage.

Purchaser herewith agrees to pay all other closing costs including fees of Purchaser's attorney; initial title search; commitment of title insurance insuring title to the real estate in Purchaser for the amount of the purchase price (and conversion to final title insurance policy after closing); out-going wire transfer fee, if any; Sellers' and Purchaser's Illinois Agent Registration fee of \$3.00; closing protection letters for Sellers and Purchaser; boundary survey; mapping and platting fee; deed recording fee; later date search; and the closing fee charged by the Title Insurance Company.

13. Notices. Any notice required or permitted to be given hereunder shall be deemed given on the date written notice is delivered personally or two (2) business days after deposit in the United States Postal Service, postage prepaid, registered or certified, return receipt requested, and addresses as follows:

If to Sellers: Steven W. McFarland and Gloria J. McFarland
10710 Tesshire Drive
St. Louis, Missouri 63123

with copy to: Otto J. Faulbaum, Lawyer
111 South Main Street, Suite A
Waterloo, IL 62298
otto@waterloolaw.com

If to Purchaser: Waterloo City Hall
100 West Fourth Street
Waterloo, IL 62298

with copy to: Daniel J. Hayes
3540 North Belt West
Belleville, IL 62226

14. Time. Time is made of the essence of this Agreement.

15. Homestead Rights. Sellers expressly waive all rights under the homestead exemption laws of Illinois with respect to the real property that is the subject of this Contract; however, this is not homestead property.

16. Entire Agreement. It is hereby expressly understood and agreed by the parties that the Purchaser accepts the property in its present condition and that there are no representations, covenants or agreements between the parties with referent to the property except as herein specifically set forth.

17. Binding Effect. This Agreement shall insure to the benefit of and be binding on the heirs, executors, administrators, assigns, devisees and legatees of the parties herein.

18. Gender. Words of any gender used in this Contract shall be held and construed to include any other gender, and words in the singular shall be held to include the plural, and vice versa, unless the context requires otherwise.

19. Construction and Interpretation. This Contract has been made and entered into the County of Monroe, State of Illinois, and shall be governed and construed by and in accordance with the laws of the State of Illinois, without giving effect to conflict of laws principles.

IN WITNESS WHEREOF, the parties have executed this Contract for Sale on the day and year first above written.

SELLERS:


Steven W. McFarland


Gloria J. McFarland

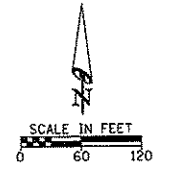
PURCHASER:

City of Waterloo, Illinois

By: _____

PLAT OF SURVEY

PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 35,
TOWNSHIP 2 SOUTH, RANGE 10 WEST OF THE THIRD PRINCIPAL MERIDIAN,
MONROE COUNTY, ILLINOIS

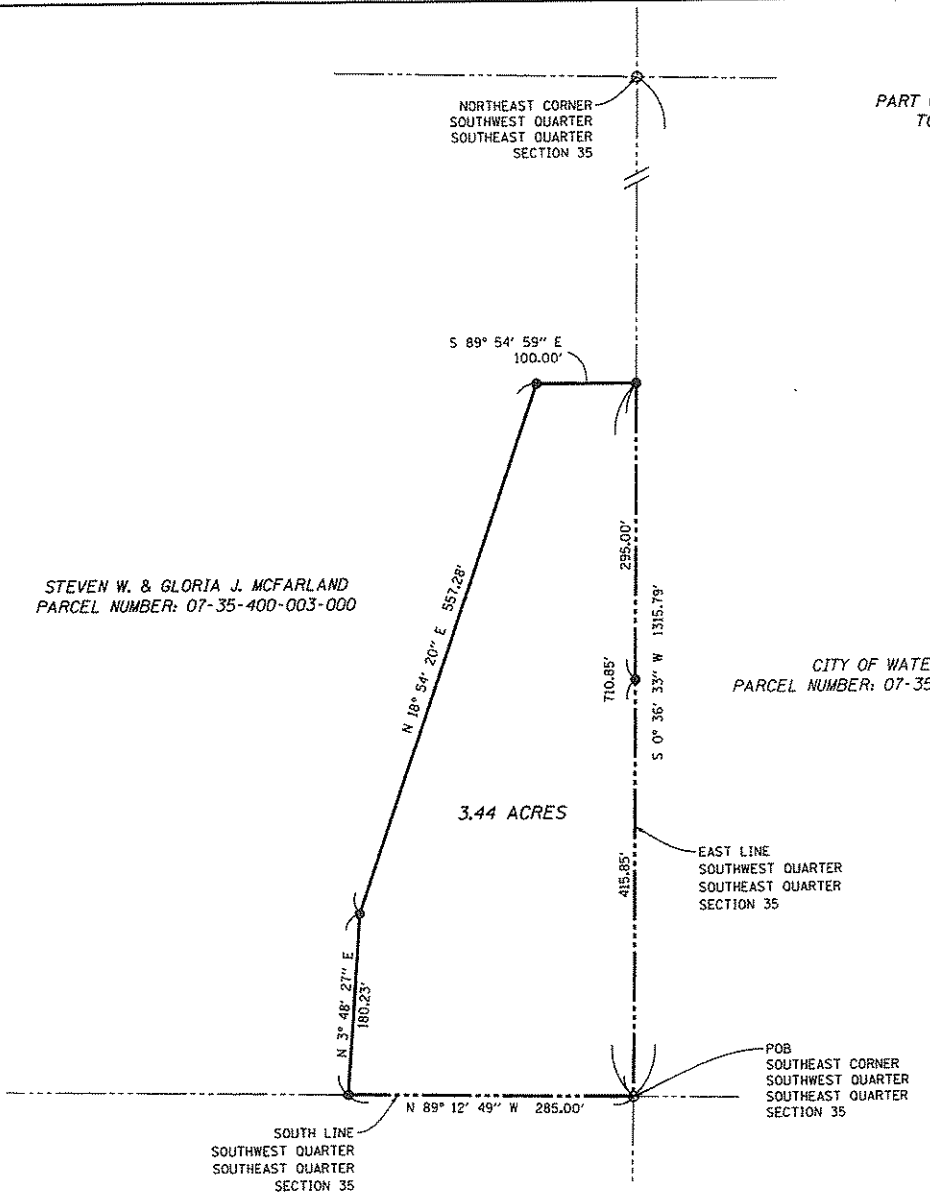


○ = IRON MARKER FOUND
● = IRON MARKER SET

STEVEN W. & GLORIA J. MCFARLAND
PARCEL NUMBER: 07-35-400-003-000

CITY OF WATERLOO
PARCEL NUMBER: 07-35-400-004-000

3.44 ACRES



LEGAL DESCRIPTION:

