

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Location: Waterloo City Hall - Council Chambers
100 W. Fourth St., Waterloo, IL
Date: Monday, February 06, 2023
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.
 - A. Approval of the 01-17-23 City Council Minutes.
 - B. Approval of the 01-25-23 Special City Council Minutes.
 - C. Approval of the 01-30-23 Special City Council Minutes.
6. Petitions by Citizens on Non-Agenda Items.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector.
 - B. Report of Treasurer.
 - C. Report of Subdivision and Zoning Administrator.
 - D. Report of Building Inspector / Code Administrator.
 - E. Report of Director of Public Works.
 - F. Report of Chief of Police.
 - G. Report of City Attorney.
 - H. Report and Communication by Mayor.
 1. Appointment of Mr. Mark Yeager to the Waterloo Board of Police Commissioners for a One-Year Term to Expire on May 01, 2024.
 2. Appointment of Mr. Corey Zavorka to the Waterloo Board of Police Commissioners for a Two-Year Term to Expire May 01, 2025.
 3. Appointment of Ms. Sandra Sauget to the Waterloo Board of Police Commissioners for a Three-Year Term to Expire May 01, 2026.
 4. Waterloo Beautification Grant Check Presentation to John Glessner, Petri Insurance Agency, for property located at 119 W. Mill Street.
 5. Proclamation of February 2023 as Teen Domestic Violence Awareness & Prevention Month.
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. 1870 Amending the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 38 Utility Systems, Article IV Water Code, Section 38-4-36(A)(B)(C) Water Rates.
 - B. Consideration and Action on Resolution No. 23-04 Authorizing the use of City Rebuild Illinois and Matching Funds in the total amount of \$716,639.40 for the Moore Street / Columbia Avenue PH 5 & 6 Project.
 - C. Consideration and Action on Resolution No. 23-05 Authorizing Payment in the amount of \$591,530.69 for Contract Construction on the Moore Street / Columbia Avenue PH 5 & 6 Project from the City Rebuild Illinois and Matching Funds.
 - D. Consideration and Action on Resolution No. 23-06 Approving a Professional Services Agreement between the City of Waterloo, IL and HMG Engineering for the 2023 Overlay Project.
 - E. Consideration and Action on Resolution No. 23-07 Approving a Professional Services Agreement between the City of Waterloo, IL and HMG Engineering for the Downtown Resurfacing Project.
 - F. Consideration and Action on Resolution No. 23-08 Approving a Certified Water Operator Services Agreement between the City of Waterloo, IL and Albers Water Services for the One-Year Term of January 03, 2023 through January 03, 2024.
 - G. Consideration and Action on Resolution No. 23-09 Approving a Client Agreement between the City of Waterloo, IL and AAIM Training & Consulting LLC for Pre-Employment Services.
11. Unfinished Business.
12. Miscellaneous Business.
 - A. Consideration and Action on Approval of Warrant No. 622.
 - B. Consideration and Action on Approval of the Purchase of a 2023 Ford Explorer in the amount of \$47,808.26, from Sunset Ford for the Utility Department.

- C. Consideration and Action on a Petition from the Monroe County Sheriff’s Department to consider a Special Use Permit to allow “Government Uses” at 226 East Third Street, in the B-3 Zoning District, as permitted by 40-2-3(B).
 - D. Consideration and Action on Approval of a Special Event Permit Application from Firebird Fest LLC and the Optimist Club for the Firebird Fest 23 Car Show & Concert to be held on Saturday, May 20, 2023 from 3 p.m. to 10 p.m. with setup beginning at 9 a.m., to include the closure of Main Street between First and Fourth, Mill Street between Market and Church, and Third Street between Market and Church.
 - E. Consideration and Action on Approval of a Special Event Permit Application from Philomena + Ruth for their 8-Year Anniversary Party to be held on Sunday, April 30, 2023, from 10 a.m. to 5 p.m. with a set-up time of 7 a.m., including the parking space closures directly in front of 118 W Mill Street and 123 W. Mill Street for live music, seating and the Living Millennially coffee trailer.
 - F. Consideration and Action on Executive Session for the Discussion of Personnel as per 5 ILCS 120/2(c)(1).
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.
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DATES TO REMEMBER

- Feb. 08, 2023 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
- Feb. 13, 2023 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
- Feb. 14, 2023 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
- Feb. 20, 2023 – City Offices Closed for President’s Day.
- Feb. 21, 2023 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
- Feb. 28, 2023 – American Legion Meeting, Waterloo City Hall: 2nd Floor, 7:00 p.m.

**MINUTES OF THE
CITY COUNCIL MEETING
JANUARY 17, 2023**

1. The meeting was called to order by Mayor Pro Tem Heller at 7:30 p.m.
2. The following Aldermen were present: Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row and Heller.
3. Pledge of Allegiance led by Mayor Pro Tem Heller.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Approval of Minutes as Written or Amended.
Approval of City Council Meeting Minutes dated 01-03-23. Motion made by Alderman Darter and seconded by Alderman Kyle Buettner to approve the City Council Meeting Minutes from 01-03-23. Motion passed unanimously with Aldermen Darter, Kyle Buettner, Row, Heller, Matt Buettner, Hopkins and Trantham voting ‘yea’.
6. Petitions by Citizens on Non-Agenda Items. None.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector.
The report is in the packet. Motion to accept the collector report was made by Alderman Hopkins and seconded by Alderman Row. Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Kyle Buettner, Row, Heller and Matt Buettner voting ‘yea’.
 - B. Report of Treasurer.
The report is in the packet. Motion to accept the collector report was made by Alderman Matt Buettner and seconded by Alderman Darter. Motion passed unanimously with Aldermen Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row and Heller voting ‘yea’.
 - C. Report of Subdivision and Zoning Administrator. No Report.
 - D. Report of Building Inspector / Code Administrator. The report is in the packet.
 - E. Report of Director of Public Works. No report.
 - F. Report of Chief of Police. No report.
 - G. Report of City Attorney. No report.
 - H. Report and Communication by Mayor.
 1. Presentation of IMEA Electric Efficiency Program Incentive Check to State Bank of Waterloo in the amount of \$2,522.94.
8. Report of Standing Committees. None.
9. Report of Special Committees. None.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Resolution No. 23-03 Approving an “Authority to Represent” (hourly fee contract) with the Law Office of Van-Lear P. Eckert, PC as Attorneys for the City of Waterloo, IL Board of Police Commissioners.
Motion made by Alderman Darter and seconded by Alderman Row to accept Resolution No. 23-03 Approving an “Authority to Represent” (hourly fee contract) with the Law Office of Van-Lear P. Eckert, PC as Attorneys for the City of Waterloo, IL Board of Police Commissioners. Motion passed unanimously with Aldermen Darter, Kyle Buettner, Row, Heller, Matt Buettner, Hopkins and Trantham voting ‘yea’.

11. Unfinished Business. None.

12. Miscellaneous Business.

A. Consideration and Action on Approving a Six-Month Extension to the Waterloo Beautification Application of Brian and Andrea Dill for 123 West Mill Street, with a final deadline of July 05, 2023.

Motion made by Alderman Hopkins and seconded by Alderman Darter to approve a Six-Month Extension to the Waterloo Beautification Application of Brian and Andrea Dill for 123 West Mill Street, with a final deadline of July 05, 2023.

Comments: This is for the beautification of the front of the building. The owners are waiting for the contractor to start the work.

Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Kyle Buettner, Row, Heller and Matt Buettner voting ‘yea’.

B. Consideration and Action on Approving a Six-Month Extension to the Waterloo Beautification Application of Petri Insurance for 119 West Mill Street, with a final deadline of July 18, 2023.

Motion made by Alderman Hopkins and seconded by Alderman Darter to approve a Six-Month Extension to the Waterloo Beautification Application of Petri Insurance for 119 West Mill Street, with a final deadline of July 18, 2023.

Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Kyle Buettner, Row, Heller and Matt Buettner voting ‘yea’.

C. Consideration and Action on Approving a Waterloo Beautification Grant Application from J.P. Fitzgibbons and George Obernagel for their property located at 203 West Mill Street.

Motion made by Alderman Hopkins and seconded by Alderman Kyle Buettner to approve a Waterloo Beautification Grant Application from J.P. Fitzgibbons and George Obernagel for their property located at 203 West Mill Street.

Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Kyle Buettner, Row, Heller and Matt Buettner voting ‘yea’.

D. Consideration and Action on a Waterloo Beautification Grant Application from Ahne’s Bakery for their property located at 201 West Mill Street.

Motion made by Alderman Darter and seconded by Alderman Matt Buettner to approve a Waterloo Beautification Grant Application from Ahne’s Bakery for their property located at 201 West Mill Street.

Motion passed unanimously with Aldermen Darter, Kyle Buettner, Row, Heller, Matt Buettner, Hopkins and Trantham voting ‘yea’.

E. Consideration and Action on Approval of Exterior Building Material Request from Brian Dill for the rear of his building located at 123 West Mill Street.

Motion made by Alderman Kyle Buettner and seconded by Alderman Row on approval of the Exterior Building Material Request from Brian Dill for the rear of his building located at 123 West Mill Street.

Comments: This is for LP SmartSide Siding on the rear of the building.

Motion passed unanimously with Aldermen Kyle Buettner, Row, Heller, Matt Buettner, Hopkins, Trantham and Darter voting ‘yea’.

F. Consideration and Action on Purchase of Three (3) Ford Interceptor Police Vehicles from Morrow Brothers Ford in the Amount of \$40,370.00 each, with a Total Cost of \$121,110.00.

Motion made by Alderman Darter and seconded by Alderman Row on approval of the Purchase of Three (3) Ford Interceptor Police Vehicles from Morrow Brothers Ford in the Amount of \$40,370.00 each, with a Total Cost of \$121,110.00.

Comments: Ford canceled the original order, and Morrow Brothers can fulfill the order in a couple of weeks.

Motion passed unanimously with Aldermen Darter, Kyle Buettner, Row, Heller, Matt Buettner, Hopkins and Trantham voting ‘yea’.

G. Consideration and Action on Executive Session for the Discussion of Personnel as per ILCS 120/2(c)(1).

Motion to move into Executive Session made by Alderman Darter and seconded by Alderman Kyle Buettner.

Motion passed unanimously to enter into Executive Session with Aldermen Darter, Kyle Buettner, Row, Heller, Matt Buettner, Hopkins and Trantham voting ‘yea’.

Entered into Executive Session at 7:43 p.m.

Adjourned Executive Session at 8:05 p.m.

Motion to Resume Session made by Alderman Darter and seconded by Alderman Kyle Buettner. Motion passed unanimously with Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row and Heller voting ‘yea’.

Returned to regular session at 8:06 p.m.

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

Alderman Hopkins gave kudos to Alderman Darter for overseeing the Water and Sewer Committee Meeting this evening. The committee got a lot accomplished in a short period of time.

Mayor Pro Tem Heller shared the City’s condolences to Attorney Steppig on the loss of her grandfather.

14. Motion to Adjourn made by Alderman Matt Buettner and seconded by Alderman Kyle Buettner. Motion passed with a unanimous voice vote. Mayor Pro Tem Heller adjourned the meeting at 8:09 p.m.

Mechelle Childers,
City Clerk

**MINUTES OF THE
SPECIAL CITY COUNCIL MEETING
JANUARY 25, 2023**

1. The meeting was called to order by Mayor Smith at 7:00 p.m.
2. The following Aldermen were present: Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row and Heller.
3. Pledge of Allegiance led by Mayor Tom Smith.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Petitions by Citizens on Non-Agenda Items. None.
6. Miscellaneous Business.

A. Consideration and Action on Approval of Executive Session for the Discussion of Personnel as per 5 ILCS 120/2(c)(1).

Motion made by Alderman Heller and seconded by Alderman Row on Approval of Executive Session for the Discussion of Personnel as per 5 ILCS 120/2(c)(1).

Motion passed unanimously with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner and Row voting 'yea'.

Entered into Executive Session at 7:03 p.m.

Adjourned Executive Session at 8:46 p.m.

Motion to Resume Session made by Alderman Heller and seconded by Alderman Matt Buettner.

Motion passed with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, and Row voting 'yea'.

7. Motion to Adjourn made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner. Motion passed with a unanimous voice vote. Mayor Smith adjourned the meeting at 8:48 p.m.

Mechelle Childers - City Clerk

**MINUTES OF THE
SPECIAL CITY COUNCIL MEETING
JANUARY 30, 2023**

1. The meeting was called to order by Mayor Smith at 6:30 p.m.
2. The following Aldermen were present: Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row and Heller.
3. Pledge of Allegiance led by Mayor Tom Smith.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Petitions by Citizens on Non-Agenda Items. None.
6. Miscellaneous Business.
 - A. Consideration and Action on Approval of Executive Session for the Discussion of Personnel as per 5 ILCS 120/2(c)(1).

Motion made by Alderman Darter and seconded by Alderman Matt Buettner on Approval of Executive Session for the Discussion of Personnel as per 5 ILCS 120/2(c)(1).
Motion passed unanimously with Aldermen Darter, Kyle Buettner, Row, Heller, Matt Buettner, Hopkins and Trantham voting 'yea'.

Entered into Executive Session at 6:31 p.m.

Adjourned Executive Session at 7:53 p.m.

Motion to Resume Session made by Alderman Matt Buettner and seconded by Alderman Hopkins.
Motion passed with Aldermen Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner, Row and Heller voting 'yea'.
7. Motion to Adjourn made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner.
Motion passed with a unanimous voice vote. Mayor Smith adjourned the meeting at 7:54 p.m.

Minutes respectfully submitted by Mechelle Childers - City Clerk

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Appointment of Mr. Mark Yeager to the Waterloo Board of Police Commissioners
for a One-Year Term to Expire on May 01, 2024.

3. Relief or action to be requested:
Appointment.

4. Submittal date: 02-03-23

Submitted by: _____
Mayor Tom Smith

DISPOSITION

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



Mayor

AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:
February 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Appointment of Mr. Corey Zavorka to the Waterloo Board of Police
Commissioners for a Two-Year Term to Expire May 01, 2025.


3. Relief or action to be requested:
Appointment.

4. Submittal date: 02-03-23

Submitted by: _____
Mayor Tom Smith

DISPOSITION

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



Mayor

AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:
February 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Appointment of Ms. Sandra Sauget to the Waterloo Board of Police Commissioners
for a Three-Year Term to Expire May 01, 2026.

3. Relief or action to be requested:
Appointment.

4. Submittal date: 02-03-23

Submitted by: _____
Mayor Tom Smith

DISPOSITION

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



Mayor

AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:
February 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Waterloo Beautification Grant Check Presentation to John Glessner, Petri Insurance
Agency, for property located at 119 W. Mill Street.

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

4. Submittal date: 02-01-23

Submitted by:
Nathan Krebel, Subdivision & Zoning Administrator
Alderman Hopkins, Waterloo Beautification Cmte Chairman

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

WATERLOO DOWNTOWN BEAUTIFICATION PROGRAM

APPLICATION INSTRUCTIONS AND REVIEW PROCESS

The building owner must complete the attached Waterloo Downtown Beautification Program Application.

Please include the following in your description:

1. A clear, detailed description including diagrams of what will be done, materials used, colors, etc.;
2. Official cost estimates from contractors, vendors or the owner;
3. Two photographs of the existing building showing current conditions;
4. Any other architectural or site plan drawings required to fully describe the project.

All applications will be reviewed first for completeness. The Downtown Beautification Committee will make a recommendation to approve or disapprove the application to the Waterloo City Council within sixty (60) days. Approval by the City Council shall authorize the applicant to apply for any permits and begin work. All improvements must be made in compliance with the Waterloo Municipal Code and must be completed within six (6) months of City Council approval, unless extended. Upon completion, City staff will perform a site visit and review the project. Invoices demonstrating approved costs may be submitted at that time and the reimbursement will be processed for payment. Should an applicant fail to gain approval, the applicant may request a written record of deficiencies and reapply for funding.

Following approval, funding and completion of the project, the building owner, not the City of Waterloo, is responsible for maintaining improvements. Maintenance includes, but is not limited to; painting, repair, etc.

Applicant Name: John Glessner

Name

Telephone #

Applicant Address:

No.

Street

City

State

Zip Code

Name of Business: Petri Insurance Agency, Inc.

Business Description: Insurance Agency

Business Phone #

Business Address: 119 West Mill St.

618-939-8611

Please check "Yes" or "No" for each question below:		
	Yes	No
Are you or your business delinquent on any fee obligations?		x
Are you or your business delinquent on any tax obligations?		x

Thomas G. Smith, Mayor

Total project cost: \$ 19,470.00

Funds requested: \$ 10,000

(\$10,000.00 maximum reimbursement - see matching
reimbursement rules)

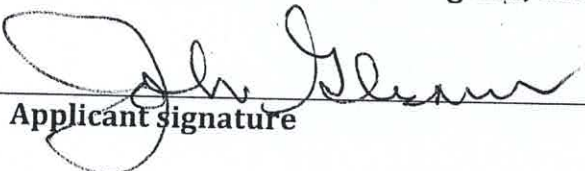
Start date: 10/1/2022-TBD

Completion date: 10/15/2022

Project description: (attach additional pages if necessary)

Replace windows & door on store front using black anodized finish thermal framing w/ tinted low-e insulated glass

I affirm that the information provided in this application is true and accurate and that I am the authorized owner and agent of the subject property. I affirm that the improvements detailed will be made and maintained at my expense and hold harmless the City of Waterloo from any liability or damage resulting from the improvements. I understand that this is a reimbursement program, and **I have received and read the attached document - Waterloo Beautification Program, under which matching funds may be provided.**

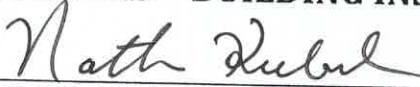

Applicant signature

06/26/2022

Date

CITY OF WATERLOO USE ONLY

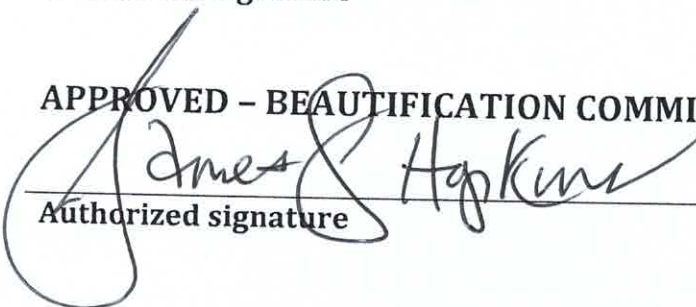
APPROVED - BUILDING INSPECTOR


Authorized signature

7-18-2022

Date

APPROVED - BEAUTIFICATION COMMITTEE


Authorized signature

7-18-2022

Date

7-15-2022
Before

Petri Insurance

PROGRESSIVE

119

OPEN
Petri
INSURANCE

Hours

Mon.-Fri. 9am-5pm
Closed Sat. and Sun.

Petri Insurance Agency

"Where Customers Find Their Friends"
Phone 618-999-5544

Petri Insurance

1-30-2023
After





507 Old St. Mary's Road
Perryville, Missouri 63775
573-547-2579

Estimate

11622

6/23/2022

Pertri Insurance Agency
119 West Mill St.
Waterloo, IL 62298

618-939-3137

Qty	Description	U/M	Total
1	2" x 4-1/2" Black anodized finish thermal framing with tinted low-e insulated glass. (1)-opening 58 x 76, (1)-opening 56 x 76, (1)-opening 42 x 76, (1)-two wide opening 98 x 76, (1)-door opening with two sidelights. Installed by Liberty Glass.		19,470.00T
ESTIMATE GOOD FOR 7 DAYS ONLY.			

Deposit Required
Orders will be placed upon receipt of deposit and signed estimate.

9,700.00

Subtotal \$19,470.00

Sales Tax (0.0%) \$0.00

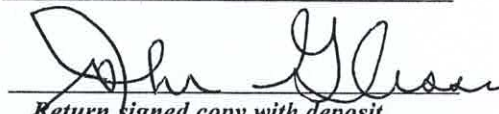
Total \$19,470.00

PLEASE SEE REVERSE FOR TERMS AND CONDITIONS OF SALE

Due Upon Completion

Authorized Signature

Customer Signature


Return signed copy with deposit



507 Old St. Mary's Road
Perryville, Missouri 63775
573-547-2579

Invoice

Date	Invoice #
1/20/2023	78432a

Bill To	
Pertri Insurance Agency 119 West Mill St. Waterloo, IL 62298	
Project	
P.O. No.	

Thank you for your business!

Dymonic Sausage-Black
5300 door closer adj 2-6 DBZ
5917 dk brz low clearance drop plate
2" x 4-1/2" Black anodized finish thermal framing with tinted low-e insulated glass. (1)-opening 58 x 76,
(1)-opening 56 x 76, (1)-opening 42 x 76, (1)-two wide opening 98 x 76, (1)-door opening with two sidelights.
Installed by Liberty Glass.

Completed

Total \$19,470.00

Payments/Credits \$0.00

DUE UPON RECEIPT UNLESS NOTED HERE

Balance Due \$19,470.00

Paid 1/25/2023

Petri Insurance - 119 West Mill		
FIRST RECEIPT SUBMITTAL - 2-01-2023		
Vendor	Description of Work	Amount
Liberty Glass	New windows and doors	\$19,470.00
	TOTAL	\$19,470.00
Total Reciepts		
Tier 1 Reimbursement	50% Reimbursement	\$5,000.00
Tier 2 Reimbursement	25% Reimbursement	\$2,367.50
	Total Reimbursement	\$7,367.50

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Proclamation of February 2023 as Teen Domestic Violence Awareness & Prevention Month.

3. Relief or action to be requested:
Presentation of Proclamation.

4. Submittal date: 01-30-23

Submitted by: _____
Kay Clements, Violence Prevention Center

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

TEEN DOMESTIC VIOLENCE AWARENESS MONTH

FEBRUARY 2023

WHEREAS, teens between the ages 16-24 are more vulnerable to intimate partner violence, experiencing abuse at a rate almost triple the national average; and

WHEREAS, one in three girls and one in four boys in the United States are victims of physical, emotional, or verbal abuse from a dating partner, a figure that far exceeds victimization rates for other types of violence affecting youth; and

WHEREAS, high school students who experience physical violence in a dating relationship are more likely to use drugs and alcohol, are at greater risk of suicide, and are much more likely to carry patterns of abuse into future relationships; and

WHEREAS, nearly half of the teens who experience dating violence report that incidents of abuse took place in a school building or on school grounds; and

WHEREAS, only 33% of teens who are in an abusive relationship ever tell anyone about the abuse, and 81% of parents surveyed either believe teen dating violence is not an issue or admit they do not know of it; and

WHEREAS, by providing young people with education regarding healthy relationships and relationship skills and by changing attitudes and behaviors that support violence, we recognize that dating violence can be prevented; and

WHEREAS, it is essential to raise community awareness and to provide training for teachers, counselors, and school staff so that they may recognize when youth are exhibiting signs of dating violence; and

WHEREAS, the establishment of Teen Dating Violence Awareness and Prevention Month will benefit young people, their families, schools, and communities regardless of socioeconomic status, gender, sexual orientation, or ethnicity; and

WHEREAS, everyone has the right to a safe and healthy relationship and to be free from abuse.

NOW, THEREFORE, Therefore, I, Thomas G. Smith, Mayor of Waterloo, Illinois, hereby proclaim February 2023 Teen Dating Violence Awareness and Prevention Month throughout the City of Waterloo.

Thomas G. Smith
Mayor of Waterloo Illinois

February 6, 2023

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 06, 2023

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Ordinance No. 1870 Amending the City of Waterloo,
Illinois Revised Code of Ordinances, Chapter 38 Utility Systems, Article IV Water
Code, Section 38-4-36(A)(B)(C) Water Rates.

3. Relief or action to be requested:

Approval.

4. Submittal date: 01-19-23

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. 1870

AN ORDINANCE AMENDING THE CITY OF WATERLOO, ILLINOIS REVISED CODE OF ORDINANCES, CHAPTER 38 UTILITY SYSTEMS, ARTICLE IV WATER CODE, SECTION 38-4-36(A)(B)(C) WATER RATES.

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

SECTION ONE. Paragraphs A, B and C of Section 38-4-36 of Article IV Water Code of Chapter 38 Utility Systems of the City Code of the City of Waterloo, Illinois are hereby amended to read as follows:

(A) Inside City Limits.

First 1,000 gallons (or less)	\$13.25 (minimum)
Next 9,000 gallons	\$13.56 per 1,000 gallons
Next 10,000 gallons	\$12.81 per 1,000 gallons
Next 30,000 gallons	\$12.63 per 1,000 gallons
Over 50,000 gallons	\$12.29 per 1,000 gallons

(B) Outside City Limits.

First 1,000 gallons (or less)	\$18.34 (minimum)
Next 9,000 gallons	\$18.79 per 1,000 gallons
Over 10,000 gallons	\$17.68 per 1,000 gallons

(C) Tank Water Rate. The water rate which shall be paid by every person for tank water at the municipal utility plant shall be a flat rate of \$.25 per 13 gallons.

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

SECTION THREE. This ordinance shall be in full force and effect as of the January 1, 2023 billing period.

PASSED this 6th day of February, 2023, pursuant to a roll call vote as follows:

AYES: _____

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 23-04 Authorizing the use of City
Rebuild Illinois and Matching Funds in the total amount of \$716,639.40 for the
Moore Street / Columbia Avenue PH 5 & 6 Project.

3. Relief or action to be requested:
Approval.

4. Submittal date: 01-20-23

Submitted by: _____
Shawn Kennedy, Collector / Budget Director

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



**Illinois Department
of Transportation**

RESOLUTION NO. 23-04

**Resolution for Improvement
Under the Illinois Highway Code**

Is this project a bondable capital improvement?

☒ Yes ☐ No

Resolution Type

Original

Resolution Number

Section Number

15-00032-04-PV

BE IT RESOLVED, by the Council of the City

Governing Body Type

Local Public Agency Type

of Waterloo

Name of Local Public Agency

Illinois that the following described street(s)/road(s)/structure be improved under

the Illinois Highway Code. Work shall be done by Contract

Contract or Day Labor

For Roadway/Street Improvements:

Name of Street(s)/Road(s)	Length (miles)	Route	From	To
Moore Street (Phases 5 & 6)	0.229	FAU 9315	Columbia Avenue (100+56.70)	S. of Station Crossing (111+59.20)
Columbia Avenue (Phases 5 & 6)	0.089	FAU 9316	W. of Moore (999+80.22)	E. of Moore (1004+50)

For Structures:

Name of Street(s)/Road(s)	Existing Structure No.	Route	Location	Feature Crossed

BE IT FURTHER RESOLVED,

1. That the proposed improvement shall consist of

Construction of a box culvert trunkline, multiple branch storm sewers, a retaining wall, and ditch construction. New curb, bases, and hot-mix asphalt pavements will be constructed throughout except the intersection itself will be concrete. Riprap and other erosion controls, pavement markings and traffic control will also be required.

2. That there is hereby appropriated the sum of Seven hundred sixteen thousand, six hundred thirty nine and 40/100

Dollars (\$716,639.40) for the improvement of

said section from the Local Public Agency's allotment of ~~Motor Fuel Tax funds~~ Rebuild Illinois funds.

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I, Mechelle Childers

Name of Clerk

City

Local Public Agency Type

Clerk in and for said

City

Local Public Agency Type

of Waterloo

Name of Local Public Agency

in the State aforesaid, and keeper of the records and files thereof, as provided by

statute, do hereby certify the foregoing to be a true, perfect and complete original of a resolution adopted by

Council

of

Waterloo

at a meeting held on 02-06-23

Governing Body Type

Name of Local Public Agency

Date

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 06th day of 02/2023

Day

Month, Year

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 23-05 Authorizing Payment in the
amount of \$591,530.69 for Contract Construction on the Moore Street / Columbia
Avenue PH 5 & 6 Project from the City Rebuild Illinois and Matching Funds.

3. Relief or action to be requested:
Approval.

4. Submittal date: 01-20-23

Submitted by: _____
Shawn Kennedy, Collector / Budget Director

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. 23-05

A RESOLUTION AUTHORIZING THE PAYMENT OF A STATE/FEDERAL INVOICE IN THE AMOUNT OF \$591,530.69 FROM THE CITY'S REBUILD ILLINOIS & MATCHING FUNDS FOR THE MOORE STREET/COLUMBIA AVENUE PH 5 & 6 PROJECT.

WHEREAS, attached is a Request for Expenditure / Authorization in the amount of \$591,530.69 for Contract Construction on the Moore Street PH 5 & 6 Project; and,

WHEREAS, the DMS Construction Contract for the Moore Street PH 5 & 6 Project is \$2,266,806.12; and,

WHEREAS, the construction contract shall be paid as follows: Federal Funds - \$884,000.00 plus City match from REBUILD - \$716,639.40 and City match from other funds - \$666,166.72; and,

WHEREAS, attached is a Request for Expenditure / Authorization in the amount of \$591,530.69 to be paid from the City's Rebuild Illinois and Matching Funds.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and Mayor that the City of Waterloo, Illinois does hereby direct and authorize the Mayor to execute said Request for Expenditure Authorization as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 06th day of February, 2023.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Thomas Smith, Mayor
City of Waterloo, IL

ATTESTED:

Mechelle Childers, City Clerk
City of Waterloo, IL



Local Public Agency

City of Waterloo

Type

City

County

Monroe

Section Number

15-00032-04-PV

I hereby request authorization to expend Motor Fuel Tax Funds as indicated below:

Purpose	Motor Fuel Tax Amount	Rebuild Illinois Amount
County Engineer/Superintendent Salary & Expenses		n/a
Contract Construction		\$591,530.69
Day Labor Construction		
Engineering		
Engineering Investigations		
IMRF/Social Security		n/a
Maintenance		
Maintenance Engineering		
Obligation Retirement		n/a
Other		
Right-of-Way (Itemized on 2nd page)		
TOTAL		\$591,530.69

Comments

Contract Construction for Phases 5 & 6, Moore Street. DMS Construction Contract is \$2,266,806.12, Federal funds = \$884,000.00, City match from REBUILD = \$716,639.40, City match from other funds (General, etc.) = \$666,166.72.

Local Public Agency Official Signature & Date

Title

Mayor

Approved

Regional Engineer Signature & Date
Department of Transportation

Department of Transportation Use

Entered By

Date

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 23-06 Approving a Professional
Services Agreement between the City of Waterloo, IL and HMG Engineering for
the 2023 Overlay Project.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-03-23

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. 23-06

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, IL AND HMG ENGINEERS FOR THE 2023 OVERLAY PROJECT.

WHEREAS, attached is a proposed Professional Services Agreement between the City of Waterloo, IL and HMG Engineers for the 2023 Overlay Project; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL to sign said Agreement.