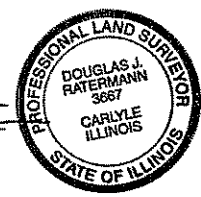
PART OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 35, TOWNSHIP 2 SOUTH, RANGE 10 WEST OF THE THIRD PRINCIPAL MERIDIAN, MONROE COUNTY, ILLINOIS, FURTHER DESCRIBED AS FOLLOWS: BEGINNING AT THE SOUTHEAST CORNER OF THE SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 35, THENCE NORTH 89 DEGREES 12 MINUTES 49 SECONDS WEST ON THE SOUTH LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 35, 285.00 FEET; THENCE NORTH 3 DEGREES 48 MINUTES 27 SECONDS EAST, 180.23 FEET; THENCE NORTH 18 DEGREES 54 MINUTES 20 SECONDS EAST, 557.28 FEET; THENCE SOUTH 89 DEGREES 54 MINUTES 59 SECONDS EAST, 100.00 FEET TO THE EAST LINE OF SAID SOUTHWEST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 35; THENCE SOUTH 0 DEGREES 36 MINUTES 33 SECONDS WEST 710.85 FEET TO THE POINT OF BEGINNING, CONTAINING 3.44 ACRES, MORE OR LESS.

SURVEYOR'S CERTIFICATE:

THIS IS TO CERTIFY THAT AT THE REQUEST OF THE CITY OF WATERLOO, WE HAVE SURVEYED ABOVE DESCRIBED TRACTS OF LAND AND THAT THE RESULTS OF SAID SURVEY ARE REPRESENTED ON THIS PLAT OF SURVEY. IT IS NOT WARRANTED THAT THIS PLAT CONTAINS COMPLETE INFORMATION REGARDING DEDICATIONS, EASEMENT RESERVATION, RIGHTS OF WAY, BUILDING LINES, AND OTHER ENCUMBRANCES. A TITLE OF OPINION OR COMMITMENT FOR TITLE INSURANCE SHOULD BE OBTAINED FOR COMPLETE INFORMATION. THIS LAND IS LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA AS IDENTIFIED BY THE FEDERAL EMERGENCY MANAGEMENT AGENCY. THIS PROFESSIONAL SERVICE CONFORMS TO THE CURRENT ILLINOIS MINIMUM STANDARDS FOR A BOUNDARY SURVEY.

HMG ENGINEERS, INC.
CONSULTING ENGINEERS
CARLYLE, ILLINOIS 62231
CORPORATION LICENSE NO. 184-000899
HMG NO. 7159 JUNE 29, 2016

BY: *Douglas J. Ratermann*
DOUGLAS J. RATERMANN, PLS NO. 3667
LICENSE EXPIRES NOVEMBER 30, 2016



Legal Description:

Part of the Southwest Quarter of the Southeast Quarter of Section 35, Township 2 South, Range 10 West of the Third Principal Meridian, Monroe County, Illinois, further described as follows:

Beginning at the Southeast corner of the Southwest Quarter of the Southeast Quarter of said Section 35, thence North 89 degrees 12 minutes 49 seconds West on the South line of said Southwest Quarter of the Southeast Quarter of Section 35, 285.00 feet; thence North 3 degrees 48 minutes 27 seconds East, 180.23 feet; thence North 18 degrees 54 minutes 20 seconds East, 557.28 feet; thence South 89 degrees 54 minutes 59 seconds East, 100.00 feet to the East line of said Southwest Quarter of the Southeast Quarter of Section 35; thence South 0 degrees 36 minutes 33 seconds West 710.85 feet to the point of beginning, containing 3.44 acres, more or less.

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 17-04 Authorizing the Execution of a
Professional Services Agreement – Task Order No. 17 Between the City of
Waterloo, Illinois and HMG Engineers, Inc. for Engineering Services Related to
the Water Supply Project Plan – Study and Report Phase, with a Not to Exceed
Amount of \$75,000.00.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-14-17

Submitted by:
Tim Birk, Director of Public Works

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

RESOLUTION NO. 17-04

AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT – TASK ORDER NO. 17 BETWEEN THE CITY OF WATERLOO, ILLINOIS AND HMG ENGINEERS, INC. FOR ENGINEERING SERVICES RELATED TO THE WATER SUPPLY PROJECT PLAN – STUDY AND REPORT PHASE, WITH A NOT TO EXCEED AMOUNT OF \$75,000.00.

WHEREAS, attached is proposed Professional Services Agreement – Task Order No. 17 between the City of Waterloo, Illinois and HMG Engineers, Inc. with a not to exceed amount of \$75,000.00; and,

WHEREAS, the City of Waterloo, Illinois is in need of Engineering Services related to the Water Supply Project Plan; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL, to sign said Professional Services Agreement – Task Order No. 17 with HMG Engineers, Inc. for Engineering Services related to the Water Supply Project Plan.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo does hereby direct and authorize the Mayor to execute said Professional Services Agreement – Task Order No. 17 as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 21st day of February, 2017.

APPROVED:

Thomas G. Smith, Mayor

ATTESTED:

Barbara Pace, City Clerk

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

This is Task Order No. 17,
consisting of 3 pages &
attachment

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated _____ ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Title: Water Supply Project Plan
- B. Description: Long-term planning report for water supply alternatives for the City, in accordance with IL Adm. Code 662.510. The Plan will identify and evaluate reasonable alternatives for the City's long-term water supply needs, including source, treatment, transmission, and operation & maintenance, with opinions of cost and water rate impact.

2. **Services of Engineer**

1. Study & Report Phase, Article A.1.01.

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: *NA*

4. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
<u>Study & Report Phase</u>	<u>180 days</u>

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
<i>Study & Report Phase</i>	<i>Choose One: A. Lump Sum B. Salary Costs Times a Factor (Factor: 2.4) C. Standard Hourly Rates plus reimbursable expenses</i>	<i>Not to Exceed \$75,000.00</i>

C. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. **Consultants:** Subconsultants will be used for water quality testing and geotechnical investigations. The cost for subconsultants is included in the proposed fee.

7. **Other Modifications to Agreement:** NA

8. **Attachments:** NA

9. **Documents Incorporated By Reference:** NA

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order #17 is _____

OWNER: City of Waterloo, Illinois

ENGINEER: HMG Engineers, Inc.

By: _____

By:  _____

Name: Thomas Smith

Name: John A. Wieter, P.E.

Title: Mayor

Title: Vice President

Engineer License or Firm's
Certificate No. 184-000899
State of: Illinois

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Timothy Birk

Name: John A. Wieter, P.E.