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 Agreement as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 06th day of February, 2023.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Thomas Smith, Mayor
City of Waterloo, IL

ATTESTED:

Mechelle Childers, City Clerk
City of Waterloo, IL



PROFESSIONAL SERVICES AGREEMENT

PROJECT

2023 Overlay Projects

CLIENT

City of Waterloo, Illinois

PROJECT DESCRIPTION

CLIENT wishes to mill and overlay certain City streets, including South Main Street, East Fourth Street, Wedgewood Drive, Parkwood Drive, Elmwood Street, and Brookshire Court. The project also includes sidewalk ramps for ADA crossings at East Fourth & Morrison, and South Main & East Fourth.

SCOPE OF SERVICES

HMG will perform the following Scope of Services:

1. Design & Bidding Phase
 - a. Topographical surveys
 - b. Design & layout
 - c. Preparation of plans, specifications, and IDOT permit application for ADA ramps at South Main & East Fourth
 - d. Bidding administration
2. Construction Phase
 - a. Construction contract administration
 - b. Construction guidance
 - c. Submittal and pay application review
 - d. Resident construction observation

PROJECT SCHEDULE

HMG expects to complete Design & Bidding Phase Services in 60 days after authorization in order to allow for construction in Summer 2023.

Corporate Office
9360 Holy Cross Lane
Breeese, IL 62230

Bloomington Office
303 N. Hershey Road, Suite D3
Bloomington, IL 61704

Metropolis Office
605 Market Street
Metropolis, IL 62960

Mundelein Office
975 Campus Drive
Mundelein, IL 60060

Murphysboro Office
1032 N. 6th Street
Murphysboro, IL 62966

888-HMG-ENGR
www.hmgengineers.com

FEES

CLIENT shall pay HMG an amount equal to the cumulative hours charged to the Project by HMG's employees times the Billing Rates for each applicable billing class according to HMG's Rate Schedule attached hereto, plus related Direct Costs and Subconsultant's charges, if any, for a total fee not to exceed the following:

Design & Bidding Phase: \$28,000.00
Construction Phase: \$35,000.00

Billing Rates are subject to change annually on January 1 to reflect adjustments in HMG's salary levels.

In the event services beyond those specified in the Scope of Services and not included in the compensation above are required, HMG shall submit a fee estimate for such services and a contract modification shall be negotiated and approved by the CLIENT prior to any effort being expended on such services.

CITY OF WATERLOO, ILLINOIS

BY: _____ Thomas Smith _____

TITLE: _____ Mayor _____

ATTEST: _____ Mechelle Childers _____

TITLE: _____ City Clerk _____

DATE: _____

ADDRESS:

_____ 100 West Fourth Street _____

_____ Waterloo, IL 62298 _____

CONTACT:

_____ Tim Birk _____

EMAIL: _____ tbirk@waterloo.il.us _____

HMG ENGINEERS, INC.

BY: _____ Brandon M. Ratermann, P.E., PTOE _____

TITLE: _____ Vice President _____

ATTEST: _____ Brian R. Buchheit, P.E., BCEE _____

TITLE: _____ Secretary-Treasurer/COO _____

DATE: _____

ADDRESS:

_____ 9360 Holy Cross Lane _____

_____ Breese, IL 62230 _____

CONTACT:

_____ Brandon M. Ratermann, P.E., PTOE _____

EMAIL: _____ bratermann@hmgengineers.com _____



2023 RATE SCHEDULE (EFFECTIVE JANUARY 1, 2023)

CLASSIFICATION	RATE/HR
Senior Principal	\$229.00
Principal	\$214.00
Vice President/Senior Project Manager	\$175.00 – \$190.00
Senior Engineer	\$130.00 – \$170.00
Engineer	\$90.00 – \$130.00
Engineering Technician	\$65.00 – \$140.00
CAD Designer	\$60.00 – \$110.00
Professional Land Surveyor	\$120.00 – \$140.00
GIS Analyst	\$100.00 – \$140.00
Survey Technician	\$70.00 – \$100.00
Administrative Support	\$60.00 – \$80.00
Engineer Intern	\$60.00
Expert Consulting & Testimony	2x Rate

Billing rates include direct payroll, payroll burden, indirect overhead, and fixed fee (profit). Actual rates billed will be based on direct payroll rates for specific staff assigned to the project. Rates shown represent the range of rates for those classifications.

DIRECT COSTS	RATE
Automobile Mileage	Current IRS rate/mile
Travel/Lodging/Per Diem (if required by Client)	At Cost
In-House Water/Wastewater Laboratory Analysis	Cost of consumables + 10%
Subconsultants	Cost + 10%
Other specific direct expenses required by the Project shall be as described in the Agreement.	

Corporate Office
9360 Holy Cross Lane
Breese, IL 62230

Bloomington Office
303 N. Hershey Road, Suite D3
Bloomington, IL 61704

Metropolis Office
605 Market Street
Metropolis, IL 62960

Mundelein Office
975 Campus Drive
Mundelein, IL 60060

Murphysboro Office
1032 N. 6th Street
Murphysboro, IL 62966

888-HMG-ENGR
www.hmgengineers.com



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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 23-07 Approving a Professional
Services Agreement between the City of Waterloo, IL and HMG Engineering for
the Downtown Resurfacing Project.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-03-23

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. 23-07

A RESOLUTION APPROVING A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, IL AND HMG ENGINEERS FOR THE DOWNTOWN RESURFACING PROJECT.

WHEREAS, attached is a proposed Professional Services Agreement between the City of Waterloo, IL and HMG Engineers for the Downtown Resurfacing Project; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL to sign said Agreement.

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 Agreement as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 06th day of February, 2023.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Thomas Smith, Mayor
City of Waterloo, IL

ATTESTED:

Mechelle Childers, City Clerk
City of Waterloo, IL



PROFESSIONAL SERVICES AGREEMENT

PROJECT

Downtown Resurfacing

CLIENT

City of Waterloo, Illinois

PROJECT DESCRIPTION

CLIENT wishes to mill and overlay East & West First Street, East & West Mill Street, East & West Third Street, North & South Church Street, and North & South Main Street as detailed in Blue on the attached location map.

SCOPE OF SERVICES

HMG will perform the following Scope of Services:

1. Design & Bidding Phase
 - a. Topographical surveys
 - b. Design & layout
 - c. Preparation of plans and specifications
 - d. Bidding administration
2. Construction Phase
 - a. Construction contract administration
 - b. Construction guidance
 - c. Submittal and pay application review
 - d. Resident construction observation

PROJECT SCHEDULE

HMG expects to complete Design & Bidding Phase Services in 60 days after authorization in order to allow for construction in Summer 2023.

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9360 Holy Cross Lane
Breeze, IL 62230

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Bloomington, IL 61704

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Mundelein Office
975 Campus Drive
Mundelein, IL 60060

Murphysboro Office
1032 N. 6th Street
Murphysboro, IL 62966

888-HMG-ENGR
www.hmgengineers.com

FEES

CLIENT shall pay HMG an amount equal to the cumulative hours charged to the Project by HMG's employees times the Billing Rates for each applicable billing class according to HMG's Rate Schedule attached hereto, plus related Direct Costs and Subconsultant's charges, if any, for a total fee not to exceed the following:

Design & Bidding Phase: \$30,000.00

Construction Phase: \$42,000.00

Billing Rates are subject to change annually on January 1 to reflect adjustments in HMG's salary levels.

In the event services beyond those specified in the Scope of Services and not included in the compensation above are required, HMG shall submit a fee estimate for such services and a contract modification shall be negotiated and approved by the CLIENT prior to any effort being expended on such services.

CITY OF WATERLOO, ILLINOIS

BY: _____ Thomas Smith _____

TITLE: _____ Mayor _____

ATTEST: _____ Mechelle Childers _____

TITLE: _____ City Clerk _____

DATE: _____

ADDRESS:

_____ 100 West Fourth Street _____

_____ Waterloo, IL 62298 _____

CONTACT:

_____ Tim Birk _____

EMAIL: _____ tbirk@waterloo.il.us _____

HMG ENGINEERS, INC.

BY: _____ Brandon M. Ratermann, P.E., PTOE _____

TITLE: _____ Vice President _____

ATTEST: _____ Brian R. Buchheit, P.E., BCEE _____

TITLE: _____ Secretary-Treasurer/COO _____

DATE: _____

ADDRESS:

_____ 9360 Holy Cross Lane _____

_____ Breese, IL 62230 _____

CONTACT:

_____ Brandon M. Ratermann, P.E., PTOE _____

EMAIL: _____ bratermann@hmgengineers.com _____



2023 RATE SCHEDULE (EFFECTIVE JANUARY 1, 2023)

CLASSIFICATION	RATE/HR
Senior Principal	\$229.00
Principal	\$214.00
Vice President/Senior Project Manager	\$175.00 – \$190.00
Senior Engineer	\$130.00 – \$170.00
Engineer	\$90.00 – \$130.00
Engineering Technician	\$65.00 – \$140.00
CAD Designer	\$60.00 – \$110.00
Professional Land Surveyor	\$120.00 – \$140.00
GIS Analyst	\$100.00 – \$140.00
Survey Technician	\$70.00 – \$100.00
Administrative Support	\$60.00 – \$80.00
Engineer Intern	\$60.00
Expert Consulting & Testimony	2x Rate

Billing rates include direct payroll, payroll burden, indirect overhead, and fixed fee (profit). Actual rates billed will be based on direct payroll rates for specific staff assigned to the project. Rates shown represent the range of rates for those classifications.

DIRECT COSTS	RATE
Automobile Mileage	Current IRS rate/mile
Travel/Lodging/Per Diem (if required by Client)	At Cost
In-House Water/Wastewater Laboratory Analysis	Cost of consumables + 10%
Subconsultants	Cost + 10%
Other specific direct expenses required by the Project shall be as described in the Agreement.	

Corporate Office
9360 Holy Cross Lane
Breese, IL 62230

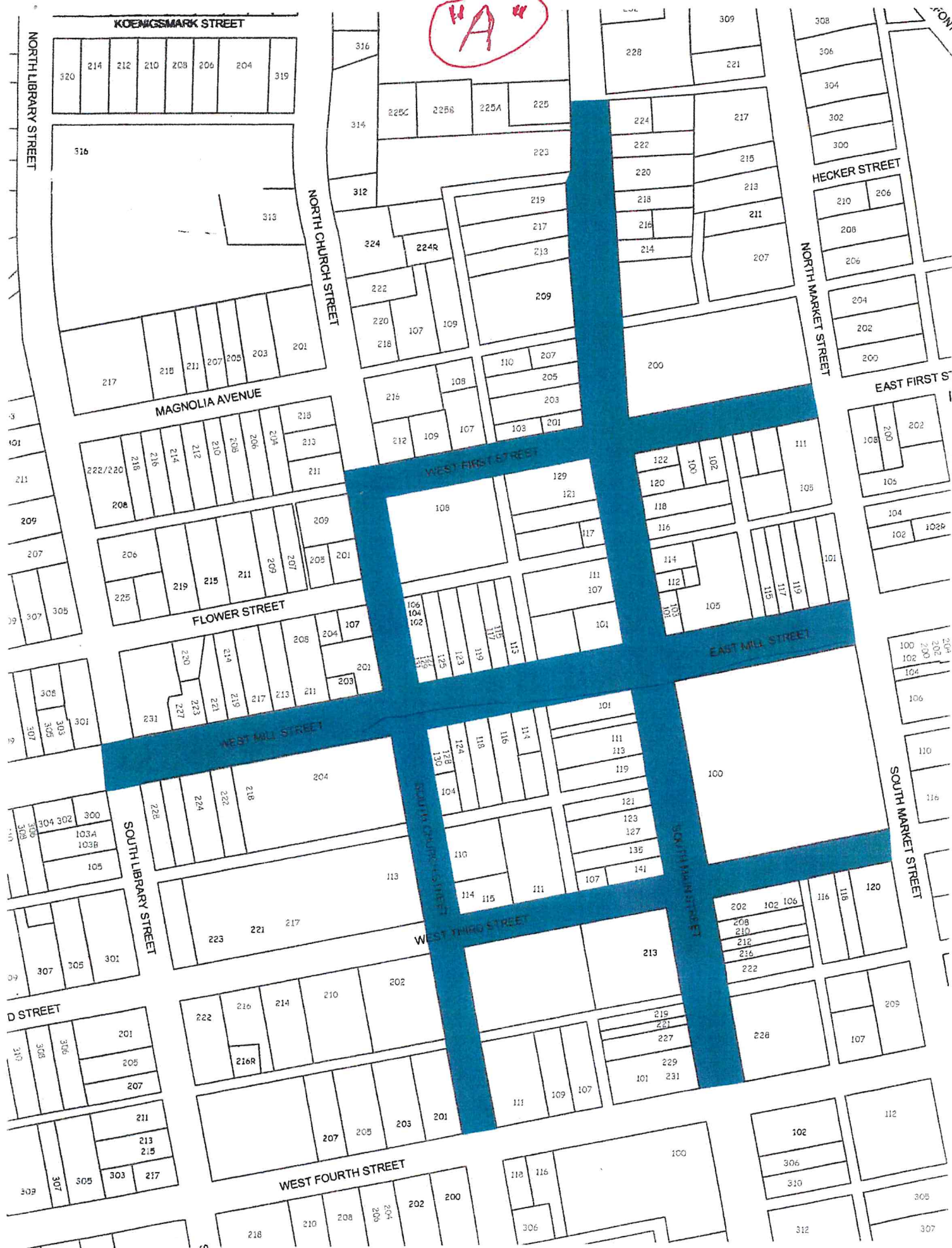
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AGENDA REQUEST

(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 06, 2023

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 23-08 Approving a Certified Water
Operator Services Agreement between the City of Waterloo, IL and Albers Water
Services for the One-Year Term of January 03, 2023 through January 03, 2024.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-03-23

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. 23-08

A RESOLUTION APPROVING A CERTIFIED WATER OPERATOR SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, IL AND ALBERS WATER SERVICES FOR THE ONE-YEAR TERM OF JANUARY 03, 2023 THROUGH JANUARY 03, 2024.

WHEREAS, attached is a proposed Certified Water Operator Services Agreement between the City of Waterloo, IL and Albers Water Services; and,

WHEREAS, the City of Waterloo, IL is in need of Certified Water Operator Services; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL to sign said Agreement.

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 Agreement as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 06th day of February, 2023.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Thomas Smith, Mayor
City of Waterloo, IL

ATTESTED:

Mechelle Childers, City Clerk
City of Waterloo, IL

Albers Water Services

CERTIFIED WATER OPERATOR SERVICES AGREEMENT

SCOPE OF ROUTINE SERVICES:

1. Visit system one (1) day per week, 2 hours per visit.
2. Provide guidance to OWNER'S staff on routine operation & maintenance of water system.
3. Provide guidance to OWNER'S staff on collecting required drinking water routine compliance samples for analysis by an IEPA-certified laboratory. Lab analysis fees shall be at OWNER'S expense.
4. Prepare & submit monthly operating reports (MORs) to IEPA.
5. Review inquiries from the IEPA with OWNER.
6. Issue boil orders when necessary. OWNER must notify OPERATOR if the pressure falls below 20 psi or service is interrupted.
7. Notify or recommend to OWNER when equipment or other vital system components need repaired or replaced.

TERM

This Agreement shall be effective from **January 3, 2023** through **January 3, 2024**. The parties may extend or renew this Agreement, with or without changes, or in writing and establishing new terms to the Agreement.