Title: Director of Public Works

Title: Vice President

Address: 104 W. Fourth Street
Waterloo, Illinois 62298

Address: 1075 Lake Road, P.O. Box 70
Carlyle, IL 62231

E-Mail
Address: tbirk@waterloo.il.us

E-Mail
Address: jwieter@hmgengineers.com

Phone: 618-939-8661

Phone: 618-594-3711

Fax: 618-939-5415

Fax: 618-594-8217

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 17-05 Authorizing the Execution of a
Professional Services Agreement – Task Order No. 18 Between the City of
Waterloo, Illinois and HMG Engineers, Inc. for Engineering Services Related to
the Salt Storage Structure – Design and Bidding, with a Not to Exceed Amount of
\$13,500.00; and, Construction Engineering as Requested.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-14-17

Submitted by:
Tim Birk, Director of Public Works

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

RESOLUTION NO. 17-05

AUTHORIZING THE EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT – TASK ORDER NO. 18 BETWEEN THE CITY OF WATERLOO, ILLINOIS AND HMG ENGINEERS, INC. FOR ENGINEERING SERVICES RELATED TO THE SALT STORAGE STRUCTURE – DESIGN & BIDDING, WITH A NOT TO EXCEED AMOUNT OF \$13,500.00; AND, CONSTRUCTION ENGINEERING AS REQUESTED.

WHEREAS, attached is proposed Professional Services Agreement – Task Order No. 18 between the City of Waterloo, Illinois and HMG Engineers, Inc. with a not to exceed amount of \$13,500.00 for Design and Bidding; and, Construction Engineering as Requested.

WHEREAS, the City of Waterloo, Illinois is in need of Engineering Services related to the Salt Storage Structure; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL, to sign said Professional Services Agreement – Task Order No. 18 with HMG Engineers, Inc. for Engineering Services related to the Salt Storage Structure.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo does hereby direct and authorize the Mayor to execute said Professional Services Agreement – Task Order No. 18 as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 21st day of February, 2017.

APPROVED:

Thomas G. Smith, Mayor

ATTESTED:

Barbara Pace, City Clerk

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

This is Task Order No. 18,
consisting of 3 pages &
attachment

Task Order

In accordance with paragraph 1.01 of the Standard Form of Agreement Between Owner and Engineer for Professional Services – Task Order Edition, dated _____ ("Agreement"), Owner and Engineer agree as follows:

1. **Specific Project Data**

- A. Title: Salt Storage Structure
- B. Description: Prepare detail plans of footings, walls, and slabs for the placement of a Clearspan fabric structure. Prepare limited relevant material specifications. Coordinate and/or meet with City, Clearspan and potential contractors. Attend pre-proposal meeting. Construction period services will be as requested by the City.

2. **Services of Engineer**

1. Design & Bidding, Article A.1.02-A.1.04.
2. Construction Engineering, Article A.1.04-A.1.05 & Article D.

3. **Owner's Responsibilities**

Owner shall have those responsibilities set forth in Article 2 and in Exhibit B, subject to the following: *NA*

4. **Times for Rendering Services**

<u>Phase</u>	<u>Completion Date</u>
<u>Design & Bidding</u>	<u>Within 120 days of authorization</u>
<u>Construction Engineering</u>	<u>Concurrent with construction</u>

5. **Payments to Engineer**

A. Owner shall pay Engineer for services rendered as follows:

<i>Category of Services</i>	<i>Compensation Method</i>	<i>Lump Sum, or Estimate of Compensation for Services</i>
	<i>Choose One:</i>	
	<i>A. Lump Sum</i>	
	<i>B. Salary Costs Times a Factor (Factor: 2.4)</i>	<i>Not to Exceed \$13,500.00</i>
<i>Design & Bidding</i>	<i>C. Standard Hourly Rates plus reimbursable expenses</i>	

Construction
Engineering

Choose One:

~~A. Lump Sum~~

~~B. Salary Costs Times a
Factor (Factor 2.4)~~

C. Standard Hourly Rates plus
reimbursable expenses

Variable, if requested

C. The terms of payment are set forth in Article 4 of the Agreement and in Exhibit C.

6. Consultants: NA

7. Other Modifications to Agreement: NA

8. Attachments: NA

9. Documents Incorporated By Reference: NA

Terms and Conditions: Execution of this Task Order by Owner and Engineer shall make it subject to the terms and conditions of the Agreement (as modified above), which Agreement is incorporated by this reference. Engineer is authorized to begin performance upon its receipt of a copy of this Task Order signed by Owner.

The Effective Date of this Task Order #18 is _____.

OWNER: City of Waterloo, Illinois ENGINEER: HMG Engineers, Inc.

By: _____

By: *Bradley G. Hummert*

Name: Thomas Smith

Name: Bradley G. Hummert, P.E., S.E.

Title: Mayor

Title: President/CEO

Engineer License or Firm's
Certificate No. 184-000899
State of: Illinois

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

DESIGNATED REPRESENTATIVE FOR TASK ORDER:

Name: Timothy Birk

Name: Bradley G. Hummert, P.E., S.E.

Title: Director of Public Works

Title: President/CEO

Address: 104 W. Fourth Street
Waterloo, Illinois 62298

Address: 1075 Lake Road, P.O. Box 70
Carlyle, IL 62231

E-Mail Address: tbirk@waterloo.il.us

E-Mail Address: bhummert@hmgengineers.com

Phone: 618-939-8661

Phone: 618-594-3711

Fax: 618-939-5415

Fax: 618-594-8217

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 17-06 Approving an Amendment to
the Net Metering Policy and the Interconnection Policy for 2017 Regarding Meters
and Insurance.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-14-17

Submitted by:
Tim Birk, Director of Public Works

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



100 W. Fourth St.
Waterloo, IL 62298

Memo

To: Mayor Smith and City Council Members
From: Tim Birk, Director of Public Works
Date: February 14, 2017
Re: 2017 Net Metering Policy and 2017 Interconnection Policy

Resolution No. 17-06 approves the revised Net Metering Policy and the Interconnection Policy for 2017. The revisions are as follows:

- 1) Due to new technology, Section 8 of the Net Metering Policy has been changed to allow us to go to one meter versus two separate meters at each location.
- 2) The change to the Interconnection Policy is the addition of language in Section 2 (k) which requires that the City of Waterloo be named as Additional Insured on the Certificate of Insurance.

Thank you,

Tim Birk

RESOLUTION NO. 17-06

A RESOLUTION APPROVING AN AMENDMENT TO THE NET METERING POLICY AND THE INTERCONNECTION POLICY FOR 2017 REGARDING METERS AND INSURANCE.

WHEREAS, the City of Waterloo, Illinois operates its own electric generation and distribution system for the benefit of its citizens; and

WHEREAS, the City of Waterloo, Illinois has a policy to allow, under certain circumstances, customers of the City of Waterloo electric system to own and operate eligible renewable forms of generation and to have the output of that generation used to offset that customer's electric energy; that policy being known as the Net Metering Policy as adopted on September 21, 2015 by the City Council of the City of Waterloo, Illinois; and

WHEREAS, the City of Waterloo, Illinois allows for on-site generating facility connection to the City of Waterloo's electric distribution system in a manner that will allow excess electricity generated by the eligible on-site generating facility to be safely delivered onto the City of Waterloo's electric distribution system; and

WHEREAS, the City of Waterloo, Illinois has an Interconnection Policy that shall make available, upon request, interconnection services to any customer that meets the required guidelines as set forth in said Interconnection Policy.

WHEREAS, due to changes in technology and insurance requirements, the City of Waterloo, Illinois has revised the Net Metering Policy and the Interconnection Policy for 2017.

NOW THEREFORE BE IT RESOLVED BY THE COUNCIL OF THE CITY OF WATERLOO, ILLINOIS:

Section 1. The City of Waterloo, Illinois adopts the 2017 Net Metering Policy and the 2017 Interconnection Policy attached hereto and incorporated herein.

Section 2. This Resolution shall become effective immediately upon its passage and recording with the City of Waterloo, Illinois Office of the City Clerk.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, IL
this 21st day of February, 2017.

APPROVED:

Thomas G. Smith, Mayor

ATTEST:

Barbara Pace, City Clerk

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

City of Waterloo, Illinois
Net Metering Policy
2017

Section 1: The City of Waterloo shall make available, upon request, net metering service to any customer taking service from City of Waterloo and who meets the requirements set forth in this policy. For purposes of this policy “net metering” means service to an electric customer under which electric energy generated by that electric customer from an eligible on-site generating facility owned by that customer and, under some circumstances, delivered to the local distribution facilities, may be used to offset electric energy provided by the electric utility to the electric customer as provided for in this policy.

Section 2: For purposes of this policy an eligible on-site generating facility shall be defined as a renewable generating facility such as a photovoltaic facility and small wind turbines. Other forms of renewable generation shall be considered on a case by case basis. In all cases, facilities interconnected must be deemed to be renewable to qualify for this policy.

Section 3: The electric generating facility must also abide by the City of Waterloo Interconnection Standards currently in place.

Section 4: Subject to the limitations set forth herein, the City of Waterloo shall make net metering service available upon request to any City of Waterloo electric customer with a qualifying generating facility of 10 kW capacity or less.

Section 5: Any generating facility greater than 10 kW but less than 1 MW shall be considered on a case by case basis. The decision with respect to such facilities shall be made by the City of Waterloo.

Section 6: Notwithstanding the provisions in Section 5, the City of Waterloo reserves the authority to limit the size of a customer net metered installation to a size such that the electrical output will not, as a matter of routine operation, exceed the electric load of the service at which it is installed.

Section 7: Total net metered capacity interconnected under this policy for the City of Waterloo system shall not exceed 2% of the system’s peak as it existed in the prior calendar year. In the event that the system peak is reduced such that the existing net capacity exceeds the 2% level, those existing net metered customers shall be allowed to continue under this policy. However, no new interconnections will be allowed until such time as the system peak grows such that net metered capacity is again no greater than 2% of the system’s peak.

Section 8: The utility shall install a bi-directional meter to measure both the energy used by the customer from the utility and the energy provided by the customer to the utility. Energy used by the customer from the utility, as reflected in the meter reading,

shall be billed at the appropriate utility full retail rate. For any energy generated by the customer and provided to the utility for a given billing period, as reflected in the meter reading, a credit shall be applied to the customer's bill based upon the utility's avoided cost. Avoided cost shall be defined as the average cost in cents/kWh billed to the utility by its power supplier for the previous month.

Section 9: Any costs the City of Waterloo incurs associated with the net metering program, including but not limited to changes in metering, other physical facilities or billing-related costs, shall be born by the participants in the net metering program.

Section 10: The City of Waterloo shall develop such documents as needed to implement this policy.

ADOPTED: _____

City of Waterloo, IL – Electric Department
Net Metering Application
 For Installation of Customer-Owned, Grid Connected
 Net Metering Systems of 40 kw or less

A. Applicant Information	
Customer-Generator (Name):	
Account No:	
Mailing Address:	Zip Code:
Installation Address (if different from above):	Zip Code:
Daytime Phone:	Fax:
Email:	
B. Electric System Information	
1. Identify type of system: <input type="checkbox"/> Solar <input type="checkbox"/> Wind <input type="checkbox"/> Other:	
2. Vendor Name:	
3. Site Location of system on property:	
4. System Description:	
Manufacturer & Model #:	Type/Style:
5. Synchronous Inverter/Generator Data	
Manufacturer & Model #:	
Serial Number:	
Location: <input type="checkbox"/> Indoor <input type="checkbox"/> Outdoor	Location of Property:
Nameplate Data:	
Voltage and Frequency:	
Operating Power Factor:	
C. System Designer & Installation Contractor Information (if applicable)	
1. Design Consultant:	
Address:	Zip Code:
Phone:	Fax:
2. Installation Contractor:	
Address:	Zip Code:
Phone:	Fax:
D. Installation	
1. Proposed installation date:	
2. Proposed interconnect date:	
3. <i>Submit/Attach a one-line electrical diagram for proposed Net Metering System, including the location of the Renewable Resource, the inverter, lockable disconnect switch, metering points in relation to the City's Electric system, and the Net Metering Location.</i>	
E. Interconnection Compliance & Owner Acknowledgement	
<ul style="list-style-type: none"> • Customer –generator shall be solely responsible for obtaining and complying with any and all necessary easements, licenses, and permits, or exemptions, as may be required by any federal, state, local statutes, regulations, ordinances, or other legal mandates. • The Customer-generator shall submit documentation to the City that verifies the Net Metering System has been inspected and approved by the local permitting agency regarding electrical code requirements. • Customer-generator shall not commence parallel operations of the Net Metering System until written approval of the interconnection has been provided by the City. • The Renewable Resource must be IBEE 1547 compliant, UL 1741 listed, and contain an interconnection discount device that is manual, lockable, visible, and accessible. 	

Signed (Owner): _____

Date: _____

City of Waterloo, Illinois Interconnection Policy 2017

Section 1: The City of Waterloo shall make available, upon request, interconnection services to any customer that meets the required guidelines. Interconnection services in this policy refers to on-site generating facilities connected to the City of Waterloo's electric distribution system in a manner that will allow excess electricity generated by the eligible on-site generating facility to be safely delivered onto the City of Waterloo's electric distribution system.