COMPENSATION

ROUTINE SERVICES: For routine services described above, including labor and direct expenses, a lump sum fee of **\$1,500 per month** for one (1) visit per week. Compensation may need to be negotiated, due to the ever changing governmental regulations and the financial environments.

ADDITIONAL SERVICES: Additional Services (hours requested in excess of routine services per month, emergency callout, additional remote services via voice or text, etc.) shall be billed according to the following:

Licensed Water Operator	\$100.00/hr
Mileage	Current IRS rate/mile

OWNER: CITY OF WATERLOO

OPERATOR: TIM ALBERS

BY: _____

BY: _____

TITLE: _____

TITLE: Manager

DATE: _____

DATE: _____

CERTIFIED WATER SYSTEM OPERATOR CONTRACT
(FOR CONTRACTUAL OPERATION OF PUBLIC WATER SUPPLY)

WHEREAS, the City of Waterloo, Illinois, hereinafter designated as the Supply, is desirous to employ a certified water plant operator; and

WHEREAS, Timothy G. Albers (Operator License #: 186459095) of Albers Water Services, LLC, hereinafter designated as Independent Contractor, is capable of performing the duties required of a certified water system operator in the State of Illinois, and

WHEREAS, said Supply and Independent Contractor have entered into an agreement for employment for such position of certified water system operator on the following terms and conditions:

1. That said Independent Contractor, Timothy G. Albers (Operator License #: 186459095), is the holder of an Illinois EPA Class A Certificate as a public water supply operator and that the said Supply requires the services of such a person in the operation of its water system.
2. That said parties herein agree that said Independent Contractor will be responsible for operations of the City of Waterloo in accordance with the rules and regulations of the Illinois Environmental Protection Agency.
3. Said Independent Contractor hereby agrees to act as the Certified Water Plant Operator on a contractual basis for said Supply.
4. It is further agreed among the parties herein that Timothy G. Albers (Operator License #: 186459095) of Albers Water Services, is an Independent Contractor and is not an employee of the Supply and is not subject to employee provisions of employment by said Supply.
5. It is further agreed that this Contract shall be effective on January 3, 2023 and shall be fully operative and binding on all parties to this Contract until January 3, 2024 or canceled by either party by giving 30 days notice in writing by certified U. S. Mail, postage prepaid.
6. That said parties agree to the requirements set forth in the addendum to this agreement in regard to the responsibilities of both parties.
7. That this agreement and its addendum have been approved by the Illinois Environmental Protection Agency.

This Contract entered into this 3 day of January , 2023 by the parties herein below mentioned.

Title Mayor

Owner (OW), Official Custodian (OC), **OR** Administrative Contact (AC)

Timothy G. Albers

Printed name of Contract Operator (Independent Contractor)

Signature of Contract Operator (Independent Contractor)

ATTEST:

(RECORDING CLERK OF SYSTEM)

ADDENDUM TO CONTRACTUAL PUBLIC WATER SUPPLY AGREEMENT

1. Information Regarding Parties Involved:

Community Water Supply Information:

Name of Supply: City of Waterloo

System ID #: IL1330300

Name of Owner, Official Custodian, **OR** Administrative Contact: Thomas Smith

Name of System Contact: Chris Frank

Mailing Address: 100 West 4th Street Waterloo, IL 62298

Phone: Owner, Official Custodian, **OR** Administrative Contact: (618) 939-6040

System Contact: Chris Frank

Emergency Contact:

Email: cfrank@waterloo.il.us

Certified Public Water Supply Operator

Name of Certified Operator: Timothy G. Albers

Operator 9-digit ID number: 186459095

Mailing Address: Albers Water Services, LLC 761 South Clinton Street, Breese, IL 62230

Phone: (618) 979-4434

Emergency Contact: (618) 979-4434

Email: alberswaterservices@gmail.com

2. Starting Date of Agreement:

Starting Date: January 3, 2023

The Owner, Official Custodian, **or** Administrative Contact of the community water supply must submit this contract delegating responsibility and authority to the contract operator to the IEPA (hereafter known as the Agency) for approval within thirty (30) days following the execution of the contract.

Submit contract to the following address:

Illinois EPA, Drinking Water Compliance Assurance Section #19, 1021 North Grand Avenue East, Springfield, Illinois 62794-9276.

The Agency shall, not later than 45 days following the receipt of this contract, provide written notice to the community water supply of its decision to approve or disapprove the contract.

3. Expiration Date of Agreement:

Expiration Date: January 3, 2024

This contract must include an expiration date. While there is no required length of duration for this contract, the expiration date should be agreeable to both the community water supply and the contract operator.

If any contract approved by the Agency is terminated before the expiration date in the contract, the Owner, Official Custodian, **or** Administrative Contact of the community water supply **and** the contract operator must provide written notice to the Agency no less than 15 days before the contract is terminated.

4. Minimum number of visits (or hours) the contract operator must be on-site each week (or month) to the community water supply:

One (1) visit per week

5. The Duties and Responsibilities of Each Party Involved:

Community Water Supply Duties and Responsibilities will include but not be limited to:

- A. Provide all needed manpower and equipment required to maintain proper day-to-day operation of the community water supply.
- B. Provide labor and materials for correcting any maintenance and/or operational problems.
- C. Provide necessary monetary funds to cover the costs of requirements outlined in A and B.
- D. Ensure that all projects requiring construction and operating permits meet Agency requirements.
- E. Ensure that all NPDES permit effluents are being met (if applicable).
- F. Party will ensure that the community water supply remains in compliance with, but not limited to, the following:
 - Design, Operation and Maintenance Criteria, 35 Ill. Adm. Code 604
 - Raw and Finished Water Quality and Quantity, 35 Ill Adm. Code 604 Subpart B
 - Primary Drinking Water Standards, 35 Ill. Adm. Code 611
 - Permits, 35 Ill. Adm. Code 602
 - Emergency Operation Requirements found in 35 Ill. Adm. Code 607.135(c)
 - (Portions of or all of the above may also be included in the contractual operator duties.)
- G. Provide manpower for daily equipment checks.
- H. Provide manpower for the collection of all required samples and submission of these samples to a certified laboratory for analysis (This provision may be listed as a responsibility of the contractual operator, if both parties agree.)
- I. Provide a spare parts inventory.
- J. Maintain copies of all pertinent reports and records at the treatment plant or other system facility site.

- K. Maintain and implement an up-to-date Emergency Operating Plan (EOP).
- L. Provide manpower to perform preventive maintenance on equipment as recommended by the manufacturer.

Contractor operator duties and responsibilities will include but not be limited to:

- A. Performing the required number of visits (or hours) as specified in this agreement.
- B. Maintaining proper records of the specified visits.
- C. Must maintain and submit in a timely manner to the Agency all required operating records and reports. These records and reports include, but are not limited to:
 - Consumer Confidence Report
 - Drinking Water Compliance Monitoring Reports
 - Discharge Monitoring Reports (if applicable)
 - Monthly Operating Reports
- D. In addition to the specified visits, the contractual operator must also ensure a means of communication for the community water supply and/or regulatory agencies in the event of routine or emergency operational problems.
- E. Ensure by personal action or by directives to system personnel that system is being operated in a manner that provides for the safe and proper production and distribution of potable water.
- F. Ensure by personal action and by directives to system personnel that all necessary and required routine operational control testing is being performed.
- G. Issues boil orders (when required). This includes notification of affected water system customers by appropriate means, the Illinois Environmental Protection Agency regional office, and the local and/or county public health department, per regulatory guidelines.
- H. Issue public notices (when required). This includes notification of affected water system customers, the Illinois Environmental Protection Agency Compliance Assurance Section, and local and/or county public health department. The Illinois Dept. of Public Health must also be notified in certain situations.
- I. Responding to Agency requests for information, site visits, or any other requested data.

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Resolution No. 23-09 Approving a Client Agreement
between the City of Waterloo, IL and AAIM Training & Consulting LLC for Pre-
Employment Services.
3. Relief or action to be requested:
Approval.
4. Submittal date: 02-03-23

Submitted by:
Chief of Police, Jeff Prosise

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. 23-09

A RESOLUTION APPROVING A CLIENT AGREEMENT BETWEEN THE CITY OF WATERLOO, IL AND AAIM TRAINING & CONSULTING LLC FOR PRE-EMPLOYMENT SERVICES.

WHEREAS, attached is a proposed Client Agreement between the City of Waterloo, IL and AAIM Training & Consulting LLC for pre-employment services; and,

WHEREAS, the City of Waterloo, IL is in need of pre-employment services; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL to sign said Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo, IL does hereby direct and authorize the Mayor to execute said Agreement as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 06th day of February, 2023.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Thomas Smith, Mayor
City of Waterloo, IL

ATTESTED:

Mechelle Childers, City Clerk
City of Waterloo, IL

CLIENT AGREEMENT

This Client Agreement ("Agreement") is made and entered into by and between AAIM Training & Consulting LLC ("AAIM"), 12851 Manchester Road, Suite 150, St. Louis, MO 63131, and _____ (End User Company **Legal Business Name**), _____ (address, city, state and zip) ("Client").

This Agreement shall be effective on the date of the last signature below (the "Effective Date").

RECITALS

WHEREAS, Client plans to order Consumer Reports and/or Investigative Consumer Reports as defined under the federal Fair Credit Reporting Act ("FCRA") (collectively "Reports") from AAIM;

WHEREAS, AAIM desires to sell Reports to Client;

WHEREAS, AAIM and Client desire to further define the terms by which Reports will be provided by AAIM to Client;

NOW, THEREFORE, in consideration of the mutual covenants set forth in this Agreement, AAIM and Client hereby agree as follows:

TERMS

1. **Certification of Permissible Purpose For Receiving Reports.** Client hereby certifies that all of its orders for Reports from AAIM shall be made, and the resulting reports shall be used for "**employment purposes**" under the Fair Credit Reporting Act, 15 U.S.C. § 1681 *et seq.* According to guidance from the Federal Trade Commission, checks for "employment purposes" may include not only those executed on traditional employees, but also those conducted on independent contractors and volunteers. Client shall not request, obtain, or use Reports for any purpose not identified above. Among other things, Client shall not request Reports for the purpose of selling, leasing, or renting information obtained under this Agreement to any other party, whether alone, in conjunction with Client's own data, or otherwise in any service which is derived from the Reports provided by AAIM. PLEASE NOTE: THE FCRA PROVIDES THAT ANY PERSON WHO KNOWINGLY AND WILLFULLY OBTAINS INFORMATION ON A CONSUMER FROM A CONSUMER REPORTING AGENCY UNDER FALSE PRETENSES SHALL BE FINED UNDER TITLE 18 OF THE UNITED STATES CODE OR IMPRISONED NOT MORE THAN TWO YEARS, OR BOTH.

2. **Additional Certifications For Employment-Related Reports.** Client understands that various legal requirements apply when it orders Reports for employment purposes. Client shall comply with all such requirements. In particular, Client makes the following certifications as to legal compliance.

- A. **Disclosure.** Client certifies that, in compliance with the FCRA, prior to ordering a Report, Client shall make a clear and conspicuous "disclosure" in writing to the individual about whom the Report will be run ("the Consumer") in a document that consists solely of the "disclosure". The "disclosure" shall explain that a Consumer Report may be procured for employment purposes. The "disclosure" shall also describe

the nature of the Reports to be ordered and meet all other requirements specified by applicable law. The “disclosure” shall not contain any extraneous information not required by applicable law, including, but not limited to, a release of liability.

- B. **State Law Notifications.** Client certifies that before ordering a Report from AAIM, it shall also provide any necessary notifications under applicable state law to the Consumer. Client understands that various states, including, but not limited to, California, Minnesota, Oklahoma, New York, Massachusetts, and Washington require that specific information be communicated to the Consumer under certain circumstances. Client also understands that certain states, such as California, Oklahoma, and Minnesota, require that applicants/employees be afforded a check box to allow them to indicate that they would like a copy of any report received by Client. Client agrees that it will work with experienced legal counsel as appropriate to ensure that all applicable requirements are accounted for.
- C. **Written Consent.** Client certifies that, consistent with the FCRA, before ordering a Report, the Consumer shall authorize in writing the procurement of such Report.
- D. **EEO Law and Regulation Compliance.** Client certifies that it shall not use information contained in a Report provided by AAIM in violation of any applicable federal or state equal employment opportunity law or regulation.
- E. **Adverse Action Procedures.** Client certifies that, before taking adverse action based in part or whole on a Report from AAIM, it shall follow all legally-required “adverse action” procedures specified by applicable federal, state and/or local law. For example, if the Consumer may be denied employment or incur another adverse action based in whole or part on a Report provided by AAIM, Client will provide to the consumer: (1) a copy of the Report, (2) a description, in writing, of the rights of the consumer entitled “A Summary of Your Rights Under the Fair Credit Reporting Act,” and (3) a written notice containing any and all required notifications under federal, state or local law. After providing the pre-adverse action communication described above, Client shall wait a reasonable period of time to allow the Consumer to dispute the accuracy of the report before taking any adverse action. After the appropriate waiting period and, assuming no dispute, Client will issue to the Consumer notice of any adverse action taken, including the statutorily-required notice identified in the Fair Credit Reporting Act. Among other things, such notice will include: (1) the name, address, and telephone number of the consumer reporting agency, AAIM, (2) a statement that the consumer reporting agency did not make the decision to take the adverse action and is unable to provide the Consumer the specific reasons why the adverse action was taken, (3) a statement that the Consumer may obtain a free copy of the consumer report from the consumer reporting agency within 60 days pursuant to Section 612 of the Fair Credit Reporting Act, and (4) a statement that the Consumer has the right to dispute with the consumer reporting agency the accuracy or completeness of any information in a consumer report furnished by the agency. If a dispute as to the accuracy of the Report is raised by the Consumer during the waiting period, Client will afford AAIM the legally-allowed time to resolve the dispute before deciding whether to take adverse action.

- F. **Certifications Associated With Each Order.** By having AAIM prepare a Report for Client, Client is certifying that: (1) A clear and conspicuous disclosure has been made in writing to the Consumer by Client (in a document that consists solely of the disclosure) stating that a Consumer Report may be obtained for employment purposes; (2) the Consumer has authorized in writing the procurement of the Consumer Report that is being ordered; (3) information from the report to be provided by AAIM will not be used in violation of any applicable Federal or State equal employment opportunity law or regulation, or any other applicable law; and (4) if applicable, Client will comply with the adverse action requirements described in Section 604(b)(3) of the Fair Credit Reporting Act, as well as any other pertinent adverse action requirements. In addition, if the Consumer lives in California or is applying to work in California or works in California, by having AAIM prepare a Report for Client, Client is certifying that: (1) Client has complied with all disclosure and authorization requirements set forth in California Civil Code 1786.16, (2) Client has provided the Consumer a means to check a box to indicate that he or she would like a copy of any Report received by Client from AAIM, (3) Client will comply with any adverse requirements set forth under California law (including those identified in Section Cal. Civ. 1786.40) should they become applicable, and (4) Client has otherwise met all requirements for obtaining a Consumer Report or Investigative Consumer Report under California law.