Section 2: Guidelines for interconnecting to the utility system are as follows;

- a. Only generating facilities that have been approved by the Director of Public Works of the City shall be interconnected with the City of Waterloo's electric distribution system.
- b. Interconnection Services shall only be available to premises with aggregated total generation at a single customer site of less than 1 MW.
- c. All interconnections shall comply with IEEE Standard 1547 for Interconnecting Distributed Resources with Electric Power Systems (IEEE 1547) as they may be amended from time to time.
- d. All auxiliary generation interconnections shall have a time delay set for no less than two (2) minutes.
- e. The City of Waterloo is under no obligation to purchase energy supplied to the utility under this standard. This does not preclude the customer meeting applicable standards that would allow the customer to supply power onto the utility's system and receive credit for such energy under the utility's Net Metering Policy.
- f. If the customer qualifies under the Interconnection standard but does not qualify under the Net Metering Policy then any energy delivered to the utility system shall be surrendered to the utility with no value. The City of Waterloo will install a meter that will not provide any credit for energy delivered to the utility system and the customer will pay for any costs associated with the meter change.
- g. Customers will comply with all other applicable utility standards for interconnection.
- h. Capacity of 10 kW or less and interconnected to the utility system shall comply with IEEE 1547 section 5.5, periodic interconnection tests. All interconnection related protective functions and associated batteries shall be periodically tested at

intervals specified by the manufacturer system integrator, or the authority that has jurisdiction over the Distributed Resources interconnection, or all tests shall be performed at a minimum of every three (3) years. Periodic test reports shall be maintained and submitted to the City of Waterloo.

- i. Systems of greater than 10 kW or less than 1 MW and interconnected to the utility system shall comply with IEEE 1547, Section 5.5, Periodic Inspection Test. All test reports shall be submitted to the City of Waterloo after completion of the yearly testing.
- j. Reports required under Section 2, paragraphs g. and h., must be submitted within 30 days of the anniversary date of the energizing of the interconnect generating. If the required reports are not received within the period, the generation must be disconnected until such time as the reports are submitted.
- k. The customer shall carry a liability insurance policy issued by a licensed insurance carrier with an A.M. Best rating of B+ or better that provides protection against claims for damages resulting from (i) bodily injury, including wrongful death; and (ii) property damage arising out of the customer's ownership and/or operation of the distributed generating facility under this policy. The limits of such policy shall be at least \$1,000,000 per occurrence for those customers with small generating facilities. The customer shall provide a certificate of insurance containing a minimum 30 day notice of cancellation to the City prior to connection of the customer's facility to the electric system. The customer shall provide proof of insurance once per year to the City. The Certificate of Insurance shall include the City of Waterloo as an Additional Insured.

Section 3: The City of Waterloo shall develop such documents as needed to implement this policy.

ADOPTED: _____

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Request from the Waterloo Optimist Club for their
Annual Car Show to be held on June 04, 2017 and for Street Closures, 8 a.m. to 5
p.m., of 1) Mill Street - Market to Main; 2) Main Street - alley north of Mill to
alley south of Third; and, 3) Third Street - Market to Main.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-06-17

Submitted by:
Kevin Oeste, Car Show Chairman
Waterloo Optimist Club

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



February 6, 2017

City of Waterloo
To Whom It May Concern
100 West Fourth Street
Waterloo, IL 62298

To Whom It May Concern:

I would like to submit a request to have city streets closed for a car show sponsored by the Waterloo Optimist Club. Pending the approval by the city of Waterloo, the show will take place on Sunday, June 4, 2017.

The streets will need to be closed from 8 a.m. to at least 5 p.m. Please see the attached map showing the streets we would like to have closed.

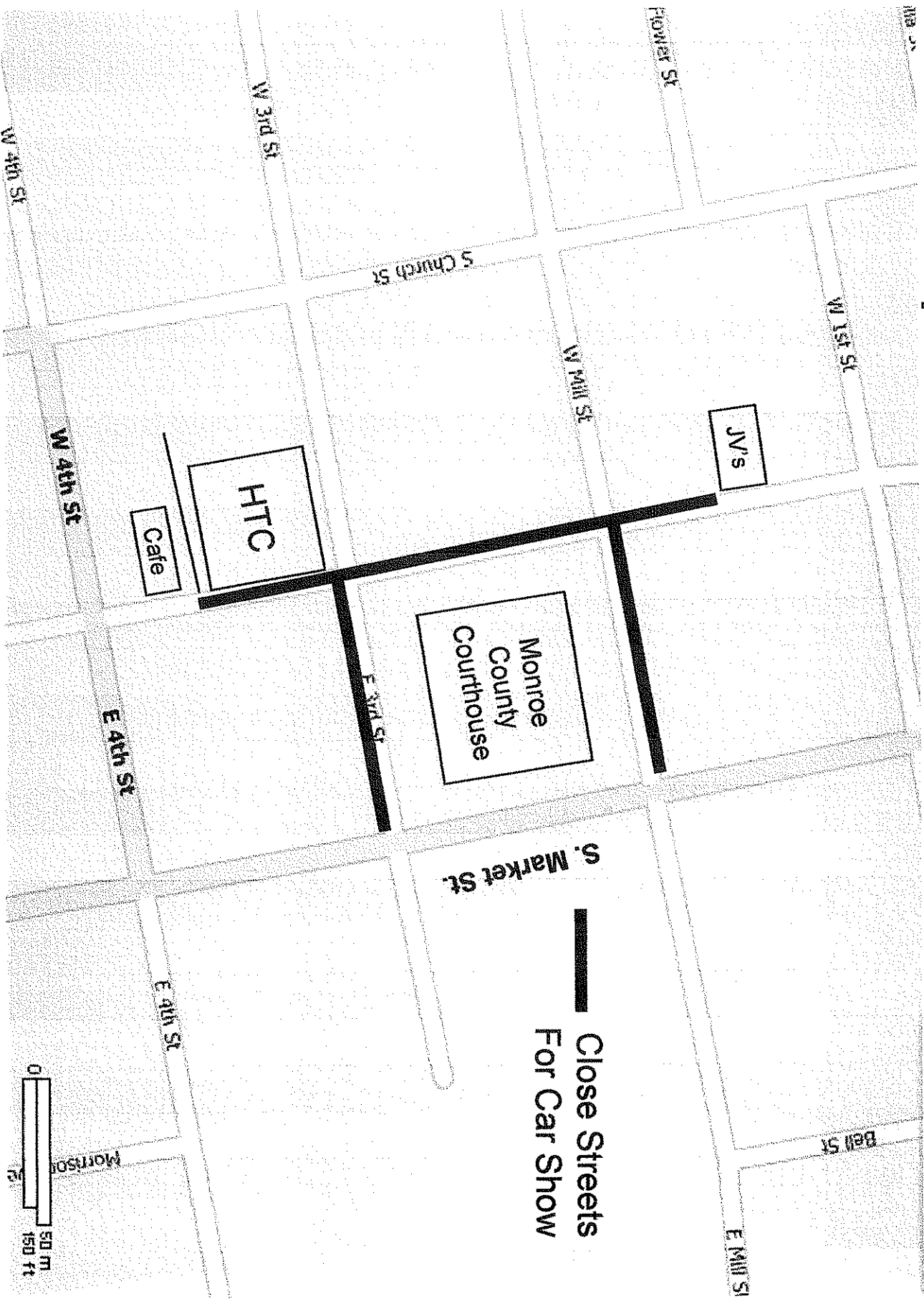
All proceeds raised from this event will benefit local youth. If you have any questions regarding the event, please contact myself, chairman of the show on my cell 618-410-2431.