3. **Additional Commitments For Specific Types Of Reports.**

- A. **Investigative Consumer Report Information.** If Client chooses to order Investigative Consumer Reports (i.e., certain interview-based reports), Client certifies that it shall comply with additional requirements pertaining to Investigative Consumer Reports, as outlined in 15 U.S.C. § 1681d. Among other things, it shall clearly and accurately disclose to the Consumer that an Investigative Consumer Report, including information as to his/her character, general reputation, personal characteristics, and mode of living, whichever are applicable, may be obtained. The disclosure shall be made in writing and mailed or otherwise delivered to the Consumer with a summary of the Consumer's rights provided for under 15 U.S.C. § 1681g(c). The disclosure shall also include a statement informing the Consumer of his/her right to submit a written request for additional information, pursuant to 15 U.S.C. § 1681d(b), within a reasonable period of time after the receipt by him/her of the foregoing disclosure. By having AAIM prepare an Investigative Consumer Report for Client, Client is certifying that it has complied with the above requirements in this Section and otherwise met all legal prerequisites for receiving an Investigative Consumer Report. Further, upon receipt of a request by a consumer for additional information about the Investigative Consumer Report being ordered, Client shall disclose in writing the nature and scope of the investigation, which shall be complete and accurate. The disclosure shall be mailed or otherwise delivered to the Consumer not later than five (5) days after the date on which the request for additional disclosure was received from the Consumer or the date the Client first requested the report, whichever is later.
- B. **Credit History Information.** If Client chooses to order credit reports from AAIM, it certifies the following:
1. If Client is an employer, Client understands that at least ten (10) states and certain municipalities impose requirements and/or restrictions on employers intending

to use credit reports for employment purposes. For example, Nevada and Illinois only permit employers to consider credit reports if the Consumer is working or will be working in a certain capacity. Likewise, states such as California and Colorado require that Consumers receive certain additional notifications before a credit check for employment purposes is conducted. Client certifies that it will comply with all applicable legal requirements or restrictions pertaining to credit checks.

2. Client acknowledges that special requirements are imposed by credit bureaus before access to credit history information may be provided. Client therefore agrees to the following:

- a. Client shall make no employment decisions based solely on credit bureau alerts/warnings regarding addresses and/or Social Security Numbers.
- b. Client shall permit a physical site inspection of its premises. The cost for the site inspection will be billed to Client. AAIM will arrange for an inspector to come to Client's location.
- c. Client shall ensure security programs and appropriate access requirements are in place, the purpose being to prevent unauthorized ordering, accessing, and/or unauthorized viewing of consumer information; Client shall also inform all accessing employees that they may not access their personal information, information of friends and/or relatives or any other person unless it is for legitimate business purposes.
- d. To the extent Client is eligible to receive credit scores ("Scores"), Client shall only do so for its own exclusive use. Client may store Scores solely for Client's own use in furtherance of Client's original purpose for obtaining the Scores. Client shall not use the Scores for model development or model calibration and shall not reverse engineer the Score. All Scores provided hereunder will be held in strict confidence by Client and may never be sold, licensed, copied, reused, disclosed, reproduced, revealed or made accessible, in whole or in part, to any person, except (i) to those employees of Client with a need to know and in the course of their employment; (ii) to those third party processing agents and other contractors of Client who have executed an agreement that limits the use of the Scores by the third party only to the use permitted to Client and contains the prohibitions set forth herein regarding model development, model calibration, reverse engineering and confidentiality; (iii) when accompanied by the corresponding reason codes, to the consumer who is the subject of the Score; (iv) to government regulatory agencies; or (v) as required by law. Moreover, unless otherwise explicitly authorized in an agreement between AAIM and Client for Scores obtained from a credit bureau, or as explicitly otherwise authorized in advance and in writing by a credit bureau through AAIM, Client shall not disclose to consumers or any third

party, any or all such scores provided under this Agreement, unless required by law.

- e. Client shall release and indemnify the credit bureau from all liability arising from the Client's unauthorized access, improper use, or reliance on consumer credit information provided pursuant to this agreement.
- f. Client shall comply with any other requirement imposed by a credit bureau, so long as AAIM makes Client aware of such a requirement.

- C. **Criminal History Information.** AAIM recommends that Client screen consumers at the county, state, and federal level, as well as using federal and multi-state/nationwide databases. Client understands that AAIM cannot be held responsible for any records that exist that do not fall within the scope of the search(es) ordered by Client. Client further understands that the multi-state/nationwide databases will only be offered in conjunction with a county or state-level verification of any possible "hit" and that Client will be separately charged for the associated fees. Finally, Client is aware that multiple states and municipalities impose restrictions on the use of criminal history information and that the EEOC counsels that employers should engage in a multi-step process when evaluating applicants'/employees' criminal history information designed to avoid any disparate impact problems under Title VII. Client agrees to monitor all applicable legal restrictions on the use of criminal history information and take all necessary steps to comply with them.
- D. **Motor Vehicle Record Information.** Client hereby certifies that it will only order motor vehicle records and/or driving records (collectively "MVRs") in strict compliance with the Driver Privacy Protection Act ("DPPA" at 18 U.S.C. § 2721 *et seq.*) and any related state laws. Client further certifies that no MVRs shall be ordered without first obtaining the written consent of the Consumer to obtain MVRs. Client shall not retain or store any AAIM-provided MVR results or portions of information contained therein in any database or combine such information with data in any other database, except that Client may keep a copy of a Consumer's MVR in the Consumer's personnel file. Client shall not transmit any data contained in the reported MVR via any unsecured means. Client understands that when MVRs are sought in certain states, Client will be required to complete and store certain state-specific written consent materials in connection with any MVR check performed by AAIM. Client agrees to complete such state-specific written consent materials as required by law or requested by AAIM. Client further agrees to maintain such materials for no less than five (5) years when required by applicable law.
- E. **Drug Test Results.** Client certifies that it understands that various states impose requirements and/or restrictions on employers intending to obtain or use drug testing results. For example, Minnesota only allows employers to conduct drug testing in certain situations and further requires that certain notices be provided. Client certifies that it will comply with any and all legal requirements or restrictions pertaining to its acquisition or use of drug test results received from AAIM.
- F. **The Work Number.** Client acknowledges that special requirements are imposed by Talx Corporation before access to "The Work Number" may be provided by AAIM. If

Client chooses to order such information from AAIM, Client agrees to comply with the terms for "Subscribers" identified on Exhibit A to this Agreement.

4. **Obligations Regarding The Use and Security of Reports.**

- A. **Decision-making.** Client understands and agrees that AAIM does not make the decision to deny employment, or take any other adverse action based on any reported findings in the AAIM investigation process. This responsibility falls solely with the Client. Client accepts full responsibility for any decision or adverse action made in part or whole on a Report provided by AAIM.
- B. **Client's Information Security Obligations.** Client understands that Reports contain sensitive, personal information. Accordingly, Client agrees to do the following in order to preserve the security of the information being provided pursuant to this Agreement:
1. **Prevent Misuse Of Services Or Information.** Client shall only request Reports for one-time use. Client agrees to take appropriate measures so as to protect against the misuse and/or unauthorized access of Reports. Client agrees that AAIM may temporarily suspend Client's access pending an investigation of Client's use or access. Client agrees to cooperate fully with any and all investigations. If any misuse or unauthorized access is found, AAIM may immediately terminate this Agreement.
 2. **Properly Maintain The Client Account.** Client is responsible for the administration and control of Account IDs and shall identify a security administrator to coordinate with AAIM. Client shall manage all Account IDs and notify AAIM promptly if any Account ID becomes inactive or invalid. Client shall follow the policies and procedures of AAIM with respect to account maintenance as communicated to Client from time to time.
 3. **Limit Access Within Organization.** Client shall disclose Reports internally only to Client's designated and authorized employees having a need to know and only in accordance with the Agreement and applicable law. Client shall ensure that such designated and authorized employees shall not attempt to obtain any Reports on themselves, associates, or any other person except in the reasonable exercise of their official duties.
 4. **Limit Distribution Outside of Organization.** Client shall hold any Report obtained from AAIM in strict confidence, and not disclose it to any third-parties except as necessary to comply with adverse-action requirements under the Fair Credit Reporting Act or as otherwise required by law.
 5. **Disposal of Consumer Report Information.** Client agrees to take reasonable measures to dispose of Reports in order to prevent the unauthorized access to – or use of – information in a Report. Reasonable measures for disposing of consumer report information may include: (1) Burning, pulverizing, or shredding papers containing consumer report information so that the information cannot be read or reconstructed; (2) Destroying, erasing, deleting and/or scrambling electronic files or media containing consumer report information so that the

information cannot be read or reconstructed; or (3) Engaging a professional document destruction contractor to dispose of consumer report information. In all instances, Client's report disposal procedures shall comply with applicable law.

6. Properly Handle Any Potential Or Actual Security Breaches. In the event that Client learns of has reason to believe that Report data has been disclosed to or accessed by an unauthorized part, Client shall comply with any and all applicable data breach laws.
7. Background Checks On Authorized Users. Client shall perform criminal background checks on any employee that may be permitted to access Reports ("Authorized User") to ensure that an Authorized User does not have a felony or misdemeanor conviction within the last seven years that calls into question their ability to maintain the confidentiality of Reports or appropriately use Reports. Client shall retain background screening reports on Authorized Users for as long as an individual remains an Authorized User and for two years thereafter, and shall make such reports available for purposes of auditing compliance with this provision, as allowed by law.

5. **AAIM's Obligations.**

- A. **Compliance with Applicable Laws.** AAIM agrees to comply with all laws applicable to the making of Reports. Among other things, AAIM will: (a) follow reasonable procedures to assure maximum possible accuracy of the information reported, (b) disclose to Consumer, upon request, the information in the Consumer's file, and (c) reinvestigate any information disputed by the Consumer at no charge to the Client and take any necessary action to rectify a report that has been determined to have incorrect or unverifiable information.
- B. **Scope of Information Provided.** AAIM shall seek out and deliver information consistent with the service descriptions set forth on its website at <https://aaimea.org/> at the time of the relevant search. Client understands that it must review and consider the scope of a search before placing an order with AAIM. Client also understands that it will not receive information from AAIM that falls outside of a requested search, and that it will not receive information that AAIM determines—in its sole discretion—to be unreportable under applicable law.

6. **No Legal Advice.** Client acknowledges the importance of complying with its obligations under applicable law and agrees that it will consult with legal counsel as appropriate regarding the acquisition and use of Reports. Client understands and acknowledges that AAIM is not a law firm and does not provide legal advice in connection with AAIM's furnishing of Reports to Client or Client's use of such Reports. Client understands that any communications by AAIM's employees or representatives regarding searches, verifications or the content of reports are not to be considered or construed as legal advice. Client shall consult with counsel as appropriate before deciding whether to act upon information reported by AAIM. Client understands that sample forms or documents made available by AAIM to Client, including, but not limited to, sample disclosure notices, written authorizations, and adverse action notices are offered solely as a courtesy and should not be construed as legal advice. Laws governing the content of such documents frequently change. Accordingly,

Client shall consult with counsel to make sure that it is using appropriate documents that comply with any and all applicable federal, state, and local laws. Use of AAIM's sample documents or processes—including any process designed to obtain the consumer's consent to the background check—is entirely optional. Therefore, if Client chooses to use AAIM's sample documents or processes in part or whole, Client agrees that such documents/processes should be considered its own (not that of AAIM), and that Client has consulted with its own legal counsel to the extent necessary regarding the use of such documents/processes. Client shall indemnify, defend, and hold harmless AAIM, its vendors and service providers, affiliates, and subsidiaries and their respective officers, directors, and employees from and against any and all damages, penalties, losses, liabilities, judgments, settlements, awards, costs, and expenses (including reasonable attorneys' fees and expenses) arising out of or in connection with any third-party claims, assertions, demands, causes of action, suits, proceedings or other actions, whether at law or in equity ("Claims"), related in any manner to Client's use of sample forms, sample documents, or processes made available by AAIM.

7. Warranties, Remedies, and Indemnification.

- A.** AAIM assembles information from a variety of sources, including courthouses and government agencies. Client understands that these information sources and resources are not maintained by AAIM. Therefore, AAIM cannot be a guarantor that the information provided from these sources is absolutely accurate. Nevertheless, AAIM has in place procedures designed to ensure the maximum possible accuracy of the information reported and also procedures designed to respond promptly to claims of incorrect or inaccurate information in accordance with applicable law.
- B.** Client understands that AAIM obtains the information in its Consumer Reports and Investigative Consumer Reports from various third-party sources "AS IS" and, therefore, is providing the information to Client "AS IS". **AAIM MAKES NO REPRESENTATION OR WARRANTY WHATSOEVER, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR PARTICULAR PURPOSE OR IMPLIED WARRANTIES ARISING FROM THE COURSE OF DEALING OR A COURSE OF PERFORMANCE; AAIM EXPRESSLY DISCLAIMS ANY AND ALL SUCH REPRESENTATIONS AND WARRANTIES.**
- C.** In addition to any indemnification obligation set forth elsewhere in this Agreement, Client shall indemnify and hold harmless AAIM, its affiliates, and subsidiaries and their respective officers, directors, employees, agents, and insurers from and against any and all damages, penalties, losses, liabilities, judgments, settlements, awards, costs, and expenses (including reasonable attorneys' fees and expenses) arising out of or in connection with any third-party claims, assertions, demands, causes of action, suits, proceedings or other actions, whether at law or in equity ("Claims") related in any manner to: (i) any breach by Client of this Agreement or addenda to this Agreement, (ii) Client's violation of applicable laws or ordinances, or (iii) Client's negligence, misconduct, recklessness, errors or omissions.
- D. AAIM SHALL NOT BE LIABLE TO CLIENT FOR ANY CONSEQUENTIAL, INCIDENTAL, PUNITIVE, SPECIAL, EXEMPLARY OR INDIRECT DAMAGES (INCLUDING LOST PROFITS OR SAVINGS), EVEN IF AAIM WAS ADVISED OF THE POSSIBILITY OF THE OCCURRENCE OF SUCH**

DAMAGES. IN ADDITION, AAIM SHALL NOT BE LIABLE TO CLIENT UNDER ANY CIRCUMSTANCES FOR AN AMOUNT THAT EXCEEDS THE TOTAL FEES PAID TO AAIM DURING THE TWELVE MONTHS BEFORE SUCH LIABILITY AROSE. BOTH PARTIES AGREE THAT THE PRICES AFFORDED TO CLIENT ARE PREMISED ON THIS CAP ON DAMAGES.

8. **Fees and Invoices.** Client shall be responsible for paying all costs and fees for services ordered at then-applicable prices. Client shall be responsible for all charges incurred, including applicable court access costs, as well as charges resulting from Client's errors in inputting data, duplicate requests, and errors in transmission. Client will be billed monthly for services rendered on its behalf. Invoices are considered past due after thirty (30) days from date of invoice. Unpaid balances thereafter are subject to a monthly interest charge of up to 1.5% per month from the date of the invoice until the obligation is paid in full, as allowed by law. **Client shall review all invoices furnished and shall notify AAIM of any discrepancies within thirty (30) days of receipt of the invoice. Absent an appropriate notice within thirty (30) days, the invoice will be deemed approved and accepted by Client.** If it becomes necessary for AAIM to pursue any collection of any amount due from Client under this Agreement, in addition to the principal amount due and interest, AAIM shall be entitled to recover its costs of collection including, without limitation, reasonable attorney's fees, as allowed by law.