Thank you,

A handwritten signature in black ink, appearing to read 'K. Oeste', written over a horizontal line.

Kevin Oeste
Car Show Chairman

Map of Downtown Waterloo



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:
February 21, 2017
(Date)
- 2. Description of matter to be placed on agenda:
Consideration and Action on Ad to be placed in the Tourism Times
Spring/Summer Issue in the amount of \$786.00 to be paid out of the Hotel/Motel
Tax Fund.
- 3. Relief or action to be requested:
Approval.
- 4. Submittal date: February 15, 2017
 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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Approval of Purchase Order No. 02142017 in the
Amount of \$46,900.00 from Cellxion, LLC for an 11'5" x 14' Building for Fiber
Optic Equipment.

3. Relief or action to be requested:
Approval. This building will be located near the CAT Generator Building and will
be similar to the other self-contained control buildings we've purchased in the past.

4. Submittal date: 02-14-17

Submitted by:
Tim Birk, Director of Public Works

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



PURCHASE ORDER

City of Waterloo
 100 W. Fourth St
 Waterloo, IL 62298
 618-939-8600
 618-939-8988

TO:
 Cellxion, LLC
 5031 Hazel Jones Road
 Bossier City, LA 71111

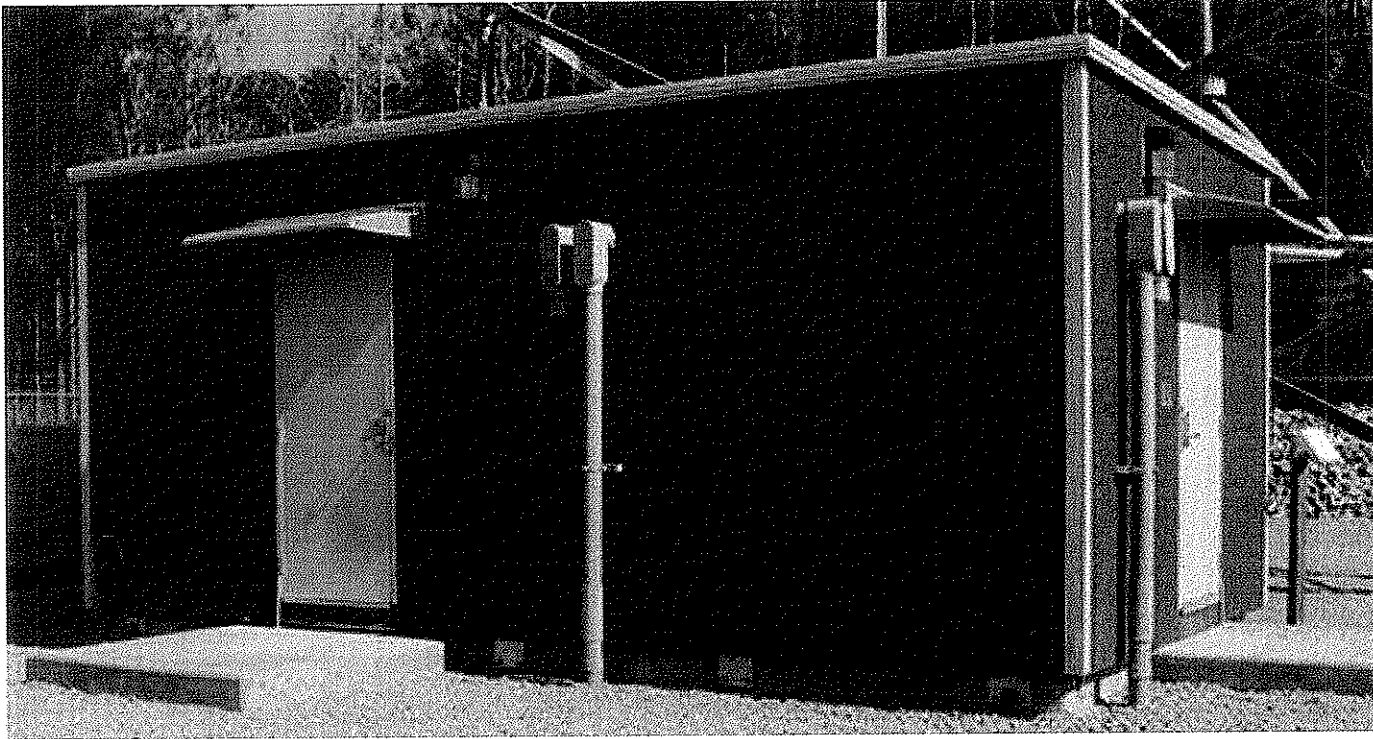
SHIP TO:
 Chuck Steppig
 City of Waterloo
 100 W Fourth St.
 Waterloo, IL 62298

P.O. NUMBER:
 02142017

P.O. DATE	REQUISITIONER	F.O.B. POINT	TERMS
02/14/2017	Chuck Steppig	Waterloo, IL	Per Attached Quote

QTY	DESCRIPTION	UNIT PRICE	TOTAL
1	11'5" x 14' Concrete Shelter - per attached specifications on Quote 17-0004 – excluding crane offloading/setup and economizer unit on heat pump	\$43,925.00	\$43,925.00
		SUBTOTAL	\$43,925.00
		SALES TAX	Tax Exempt (Cert Attached)
		SHIPPING AND HANDLING (EST.)	2,975.00
		TOTAL	\$46,900.00

Send all correspondence to:
 City of Waterloo
 100 W. Fourth St
 Waterloo, IL 62298
 618-939-8600
 618-939-5415 (Fax)



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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Booking/Picture Information System for the
Police Department at a cost of \$7,700.00

3. Relief or action to be requested:
Approval

4. Submittal date: 2/14/17

Submitted by:
Mike Douglas, Police Chief

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



Proposal #: 2900
Customer #: 00030731
Date: 2/10/2017

Proposal

4255 West Pine Blvd.
 St. Louis, MO 63108
 314-535-1950 (phone)
 314-535-1729 (fax)
 www.rejis.org

Proposal Name: WATLCIPDWEB1
Client Service Rep: Jorie Shelley
Prepared For: Michael Douglas
 Waterloo Police Department
 301 S. Main St
 Waterloo, IL 62298

Qty.	Description	FRQ	Price	Extended
1	Media Services Capture Station Media Services is a regional mug shot system which allows users to capture photos with a digital camera and store these images in a regional database. These images are used to develop suspect lineups, register convicted sex offenders, and search for specific scars, marks, and tattoos that help identify suspects.	OTO	5,700.00	5,700.00
1	Media Services Capture Station Maintenance Media Services is a regional mug shot system which allows users to capture photos with a digital camera and store these images in a regional database. These images are used to develop suspect lineups, register convicted sex offenders, and search for specific scars, marks, and tattoos that help identify suspects.	ANN	2,000.00	2,000.00
Total				7,700.00

*Prices subject to change

Frequency information is provided to assist the customer in determining ongoing costs.