9. **Miscellaneous.**

- A. **Term.** This Agreement may be terminated by either Party for any reason whatsoever upon 30 days' prior written notice to the other Party. Notwithstanding the above, AAIM may terminate this Agreement immediately upon written notice if Client is the debtor in a bankruptcy action or in an assignment for the benefit of creditors or if Client undergoes a change in ownership. In addition, AAIM may terminate the Agreement immediately if it determines that Client has violated the Agreement or a separate legal requirement, or if it determines that there has been a material change in existing legal requirements that adversely affects the Agreement.
- B. **Counterparts; Facsimile Signatures.** This Agreement may be executed in two or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- C. **Independent Contractor.** Each party is and shall remain an independent contractor. Neither party is authorized to assume or create an obligation or responsibility, express or implied, on behalf of or in the name of the other party or to bind the other party in any manner.
- D. **Address Change.** Client shall notify AAIM if Client changes its name or address.
- E. **Information for "Vetting Purposes".** Client shall be expected to provide certain information to AAIM regarding the nature of its business so that AAIM may appropriately "vet" Client before providing Reports.
- F. **General Legal Compliance:** Client shall comply with all laws applicable to its ordering, receipt, or use of Reports from AAIM.

- G. Receipt of Federal Notices. Client acknowledges that it has received a copy of “A Summary of Your Rights Under the Fair Credit Reporting Act” and “Notice to Users of Consumer Reports.”
- H. Audits. AAIM shall have the right to conduct periodic audits of Client’s compliance with this Agreement. In addition, certain third-party vendors, such as departments of motor vehicles and credit bureaus, require the right to audit Client either directly or through AAIM. The scope and frequency of any audit shall be at the reasonable discretion of AAIM and will be subject to requirements imposed by third-party vendors. AAIM will provide reasonable notice prior to conducting any audit provided that AAIM has received reasonable notice from any third-party vendor involved in the audit process. Any violations discovered as a result of such audit may be cause for immediate action by AAIM, including, but not limited to, immediate termination of this Agreement.
- I. Forum Selection and Choice of Law. Missouri law and federal law will govern this Agreement for all matters except for collections. The parties agree that any legal disputes other than collection matters will be handled in the appropriate state court in Missouri or the appropriate federal court in Missouri. Both parties agree that personal jurisdiction exists in Missouri.
- J. Validity of Agreement. The invalidity or unenforceability of any one provision of this Agreement shall not impair the validity and enforceability of the remaining provisions.
- K. Force Majeure. The obligation of AAIM to perform under this Agreement shall be excused if caused by matters beyond its reasonable control, including, without limitation, government regulation or law, war or insurrection, civil commotion, destruction of production facilities or material by earthquake, fire, flood, storm or other natural disaster, labor disturbances, epidemic or failure of suppliers, public utilities or common carriers.
- L. Successors and Assigns. This Agreement shall be binding upon and inure to the benefit of the parties hereto and their respective successors and assigns, provided, however, Client shall not assign or otherwise transfer this Agreement or any interest herein without the prior written consent of AAIM.
- M. No Third-Party Beneficiaries. Except as specifically provided for herein, this Agreement shall not confer any rights or remedies upon any person other than the parties hereto and their respective successors and permitted assigns.
- N. No Waiver. The failure of either party to insist on prompt performance of their duties shall not constitute a waiver of that duty.
- O. Exhibits and Schedules Incorporated. All Exhibits and Schedules attached hereto are incorporated herein.
- P. Survival. The following provisions shall survive termination of this Agreement: 2D, 2E, 2F, 3B(2)(e), 3C, 3D, 3E, 3F, 4A, 4B, 6, 7B, 7C, 7D, 8, 9F, 9I, 9K, 9L, 9M, 9N, and 9Q.

- Q. Entire Agreement. This Agreement and any attachments hereto constitute the entire agreement between the parties and supersede all prior understanding, written or oral, between the parties with respect to the subject matter hereof. No changes or alterations may be made to this Agreement unless in writing signed by duly-authorized representatives of each party to this Agreement.

In signing this Agreement on behalf of Client, the individual below hereby certifies that he/she has direct knowledge of the facts addressed above and that **he/she is authorized to execute this Agreement on behalf of Client.**

_____	AAIM Training & Consulting LLC
Client's Legal Business Name	
Signature _____	Signature _____
Printed _____	Printed _____
Title _____	Title _____
Date _____	Date _____
Email _____	
Phone _____	
Physical Address/Location of Client Identified Above	

USER	FIRST NAME: _____	LAST NAME: _____
	PHONE NUMBER: _____	TITLE: _____
	E-MAIL ADDRESS: _____	
	ACCESS LEVEL: <input type="checkbox"/> ADMINISTRATIVE ACCESS <input type="checkbox"/> EMPLOYEE ACCESS	
USER	FIRST NAME: _____	LAST NAME: _____
	PHONE NUMBER: _____	TITLE: _____
	E-MAIL ADDRESS: _____	
	ACCESS LEVEL: <input type="checkbox"/> ADMINISTRATIVE ACCESS <input type="checkbox"/> EMPLOYEE ACCESS	
USER	FIRST NAME: _____	LAST NAME: _____
	PHONE NUMBER: _____	TITLE: _____
	E-MAIL ADDRESS: _____	
	ACCESS LEVEL: <input type="checkbox"/> ADMINISTRATIVE ACCESS <input type="checkbox"/> EMPLOYEE ACCESS	
USER	FIRST NAME: _____	LAST NAME: _____
	PHONE NUMBER: _____	TITLE: _____
	E-MAIL ADDRESS: _____	
	ACCESS LEVEL: <input type="checkbox"/> ADMINISTRATIVE ACCESS <input type="checkbox"/> EMPLOYEE ACCESS	

Authorizing Individual (Please Print): _____

Signature: _____

Administrative access will permit access to view all of your organization's information within the AAIMCheck system; however, employee access will only give the user access to their requests.

EXHIBIT A

Additional Terms And Conditions For Those Ordering Employment Verification Information From "The Work Number."

Equifax Verification Solutions (EVS) Employment Information (as defined below) will be received by Subscriber through CRA subject to the following conditions (the "Terms and Conditions"):

1. Any information services and data originating from EVS (the "EVS Employment Information") will be requested only for Subscriber's exclusive use and held in strict confidence except to the extent that disclosure to others is required or permitted by law. Only designated representatives of Subscriber will request EVS Employment Information on Subscriber's employees, and employees will be forbidden to obtain EVS Employment Information on themselves, associates or any other persons except in the exercise of their official duties. Subscriber will not disclose EVS Employment Information to the subject of the EVS Employment Information except as permitted or required by law, but will refer the subject to EVS.
2. Subscriber will hold EVS and all its agents harmless on account of any expense or damage arising or resulting from the publishing or other disclosure of EVS Employment Information by Subscriber, its employees or agents contrary to the conditions of Section 1 above or applicable law.
3. Subscriber recognizes that EVS does not guarantee the accuracy or completeness of EVS Employment Information and Subscriber releases EVS and EVS's agents, employees, affiliated credit reporting agencies and independent contractors from any liability, including negligence, in connection with the provision of EVS Employment Information and from any loss or expense suffered by Subscriber resulting directly or indirectly from EVS Employment Information. Subscriber covenants not to sue or maintain any claim, cause of action, demand, cross-action, counterclaim, third-party action or other form of pleading against EVS, EVS's agents, employees, affiliated credit reporting agencies, or independent contractors arising out of or relating in any way to the accuracy, validity, or completeness of any EVS Employment Information.
4. Subscriber will be charged for the EVS Employment Information by CRA, which is responsible for paying EVS for the EVS Employment Information; provided, however, should the underlying relationship between Subscriber and CRA terminate at any time during the term of this Agreement, charges for the EVS Employment Information will be invoiced to Subscriber, and Subscriber will be solely responsible to pay EVS directly.
5. Fair Credit Reporting Act Certification. Subscriber certifies that it will order EVS Employment Information, which is a consumer report as defined by the federal Fair Credit Reporting Act, 15 U.S.C. 1681 et seq. ("FCRA"), only when Subscriber intends to use the EVS Employment Information: (a) in accordance with the FCRA and all state law counterparts; and for the following permissible purpose: for employment purposes; provided, however, that Subscriber certifies that, before ordering EVS Employment Information to be used in connection with employment purposes, it will clearly and conspicuously disclose to the Consumer, in a written document consisting solely of the disclosure, that Subscriber may obtain EVS Employment Information for employment purposes, and will also obtain the Consumer's written authorization to obtain or procure EVS Employment Information relating to that Consumer. Subscriber further certifies that it will not take adverse action against the Consumer based in whole or in part upon the EVS Employment Information without first providing to the Consumer to whom the EVS Employment Information relates a copy of the EVS Employment Information and a written description of the Consumer's rights as prescribed by the Consumer Financial Protection Bureau ("CFPB") under Section 609(c)(3) of the FCRA as referenced on Exhibit B attached hereto, and also will not use any EVS Employment Information in violation of any applicable federal or state equal employment opportunity law or regulation. Subscriber will use EVS Employment Information ordered under this Agreement for the foregoing purpose and for no other purpose. Subscriber acknowledges that it has received from CRA a copy of the consumer rights summary as prescribed by the CFPB as referenced on Exhibit B.

It is recognized and understood that the FCRA provides that anyone "who knowingly and willfully obtains information on a consumer from a consumer reporting agency under false pretenses shall be fined under Title 18, United States Code, imprisoned for not more than two (2) years, or both." EVS may periodically conduct audits of Subscriber regarding its compliance with the FCRA and other certifications in this Agreement. Audits will be conducted by email whenever possible and will require Subscribers to provide documentation as to permissible use of particular EVS Employment Information. In addition, CRA will be required to provide documentation indicating CRA validated the legitimacy of subscriber prior to contract execution and will also provide a copy of agreement between CRA and Subscriber. Subscriber gives its consent to EVS to conduct such audits and agrees that any failure to cooperate fully and promptly in the conduct of any audit, or Subscriber's material breach of this Agreement, constitute grounds for immediate suspension of the Service or termination of this Agreement. If EVS terminates this Agreement due to the conditions in the preceding sentence, Subscriber (i) unconditionally releases and agrees to hold EVS harmless and indemnify it from and against any and all liabilities of whatever kind or nature that may arise from or relate to such termination, and (ii) covenants it will not assert any claim or cause of action of any kind or nature against EVS in connection with such termination.

Vermont Certification. Subscriber certifies that it will comply with applicable provisions under Vermont law. In particular, Subscriber certifies that it will order EVS Employment Information relating to Vermont residents that are consumer reports as defined by the Vermont Fair Credit Reporting Act ("VFCRA"), only after Subscriber has received prior Consumer consent in accordance with VFCRA Section 2480e and applicable Vermont Rules. Subscriber further certifies that a copy of Section 2480e of the Vermont Fair Credit Reporting Statute, attached hereto, was received from CRA.

Subscriber will comply with the applicable provisions of the FCRA, Federal Equal Credit Opportunity Act and any amendments to it, all state law counterparts of them, and all applicable regulations promulgated under any of them including, without limitation, any provisions requiring adverse action notification to the Consumer.

6. Data Security. This Section 6 applies to any means through which Subscriber orders or accesses EVS Employment Information including, without limitation, system-to-system, personal computer or the Internet. The term "Authorized User" means a Subscriber employee that Subscriber has authorized to order the EVS Employment Information and who is trained on Subscriber's obligations under this Agreement with respect to the ordering and use of the EVS Employment Information, including Subscriber's FCRA and other obligations with respect to the access and use of consumer reports.

- (a) With respect to handling the EVS Employment Information, Subscriber agrees to:
 - (a) ensure that only Authorized Users can order or have access to EVS Employment Information,
 - (b) ensure that Authorized Users do not order EVS Employment Information for personal reasons or provide them to any third party except as permitted by this Agreement,
 - (c) inform Authorized Users that unauthorized access to consumer reports may subject them to civil and criminal liability under the FCRA punishable by fines and imprisonment,
 - (d) ensure that all devices used by Subscriber to order or access the EVS Employment Information are placed in a secure location and accessible only by Authorized Users and that such devices are secured when not in use through such means as screen locks, shutting power controls off, or other commercially reasonable security procedures,
 - (e) take all necessary measures to prevent unauthorized ordering of EVS Employment Information by any persons other than Authorized Users for permissible purposes, including, without limitation, (a) limiting the knowledge of the Subscriber security codes, member numbers, User IDs, and any passwords Subscriber may use (collectively, "Security Information"), to those individuals with a need to know, (b) changing Subscriber's user passwords at least every ninety (90) days, or sooner if an Authorized User is no longer responsible for accessing the EVS Employment Information, or if Subscriber suspects an unauthorized person has learned the password, and (c) using all security features in the software and hardware Subscriber uses to order EVS Employment Information,

- (f) in no event access the EVS Employment Information via any hand-held wireless communication device, including but not limited to, web enabled cell phones, interactive wireless pagers, personal digital assistants (PDAs), mobile data terminals, and portable data terminals,
- (g) not use non-company owned assets such as personal computer hard drives or portable and/or removable data storage equipment or media (including but not limited to laptops, zip drives, tapes, disks, CDs, and DVDs) to store EVS Employment Information.
- (h) encrypt EVS Employment Information when it is not in use and with respect to all printed EVS Employment Information store in a secure, locked container when not in use and completely destroyed when no longer needed by cross-cut shredding machines (or other equally effective destruction method) such that the results are not readable or useable for any purpose,
- (i) if Subscriber sends, transfers or ships any EVS Employment Information, encrypt the EVS Employment Information using the following minimum standards, which standards may be modified from time to time by EVS: Advanced Encryption Standard (AES), minimum 128-bit key or Triple Data Encryption Standard (3DES), minimum 168-bit key encrypted algorithms,
- (j) monitor compliance with the obligations of this Section 6, and immediately notify EVS if Subscriber suspects or knows of any unauthorized access or attempt to access the EVS Employment Information, including, without limitation, a review of EVS invoices for the purpose of detecting any unauthorized activity,
- (k) not ship hardware or software between Subscriber's locations or to third parties without deleting all Security Information and any EVS Employment Information,
- (l) if Subscriber uses a Service Provider to establish access to EVS Employment Information, be responsible for the Service Provider's use of Security Information, and ensure the Service Provider safeguards Security Information through the use of security requirements that are no less stringent than those applicable to Subscriber under this Section 6,
- (m) use commercially reasonable efforts to assure data security when disposing of any consumer information or record obtained from the EVS Employment Information. Such efforts must include the use of those procedures issued by the federal regulatory agency charged with oversight of Subscriber's activities (e.g. the Consumer Financial Protection Bureau, the applicable banking or credit union regulator) applicable to the disposal of consumer report information or records.
- (n) use commercially reasonable efforts to secure EVS Employment Information when stored on servers, subject to the following requirements: (i) servers storing EVS Employment Information must be separated from the internet or other public networks by firewalls which are managed and configured to meet industry accepted best practices, (ii) protect EVS Employment Information through multiple layers of network security, including but not limited to, industry-recognized firewalls, routers, and intrusion detection/prevention devices (IDS/IPS), (iii) secure access (both physical and network) to systems storing EVS Employment Information, which must include authentication and passwords that are changed at least every ninety (90) days; and (iv) all servers must be kept current and patched on a timely basis with appropriate security specific system patches, as they are available,
- (o) not allow EVS Employment Information to be displayed via the internet unless utilizing, at a minimum, a three-tier architecture configured in accordance with industry best practices, and
- (p) use commercially reasonable efforts to establish procedures and logging mechanisms for systems and networks that will allow tracking and analysis in the event there is a compromise, and maintain an audit trail history for at least three (3) months for review by EVS.
- (a) If EVS reasonably believes that Subscriber has violated this Section 6, EVS may, in addition to any other remedy authorized by this Agreement, with reasonable advance written notice to Subscriber and at EVS's sole expense, conduct, or have a third party conduct on its behalf, an audit of Subscriber's network security systems, facilities, practices and procedures to the extent EVS reasonably deems necessary, including an on-site inspection, to evaluate Subscriber's compliance with the data security requirements of this Section 6.

7. Subscriber certifies that it has read the attached Exhibit C "Notice to Users of Consumer Reports, Obligations of Users" which explains Subscriber's obligations under the FCRA as a user of consumer information.

State Compliance Matters
Vermont Fair Credit Reporting Contract Certification

The undersigned, ("Subscriber"), acknowledges that it subscribes to receive various information services from TALX Corporation, a provider of Equifax Verification Solutions ("EVS") in accordance with the Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999), as amended (the "VFCRA") and the Federal Fair Credit Reporting Act, 15, U.S.C. 1681 et. Seq., as amended (the "FCRA") and its other state law counterparts. In connection with Subscriber's continued use of EVS information services in relation to Vermont consumers, Subscriber hereby certifies as follows:

Vermont Certification. Subscriber certifies that it will comply with applicable provisions under Vermont law. In particular, Subscriber certifies that it will order EVS Employment Information relating to Vermont residents, that are credit reports as defined by the VFCRA, only after Subscriber has received prior consumer consent in accordance with VFCRA § 2480e and applicable Vermont Rules. Subscriber further certifies that the attached copy of § 2480e of the Vermont Fair Credit Reporting Statute was received from EVS.

Vermont Fair Credit Reporting Statute, 9 V.S.A. § 2480e (1999)

§ 2480e. Consumer consent

(a) A person shall not obtain the credit report of a consumer unless:

- (1) the report is obtained in response to the order of a court having jurisdiction to issue such an order; or
- (2) the person has secured the consent of the consumer, and the report is used for the purpose consented to by the consumer.

(b) Credit reporting agencies shall adopt reasonable procedures to assure maximum possible compliance with subsection (a) of this section.

(c) Nothing in this section shall be construed to affect:

- (1) the ability of a person who has secured the consent of the consumer pursuant to subdivision (a)(2) of this section to include in his or her request to the consumer permission to also obtain credit reports, in connection with the same transaction or extension of credit, for the purpose of reviewing the account, increasing the credit line on the account, for the purpose of taking collection action on the account, or for other legitimate purposes associated with the account; and
- (2) the use of credit information for the purpose of prescreening, as defined and permitted from time to time by the Consumer Financial Protection Bureau.

VERMONT RULES * CURRENT THROUGH JUNE 1999 *****

AGENCY 06. OFFICE OF THE ATTORNEY GENERAL

SUB-AGENCY 031. CONSUMER PROTECTION DIVISION

CHAPTER 012. Consumer Fraud--Fair Credit Reporting

RULE CF 112 FAIR CREDIT REPORTING

CVR 06-031-012, CF 112.03 (1999)

CF 112.03 CONSUMER CONSENT

(a) A person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing if the consumer has made a written application or written request for credit, insurance, employment, housing or governmental benefit. If the consumer has applied for or requested credit, insurance, employment, housing or governmental benefit in a manner other than in writing, then the person required to obtain consumer consent pursuant to 9 V.S.A. §§ 2480e and 2480g shall obtain said consent in writing or in the same manner in which the consumer made the application or request. The terms of this rule apply whether the consumer or the person required to obtain consumer consent initiates the transaction.

(b) Consumer consent required pursuant to 9 V.S.A. §§ 2480e and 2480g shall be deemed to have been obtained in writing if, after a clear and adequate written disclosure of the circumstances under which a credit report or credit reports may be obtained and the purposes for which the credit report or credit reports may be obtained, the consumer indicates his or her consent by providing his or her signature.

(c) The fact that a clear and adequate written consent form is signed by the consumer after the consumer's credit report has been obtained pursuant to some other form of consent shall not affect the validity of the earlier consent.

Agenda Item No. 12A

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Approval of Warrant No. 622.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-01-23

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

SYS DATE:01/31/23

CITY OF WATERLOO
C L A I M S H E E T
Tuesday January 31, 2023

SYS TIME:11:45

[NCS]

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VENDOR # NAME

WARRANT #622

DEPT.

AMOUNT

01 GENERAL FUND

LEGISLATIVE

CI250	CITY OF WATERLOO	01-12	6,517.63
EL075	ELAN FINANCIAL SERVICES	01-12	192.67
KA020	K & D PRINTING	01-12	630.00
VE360	VERVOCITY INTERACTIVE	01-12	139.00
WA300	CAPITAL ONE	01-12	29.22

**TOTAL LEGISLATIVE

7,508.52

FINANCE

AM005	AMALGAMATED LIFE INSURANCE COMPAN	01-13	36.40
AM500	AMERICOM IMAGING SYSTEMS, INC.	01-13	67.00
BE115	BENEFIT PLANNING CONSULTANTS, INC	01-13	44.80
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	01-13	8,658.88
CB200	CBIZ BENEFITS & INSURANCE SERVICE	01-13	558.00
CO025	COAST TO COAST EQUIP & SUPPLIES	01-13	203.19
DA040	D AND D DISTRIBUTING SERVICES, IN	01-13	6.98
DE490	DELTA DENTAL OF ILLINOIS - RISK	01-13	764.73
DL200	DLT SOLUTIONS, INC.	01-13	406.89
EN880	ENVIRONMENTAL SYSTEMS RESEARCH	01-13	575.60
FI100	FIDELITY SECURITY LIFE INSURANCE	01-13	82.52
FI575	FIRST NATIONAL BANK OF WATERLOO	01-13	37.10
GR390	GREAT AMERICA LEASING CORPORATIO	01-13	25.00
HA390	HARRISONVILLE TELEPHONE	01-13	1,335.31
KA020	K & D PRINTING	01-13	579.22
LA088	LANDIS+GYR TECHNOLOGY, INC.	01-13	422.14
LO250	LOCIS	01-13	254.75
MO377	MONROE COUNTY EMS ASSOCIATION	01-13	99.00
PA405	PARAGON MICRO INC.	01-13	206.99
RE440	REJIS COMMISSION	01-13	310.94
RO400	ROTOLITE OF ST LOUIS INC	01-13	35.00
ST055	ST. LUKE'S WORKPLACE HEALTH	01-13	97.50
ST120	STAPLES BUSINESS ADVANTAGE	01-13	113.86

**TOTAL FINANCE

14,921.80

BUILDING

BA030	BADE ROOFING CO., INC.	01-14	514.00
CI250	CITY OF WATERLOO	01-14	5,160.82
KO470	KONE INC.	01-14	328.45
SH190	AARON OAKLEY SHIVE	01-14	2,045.00
ST120	STAPLES BUSINESS ADVANTAGE	01-14	124.43
ST251	STATE FIRE MARSHALL	01-14	200.00
TE175	TECH ELECTRONICS	01-14	802.12
WA850	WATERLOO LUMBER COMPANY	01-14	26.28

**TOTAL BUILDING

9,201.10

LEGAL

ST025	ST CLAIR, GILBRETH & STEPPIG LLC	01-15	11,821.50
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**TOTAL LEGAL

11,821.50

ZONING/BUILDING INSPECTOR

AM005	AMALGAMATED LIFE INSURANCE COMPAN	01-16	14.18
BE115	BENEFIT PLANNING CONSULTANTS, INC	01-16	14.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	01-16	4,492.36
DE490	DELTA DENTAL OF ILLINOIS - RISK	01-16	231.62
FI100	FIDELITY SECURITY LIFE INSURANCE	01-16	28.26
LO435	LORMAN EDUCATION SERVICES	01-16	559.20
OR200	O'REILLY AUTOMOTIVE, INC.	01-16	17.84
SU550	SUPERIOR INDUSTRIAL SUPPLY	01-16	16.14
TI410	TITAN INDUSTRIAL CHEMICALS, LLC	01-16	149.74

**TOTAL ZONING/BUILDING INSPECTOR

5,523.34

RECORDS

AM005	AMALGAMATED LIFE INSURANCE COMPAN	01-18	7.09
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SYS DATE:01/31/23

CITY OF WATERLOO

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C L A I M S H E E T

[NCS]

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Tuesday January 31, 2023

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VENDOR #	NAME	DEPT.	AMOUNT
01 GENERAL FUND			
RECORDS			
AM122	AMERICAN LEGAL PUBLISHING CORPORA	01-18	263.45
BE115	BENEFIT PLANNING CONSULTANTS, INC	01-18	7.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	01-18	1,160.70
DE490	DELTA DENTAL OF ILLINOIS - RISK	01-18	85.28
FI100	FIDELITY SECURITY LIFE INSURANCE	01-18	9.13
RE410	REPUBLIC TIMES LLC	01-18	215.01
**TOTAL RECORDS			1,747.66
POLICE			
AL125	AL'S AUTOMOTIVE SUPPLY INC.	01-21	1,101.14
AM005	AMALGAMATED LIFE INSURANCE COMPAN	01-21	132.94
AP121	APEXNETWORK PHYSICAL THERAPY	01-21	157.00
AX400	AXON ENTERPRISE, INC.	01-21	359.40
BE115	BENEFIT PLANNING CONSULTANTS, INC	01-21	126.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	01-21	30,536.47
BR090	BRAUN, JUSTIN	01-21	18.62
CA280	CANYON FERRY GUNWORKS, INC.	01-21	45.00
DA040	D AND D DISTRIBUTING SERVICES, IN	01-21	83.76
DE490	DELTA DENTAL OF ILLINOIS - RISK	01-21	1,586.24
ED115	ED MORSE FORD	01-21	58.30
EL075	ELAN FINANCIAL SERVICES	01-21	1,194.03
FI100	FIDELITY SECURITY LIFE INSURANCE	01-21	202.15
HA245	HANFT WINDSHIELD REPAIR	01-21	60.00
HA390	HARRISONVILLE TELEPHONE	01-21	312.18
IR300	IRON CRAFTERS INC	01-21	4.00
JO200	JOHN DEERE FINANCIAL	01-21	158.94
KA020	K & D PRINTING	01-21	375.00
LE425	LEON UNIFORM CO.	01-21	139.00
LE800	LEXIPOL, LLC	01-21	3,798.99
MO425	MONROE COUNTY ELECTRIC COMPANY	01-21	48.87
MO460	MONROE COUNTY GENERAL FUND	01-21	19,645.83
MO578	MORAVEC, STEPHEN	01-21	160.00
OH200	RAY O'HERRON COMPANY	01-21	800.00
PO470	POMP'S TIRE SERVICE, INC.	01-21	271.78
RE440	REJIS COMMISSION	01-21	941.34
ST120	STAPLES BUSINESS ADVANTAGE	01-21	322.48
SU550	SUPERIOR INDUSTRIAL SUPPLY	01-21	16.15
SU600	SURE SHINE AUTO WASH	01-21	198.90
TI410	TITAN INDUSTRIAL CHEMICALS, LLC	01-21	149.71
VE250	VERIZON	01-21	105.05
WA300	CAPITAL ONE	01-21	272.26
**TOTAL POLICE			63,381.53
SOCIAL SERVICES			
AM005	AMALGAMATED LIFE INSURANCE COMPAN	01-34	7.09
BE115	BENEFIT PLANNING CONSULTANTS, INC	01-34	7.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	01-34	2,246.18
CI350	CITY OF WATERLOO - ELECTRIC FUND	01-34	5,000.00
CO025	COAST TO COAST EQUIP & SUPPLIES	01-34	390.00
DE490	DELTA DENTAL OF ILLINOIS - RISK	01-34	137.09
EL075	ELAN FINANCIAL SERVICES	01-34	57.89
FI100	FIDELITY SECURITY LIFE INSURANCE	01-34	14.13
HO510	HORNER SHIFRIN	01-34	203.75
HU235	HUMAN SUPPORT SERVICE	01-34	321.92
JO200	JOHN DEERE FINANCIAL	01-34	239.97
MO425	MONROE COUNTY ELECTRIC COMPANY	01-34	764.41
NE405	SUSAN M. SHIPP	01-34	58.00
RE450	RELIABLE SANITATION	01-34	74,898.45
WA300	CAPITAL ONE	01-34	34.90
WA850	WATERLOO LUMBER COMPANY	01-34	21.67
**TOTAL SOCIAL SERVICES			84,402.45
STREETS & ALLEYS			
AL125	AL'S AUTOMOTIVE SUPPLY INC.	01-41	166.15

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VENDOR #	NAME	DEPT.	AMOUNT
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01 GENERAL FUND

STREETS & ALLEYS

AM005	AMALGAMATED LIFE INSURANCE COMPAN	01-41	42.54
BE115	BENEFIT PLANNING CONSULTANTS, INC	01-41	35.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	01-41	9,559.99
CA110	CAMPER EXCHANGE	01-41	337.66
CC001	CCP INDUSTRIES	01-41	574.95
CI250	CITY OF WATERLOO	01-41	2,969.61
CL200	CLEAN UNIFORM SERVICES	01-41	87.60
CO250	COLUMBIA QUARRY	01-41	117.45
CO525	CONTINENTAL RESEARCH	01-41	558.45
DA040	D AND D DISTRIBUTING SERVICES, IN	01-41	78.16
DE490	DELTA DENTAL OF ILLINOIS - RISK	01-41	499.60
ED115	ED MORSE FORD	01-41	106.26
EL360	ELECTRO DOOR SYSTEMS, INC.	01-41	174.00
FA150	FABICK TRACTOR	01-41	5,865.99
FI100	FIDELITY SECURITY LIFE INSURANCE	01-41	70.74
HA390	HARRISONVILLE TELEPHONE	01-41	44.39
HE320	HENRY, MEISENHEIMER & GENDE, INC.	01-41	47,981.63
IL825	ILLINOIS MUNICIPAL UTILITIES	01-41	225.00
IR300	IRON CRAFTERS INC	01-41	533.36
JO200	JOHN DEERE FINANCIAL	01-41	239.14
KR210	KREBEL PLUMBING	01-41	405.00
LA500	LAWSON PRODUCTS, INC.	01-41	1,654.39
MA575	MARTIN GLASS COMPANY	01-41	556.00
MO377	MONROE COUNTY EMS ASSOCIATION	01-41	270.00
MP500	MPS INDUSTRIES	01-41	719.50
NU780	NU-WAY CONCRETE FORMS, INC.	01-41	76.17
OR200	O'REILLY AUTOMOTIVE, INC.	01-41	211.05
RO275	ROGERS REDI MIX	01-41	588.00
SC445	JEFFREY SCHULT	01-41	400.00
SN200	SNAP-ON	01-41	226.19
SU550	SUPERIOR INDUSTRIAL SUPPLY	01-41	16.15
TE350	TERMINAL SUPPLY COMPANY	01-41	313.42
TI410	TITAN INDUSTRIAL CHEMICALS, LLC	01-41	149.71
TR375	TREASURER, STATE OF ILLINOIS	01-41	362,737.86
WA432	WARNING LITES OF SOUTHERN ILLINOI	01-41C	1,350.65
WO400	WOODY'S MUNICIPAL	01-41	866.52
ZE400	ZEP MANUFACTURING COMPANY	01-41	210.44

**TOTAL STREETS & ALLEYS

441,018.72

01 GENERAL FUND

GRAND TOTAL 639,526.62

SYS DATE:01/31/23

CITY OF WATERLOO
C L A I M S H E E T
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VENDOR #	NAME	DEPT.	AMOUNT
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51 WATER FUND