Frequency Codes

OTO - One Time Only MTH - Monthly QTR - Quarterly SA - Semi Annually
 ANN - Annually

Proposal Notes

Media Services Portion

*** Note*** REJIS typically requests a pre-site check, or site visit to be performed, prior to providing a solution statement or work estimate. This is required to identify any unique site requirements or concerns, prior to installation.

Once the Opportunity has been fully agreed upon or signed by the customer, REJIS will order the new IRIS equipment and will also provide the customer with an installation kit containing all the required materials for installation (backdrop, camera box, cables, pc, overhead light, instructions, etc.). REJIS will work with the customer to coordinate the installation of these components by their staff, (Public Works, Electricians, Maintenance crew, etc.).

REJIS will be available to consult if questions arise regarding system requirements (Electrical/Mechanical, etc.) including additional site visits if needed. Once all the electrical/mechanical is completed, REJIS will go to site to complete the installation checklist - install PC, camera, applications, perform camera adjustments, etc. Once the physical installation has been completed to customers' acceptance, the REJIS training department will coordinate customer training.

Installation dates will be based on the delivery of new equipment orders, the customer's site readiness or completion of the installation kits by their staff at site and the customer's availability to coordinate installation services.

Subject to the terms and conditions of the main contract.



Proposal #: 2900
Customer #: 00030731
Date: 2/10/2017

General Notes

- Prices for REJIS software and services are valid for 90 days from the proposal date.
- If quotes from vendors for hardware/software requests are part of this proposal, the final price may fluctuate and will be adjusted accordingly during the billing process.
- Hours for labor are ESTIMATES ONLY. Agencies will be billed for the actual number of hours worked on this project or service.
- All agencies that access REJIS services must meet anti-virus and NCIC/CJIS security requirements.
- For custom code developed by REJIS, the following statement applies. "As implied under the REJIS operating charter to support regional government entities, REJIS will retain ownership of the developed software and will make it available to any/all regional government entity(ies) that can utilize this capability. REJIS retains title to all copyrights, trade secrets, and intellectual property rights to the software. The Agency agrees that the software shall not be disclosed, given, sold to, or used by another party without written approval of REJIS".
- Please contact your Client Services Representative with any questions.



REJIS

Connecting People and Information

Proposal #: 2900

Customer #: 00030731

Date: 2/10/2017

Customer Approval

Proposal reviewed and approved by:

Signature: _____

Print Name: _____

Title: _____

Date: _____

REJIS Approval

Signature:  _____

Print Name: Marc Meschke

Title: Director, Client Services

Date: 2/13/2017

Thank you for selecting REJIS as your service provider. If you have any questions concerning this proposal or need any additional service, please contact your Client Service Representative.

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:
February 21, 2017
(Date)

2. Description of matter to be placed on agenda:
Consideration and Action on Approval of the Ruth B. Toal Subdivision Preliminary/Final Plat.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-16-17

Submitted by:
Jim Nagel, Subdivision & Zoning Administrator

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

RUTH B. TOAL SUBDIVISION

BEING A RESUBDIVISION OF LOT 2 OF THE FINAL PLAT OF
 DG PARTNERS AND LOT 8N OF SURVEY 641 CLAIM 1645
 OF SECTION 24, TOWNSHIP 2 SOUTH, RANGE 10 WEST OF
 THE THIRD PRINCIPAL MERIDIAN, MONROE COUNTY, ILLINOIS



STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

I hereby certify that, at the request of the owners, I have surveyed and subdivided according to the attached Plat of Ruth B. Toal Subdivision, to locate the boundaries and corners thereof, that monuments were found or set as indicated thereon and that the survey complies to the nearest hundredth of a foot with the plat of the original plat of Survey 641 Claim 1645, more particularly bounded and described as follows, to-wit:

PROPERTY DESCRIBED: Lot 2 is designated upon the Final Plat of DG Partners, being a subdivision of part of Lot 8 of a designated upon Survey 641 Claim 1645 of Section 24, Township 2 South Range 10 West of the Third Principal Meridian, the Plat of which is recorded in Envelope J-2798A the Recorder's Office of Monroe County, and Lot 8N of Survey 641 Claim 1645, more particularly bounded and described as follows, to-wit:

Beginning at the Northeast corner of said Lot 1 in designated upon said Final Plat of DG Partners, thence North 07°27' West along the West right-of-way line of N. Market Street (Old Stone Road) to a distance of 276.25 feet to the Southeast corner of Elsie Kolmer Subdivision, the Plat of which is recorded in Envelope 897 of the Recorder's Office of Monroe County, thence North 89°42°37' West along the South line of said Elsie Kolmer Subdivision, a distance of 476.66 feet to the Northwest corner of Lot 10 in designated upon said Elsie Kolmer Subdivision, thence South 00°52'42' East along the East line of Tax Lot 898M and B-6 a distance of 763.57 feet to the Southeast corner of Tax Lot 898M thence North 87°50°37' West along the South line of said Tax Lot 898M a distance of 226.56 feet to the East right-of-way line of Ebenezer Avenue thence South 00°10°37' West along said East right-of-way line, a distance of 50.00 feet to the Northwest corner of Tax Lot 898M thence South 97°50°37' East along the East line of Tax Lot 898M, a distance of 202.51 feet to the Northwest corner of said Tax Lot 898M thence South 02°33°45' East along the East line of said Tax Lot 898M and along the East line of Tax Lot 898, a distance of 266.87 feet to the Northwest corner of Lot A in designated upon Paulter Heights Subdivision, the Plat of which is recorded in Block A of Plat on Page 96 in said Recorder's Office, thence South 89°42°37' East along the North line of said Lot A, a distance of 202.62 feet to a Southeastern corner of said Lot 1 of the Final Plat of DG Partners, thence North 92°52°02' West along a Westerly line of said Lot 1, a distance of 33.92 feet to a Southeastern corner of said Lot 1, thence North 87°50°37' West along the North line of said Lot 1, a distance of 124.51 feet to the Northwest corner of said Lot 1, thence North 02°33°45' West along a Westerly line of said Lot 1, a distance of 233.07 feet to the Northwest corner of said Lot 1, thence North 97°50°37' West along the North line of said Lot 1, a distance of 197.00 feet to the point of beginning, comprising 3,900 acres 0.0758 acres square feet, more or less, all being situated within the County of Monroe and State of Illinois.

FURTHER CERTIFY that this plat is situated within the corporate limits of a city which has a city plan and is according to the limited powers authorized by Chapter 12 of Article IX of the State Municipal Code, as now or hereafter amended.

FURTHER STATE that the above described property lies within Zone C as identified by the Federal Emergency Management Agency per note on Map Index for the City of Waterloo, Illinois, Community Number 103026, FEMA Zone C as printed.

Dated this ____ day of _____, 20__.

Kevin A. Eskin
 State Professional Land Surveyor No. 35-3761
 Artisan Consulting Engineers, LLC

ARTISAN CONSULTING ENGINEERS, LLC
 ILLINOIS PROFESSIONAL LAND SURVEYOR
 105 WEST WALTON STREET, SUITE 200
 WATERLOO, ILLINOIS 62298
 EXPIRES 11/30/28

OWNER CERTIFICATION

STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

I, _____, of the County of Monroe, State of Illinois, do hereby certify that I am the owner of the property described within the attached Plat of Ruth B. Toal Subdivision and that the same is being subdivided according to the attached Plat of Ruth B. Toal Subdivision, which plat has been recorded in the Recorder's Office of Monroe County, Illinois, as a public and perpetual easement for storm drainage, storm water detention, park, recreation, and for public utility easements and related easements. All utility easements, walkways, parks, playgrounds, and school sites shown on this plat are hereby dedicated to the public for public purposes.

I also certify that to the best of my knowledge the aforementioned property is located within the boundaries of the Waterloo Community School District No. 5.

Witness my hand and seal this ____ day of _____, 20__.

For _____

NOTARY PUBLIC CERTIFICATION

STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

I, _____, a Notary Public in and for the County of Monroe in the State of Illinois, do hereby certify that Ruth B. Toal, personally known to me to be the same person whose name is subscribed to the foregoing instrument, appeared before me this day and acknowledged that they signed, sealed and delivered said instrument as their free and voluntary act for the uses and purposes therein set forth.

Given under my hand and Notarial Seal this ____ day of _____, 20__.

My Commission Expires _____.

NOTARY PUBLIC

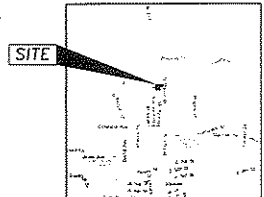
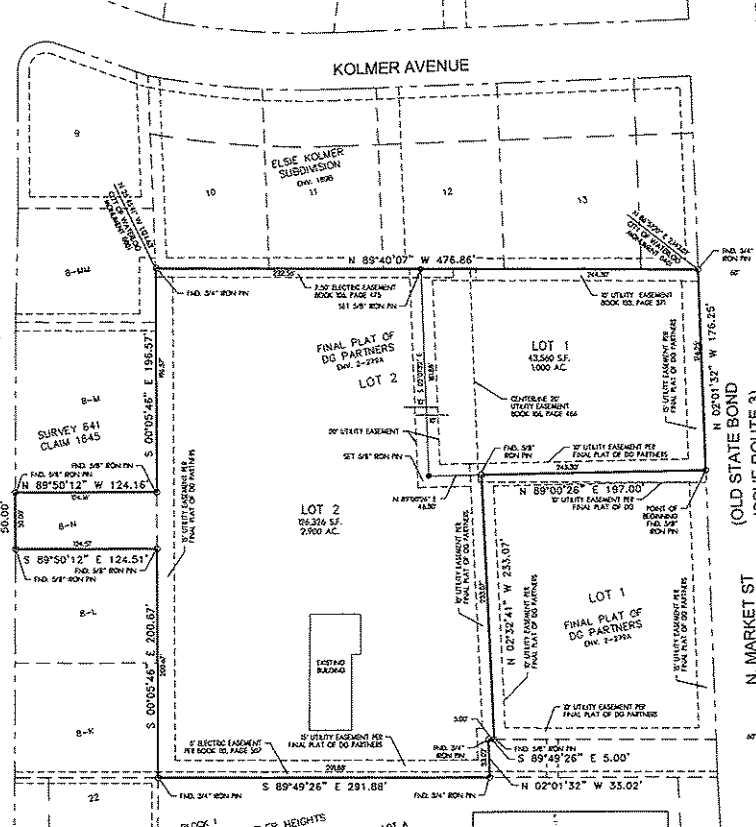
MAYOR CERTIFICATION

STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

Approved and accepted this ____ day of _____, 20__ by the City Council of Waterloo, the City does not assume any liability for drainage facilities proposed to be designed or constructed. The City reviews drainage plans, but cannot, on behalf of any applicant, owner or developer, guarantee that final drainage design and approval by the City will release said person, his or her successors and assigns, from liability due to improper design. City approval of a final plan does not imply approval of the drainage design with this plan.

Witness my hand and seal this ____ day of _____, 20__.

 Mayor
 City Clerk



SURFACE WATER DRAINAGE CERTIFICATION

STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

The undersigned hereby certifies to the best of our knowledge and belief, the drainage of surface waters will not be changed by the construction of such building or any part thereof, or that such surface water drainage will not be changed in-flow, volume or position being made for collection and diversion of such surface waters into public street or drain which the subdivider has a right to use, and that such surface waters will not be deposited on the property of adjoining land owners in such concentration as may cause damage to the adjoining property because of the impermeability of the subdivision.

Dated this ____ day of _____, 20__.

 OWNER OR ATTORNEY

 REGISTERED PROFESSIONAL ENGINEER

Approved and accepted this ____ day of _____, 20__.

 Monroe County III Coordinator

 CITY COUNCIL CERTIFICATION

STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

Approved and accepted this ____ day of _____, 20__ by the City Council of Waterloo. The City does not assume any liability for drainage facilities proposed to be designed or constructed. The City reviews drainage plans, but cannot, on behalf of any applicant, owner or developer, guarantee that final drainage design and approval by the City will release said person, his or her successors and assigns, from liability due to improper design. City approval of a final plan does not imply approval of the drainage design with this plan.

 COUNTY CLERK

COUNTY CLERK CERTIFICATION

STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

I, _____, County Clerk of Monroe County in the State of Illinois, do hereby certify that I find no delinquent general taxes, unpaid current general taxes, delinquent special assessments or unpaid current special assessments against the land embraced within the attached "RUTH B. TOAL SUBDIVISION".

 COUNTY CLERK

COUNTY RECORDER CERTIFICATION

STATE OF ILLINOIS)
 COUNTY OF MONROE) SS

Filed for record this ____ day of _____, 20__ at _____ o'clock, ____ M., recorded in Envelope No. _____ and amount.

 COUNTY RECORDER

 DOCUMENT MANAGER

LEGEND

○	FOUND MEASUREMENT
●	SET MEASUREMENT
N 45°52'36" E	MEASURED BEARING
586.78'	MEASURED DISTANCE
---	EXISTING EASEMENT LINE
---	PROPOSED EASEMENT LINE
---	EXISTING RIGHT-OF-WAY LINE
---	EXTENSION BOUNDARY LINE
---	INTERNAL LOT LINE
---	EXISTING LOT LINE
AC	ACRES
SF	SQUARE FEET

Sheet 1 of 1

ARTISAN

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 Design Firm License
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