WATER ADMINISTRATION

AL012	ALBERS WATER SERVICES, LLC	51-11	1,700.00
AM005	AMALGAMATED LIFE INSURANCE COMPAN	51-11	9.80
AM500	AMERICOM IMAGING SYSTEMS, INC.	51-11	67.00
BE115	BENEFIT PLANNING CONSULTANTS, INC	51-11	9.80
BL400	BLUE CROSS BLUE SHIELD OF ILLINOIS	51-11	1,808.07
CA450	CARLSON SOFTWARE	51-11	48.75
CB200	CBIZ BENEFITS & INSURANCE SERVICE	51-11C.	558.00
CO025	COAST TO COAST EQUIP & SUPPLIES	51-11	203.19
DE490	DELTA DENTAL OF ILLINOIS - RISK	51-11	98.15
DL200	DLT SOLUTIONS, INC.	51-11	406.89
EN880	ENVIRONMENTAL SYSTEMS RESEARCH IN	51-11	575.60
FI100	FIDELITY SECURITY LIFE INSURANCE	51-11	12.16
GR390	GREAT AMERICA LEASING CORPORATIO	51-11	25.00
HE320	HENRY, MEISENHEIMER & GENDE, INC.	51-11	3,770.82
KA020	K & D PRINTING	51-11	579.23
LA088	LANDIS+GYR TECHNOLOGY, INC.	51-11	422.14
LO250	LOCIS	51-11	254.75
MO377	MONROE COUNTY EMS ASSOCIATION	51-11	99.00
PA405	PARAGON MICRO INC.	51-11	206.99
RE440	REJIS COMMISSION	51-11	310.93
RO400	ROTOLITE OF ST LOUIS INC	51-11	35.00
ST120	STAPLES BUSINESS ADVANTAGE	51-11	113.89

**TOTAL WATER ADMINISTRATION	11,315.16
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WATER DISTRIBUTION

AM005	AMALGAMATED LIFE INSURANCE COMPAN	51-48	13.59
BE115	BENEFIT PLANNING CONSULTANTS, INC	51-48	14.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOIS	51-48	2,958.93
CI250	CITY OF WATERLOO	51-48	1,497.42
CO600	CORE & MAIN	51-48	4,680.87
DA040	D AND D DISTRIBUTING SERVICES, IN	51-48	8.38
DE490	DELTA DENTAL OF ILLINOIS - RISK	51-48	171.30
FA150	FABICK TRACTOR	51-48	299.72
FI100	FIDELITY SECURITY LIFE INSURANCE	51-48	18.94
HA390	HARRISONVILLE TELEPHONE	51-48	129.88
HA740	HAWKINS, INC	51-48	752.15
HE320	HENRY, MEISENHEIMER & GENDE, INC.	51-48	27,753.42
IL825	ILLINOIS MUNICIPAL UTILITIES	51-48	225.00
IR300	IRON CRAFTERS INC	51-48	52.00
JO200	JOHN DEERE FINANCIAL	51-48	38.47
JU300	J.U.L.I.E. CORPORATION	51-48	1,797.42
MO377	MONROE COUNTY EMS ASSOCIATION	51-48	90.00
SN200	SNAP-ON	51-48	226.19
SU550	SUPERIOR INDUSTRIAL SUPPLY	51-48	115.15
TE240	TEKLAB, INC	51-48	185.00
TI410	TITAN INDUSTRIAL CHEMICALS, LLC	51-48	149.71

**TOTAL WATER DISTRIBUTION	41,177.54
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51 WATER FUND	GRAND TOTAL	52,492.70
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VENDOR #	NAME	DEPT.	AMOUNT
=====			
52 SEWER FUND			
SEWER ADMINISTRATION			
AM005	AMALGAMATED LIFE INSURANCE COMPAN	52-11	9.81
AM500	AMERICOM IMAGING SYSTEMS, INC.	52-11	67.00
BE115	BENEFIT PLANNING CONSULTANTS, INC	52-11	9.80
BL400	BLUE CROSS BLUE SHIELD OF ILLINOIS	52-11	1,808.06
CA450	CARLSON SOFTWARE	52-11	48.75
CB200	CBIZ BENEFITS & INSURANCE SERVICE	52-11C.	558.00
CO025	COAST TO COAST EQUIP & SUPPLIES	52-11	203.19
DE490	DELTA DENTAL OF ILLINOIS - RISK	52-11	98.15
DL200	DLT SOLUTIONS, INC.	52-11	406.89
EN880	ENVIRONMENTAL SYSTEMS RESEARCH IN	52-11	575.61
FI100	FIDELITY SECURITY LIFE INSURANCE	52-11	12.15
GR390	GREAT AMERICA LEASING CORPORATIO	52-11	25.00
KA020	K & D PRINTING	52-11	579.23
LA088	LANDIS+GYR TECHNOLOGY, INC.	52-11	422.14
LO250	LOCIS	52-11	254.75
MO377	MONROE COUNTY EMS ASSOCIATION	52-11	99.00
PA405	PARAGON MICRO INC.	52-11	206.99
RE440	REJIS COMMISSION	52-11	310.93
RO400	ROTOLITE OF ST LOUIS INC	52-11	35.00
ST120	STAPLES BUSINESS ADVANTAGE	52-11	113.89
TE425	TESTING ANALYSIS CONTROL	52-11	864.00
**TOTAL SEWER ADMINISTRATION			6,708.34
SEWER TREATMENT PLANT			
AL125	AL'S AUTOMOTIVE SUPPLY INC.	52-43	562.77
AM005	AMALGAMATED LIFE INSURANCE COMPAN	52-43	21.27
AY200	1ST AYD CORPORATION	52-43	210.03
BE115	BENEFIT PLANNING CONSULTANTS, INC	52-43	21.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOIS	52-43	6,738.54
CI250	CITY OF WATERLOO	52-43	17,736.59
DA040	D AND D DISTRIBUTING SERVICES, IN	52-43	8.38
DE490	DELTA DENTAL OF ILLINOIS - RISK	52-43	347.43
DU700	DUTCH HOLLOW JANITORIAL SUPPLIES,	52-43	222.88
FA150	FABICK TRACTOR	52-43	299.72
FI100	FIDELITY SECURITY LIFE INSURANCE	52-43	47.20
HA390	HARRISONVILLE TELEPHONE	52-43	73.19
IL825	ILLINOIS MUNICIPAL UTILITIES	52-43	225.00
IR300	IRON CRAFTERS INC	52-43	4.00
MO377	MONROE COUNTY EMS ASSOCIATION	52-43	135.00
OM350	OMNI SITE	52-43	9,916.00
SU550	SUPERIOR INDUSTRIAL SUPPLY	52-43	100.51
TI410	TITAN INDUSTRIAL CHEMICALS, LLC	52-43	149.71
**TOTAL SEWER TREATMENT PLANT			36,819.22
SEWER SANITATION SYSTEM			
BU550	BUTLER SUPPLY COMPANY	52-44	22.73
CI250	CITY OF WATERLOO	52-44	6,521.06
DU700	DUTCH HOLLOW JANITORIAL SUPPLIES,	52-44	195.65
HA125	HAIER PLUMBING & HEATING, INC.	52-44	2,400.00
JO200	JOHN DEERE FINANCIAL	52-44	101.97
MO425	MONROE COUNTY ELECTRIC COMPANY	52-44	59.64
MO752	MOTOR, PUMP & SERVICES, LLC	52-44	9,242.72
SC450	SCHULTE SUPPLY	52-44	1,324.29
SN200	SNAP-ON	52-44	226.19
**TOTAL SEWER SANITATION SYSTEM			20,094.25
52 SEWER FUND			GRAND TOTAL 63,621.81

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VENDOR #	NAME	DEPT.	AMOUNT
=====			
53 ELECTRIC FUND			
ELECTRIC ADMINISTRATION			
AM005	AMALGAMATED LIFE INSURANCE COMPAN	53-11	9.82
AM500	AMERICOM IMAGING SYSTEMS, INC.	53-11	67.00
BA150	BARNES, HENRY, MEISENHEIMER & GEN	53-11N.	1,800.00
BE115	BENEFIT PLANNING CONSULTANTS, INC	53-11	9.80
BI200	BIRK, TIM	53-11	15.76
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	53-11	1,808.05
CA450	CARLSON SOFTWARE	53-11	48.75
CB200	CBIZ BENEFITS & INSURANCE SERVICE	53-11C.	558.00
CO025	COAST TO COAST EQUIP & SUPPLIES	53-11	203.19
DE490	DELTA DENTAL OF ILLINOIS - RISK	53-11	98.16
DL200	DLT SOLUTIONS, INC.	53-11	406.89
EL075	ELAN FINANCIAL SERVICES	53-11	179.57
EN880	ENVIRONMENTAL SYSTEMS RESEARCH IN	53-11	575.61
FI100	FIDELITY SECURITY LIFE INSURANCE	53-11	12.15
GR390	GREAT AMERICA LEASING CORPORATIO	53-11	25.00
KA020	K & D PRINTING	53-11	579.23
LA088	LANDIS+GYR TECHNOLOGY, INC.	53-11	422.14
LO250	LOCIS	53-11	254.75
MO377	MONROE COUNTY EMS ASSOCIATION	53-11	99.00
PA405	PARAGON MICRO INC.	53-11	206.99
RE440	REJIS COMMISSION	53-11	310.93
RO400	ROTOLITE OF ST LOUIS INC	53-11	35.00
ST120	STAPLES BUSINESS ADVANTAGE	53-11	113.89
**TOTAL ELECTRIC ADMINISTRATION			7,839.68
ELECTRIC PRODUCTION			
AM005	AMALGAMATED LIFE INSURANCE COMPAN	53-47	21.27
BE115	BENEFIT PLANNING CONSULTANTS, INC	53-47	21.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	53-47	5,899.34
BU550	BUTLER SUPPLY COMPANY	53-47	1,703.22
CH460	CHEMQUEST, INC.	53-47	495.00
CI250	CITY OF WATERLOO	53-47	4,421.13
CL200	CLEAN UNIFORM SERVICES	53-47	611.75
CU615	CULLIGAN/SCHAEFER WATER CENTERS	53-47	809.08
DE490	DELTA DENTAL OF ILLINOIS - RISK	53-47	299.53
EL075	ELAN FINANCIAL SERVICES	53-47	44.99
FI100	FIDELITY SECURITY LIFE INSURANCE	53-47	37.87
HA390	HARRISONVILLE TELEPHONE	53-47	89.31
IL825	ILLINOIS MUNICIPAL UTILITIES	53-47	225.00
IN392	INTEGRATED OPENINGS SOLUTIONS, LL	53-47	167.96
IR300	IRON CRAFTERS INC	53-47	147.00
JO200	JOHN DEERE FINANCIAL	53-47	117.73
MO377	MONROE COUNTY EMS ASSOCIATION	53-47	135.00
MY300	SD MYERS LLC	53-47	2,556.00
PA405	PARAGON MICRO INC.	53-47	99.00
WA850	WATERLOO LUMBER COMPANY	53-47	36.85
**TOTAL ELECTRIC PRODUCTION			17,938.03
ELECTRIC DISTRIBUTION			
AL130	ALTEC INDUSTRIES, INC.	53-48	860.94
AM005	AMALGAMATED LIFE INSURANCE COMPAN	53-48	55.54
AS825	ASSOCIATION OF ILL. ELECTRIC CO-0	53-48	600.00
BE115	BENEFIT PLANNING CONSULTANTS, INC	53-48	49.00
BL390	BLUE CARDINAL CHEMICAL	53-48	186.97
BL400	BLUE CROSS BLUE SHIELD OF ILLINOI	53-48	11,962.19
BR240	BROWNSTOWN ELECTRIC SUPPLY	53-48	6,558.60
BU550	BUTLER SUPPLY COMPANY	53-48	376.75
CI250	CITY OF WATERLOO	53-48	2,466.68
DA040	D AND D DISTRIBUTING SERVICES, IN	53-48	78.18
DE490	DELTA DENTAL OF ILLINOIS - RISK	53-48	675.15
DU700	DUTCH HOLLOW JANITORIAL SUPPLIES,	53-48	570.00
EL075	ELAN FINANCIAL SERVICES	53-48	1,055.57
EM295	EMERALD TRANSFORMER	53-48	4,042.22
FA150	FABICK TRACTOR	53-48	299.72
FI100	FIDELITY SECURITY LIFE INSURANCE	53-48	75.07

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53 ELECTRIC FUND

ELECTRIC DISTRIBUTION

FL250	FLETCHER-REINHARDT COMPANY	53-48	29,867.12
HA390	HARRISONVILLE TELEPHONE	53-48	44.02
IL825	ILLINOIS MUNICIPAL UTILITIES	53-48	225.00
IN392	INTEGRATED OPENINGS SOLUTIONS, LL	53-48	167.96
IR300	IRON CRAFTERS INC	53-48	2,687.68
JO200	JOHN DEERE FINANCIAL	53-48	12.99
JU300	J.U.L.I.E. CORPORATION	53-48	1,797.41
MO377	MONROE COUNTY EMS ASSOCIATION	53-48	360.00
MO425	MONROE COUNTY ELECTRIC COMPANY	53-48	1,041.52
NA100	NABERS SHOP	53-48	225.00
OR200	O'REILLY AUTOMOTIVE, INC.	53-48	69.97
PO470	POMP'S TIRE SERVICE, INC.	53-48	1,606.16
RE450	RELIABLE SANITATION	53-48	630.00
SN200	SNAP-ON	53-48	226.19
ST304	ST. LOUIS SAFETY, INC.	53-48	291.85
ST580	STUART C IRBY CO	53-48	632.00
SU550	SUPERIOR INDUSTRIAL SUPPLY	53-48	146.89
SU600	SURE SHINE AUTO WASH	53-48	9.00
TA055	TALLMAN EQUIPMENT COMPANY INC.	53-48	862.41
TI410	TITAN INDUSTRIAL CHEMICALS, LLC	53-48	149.71
VE300	VERMEER MIDWEST	53-48	297.20
WA300	CAPITAL ONE	53-48	34.92
WA850	WATERLOO LUMBER COMPANY	53-48	21.16

**TOTAL ELECTRIC DISTRIBUTION	71,318.74
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53 ELECTRIC FUND	GRAND TOTAL	97,096.45
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VENDOR #	NAME	DEPT.	AMOUNT
54 GAS FUND			
GAS ADMINISTRATION			
AM005	AMALGAMATED LIFE INSURANCE COMPAN	54-11	9.80
AM500	AMERICOM IMAGING SYSTEMS, INC.	54-11	67.00
BE115	BENEFIT PLANNING CONSULTANTS, INC	54-11	9.80
BL400	BLUE CROSS BLUE SHIELD OF ILLINOIS	54-11	1,808.07
CA450	CARLSON SOFTWARE	54-11	48.75
CB200	CBIZ BENEFITS & INSURANCE SERVICE	54-11C.	558.00
CO025	COAST TO COAST EQUIP & SUPPLIES	54-11	203.19
DE490	DELTA DENTAL OF ILLINOIS - RISK	54-11	132.37
DL200	DLT SOLUTIONS, INC.	54-11	406.89
EN880	ENVIRONMENTAL SYSTEMS RESEARCH IN	54-11	575.61
FI100	FIDELITY SECURITY LIFE INSURANCE	54-11	12.15
GA800	GAS UTILITIES ALLIANCE	54-11	18,158.90
GR390	GREAT AMERICA LEASING CORPORATIO	54-11	25.00
KA020	K & D PRINTING	54-11	579.23
LA088	LANDIS+GYR TECHNOLOGY, INC.	54-11	422.14
LO250	LOCIS	54-11	254.75
MO377	MONROE COUNTY EMS ASSOCIATION	54-11	99.00
PA405	PARAGON MICRO INC.	54-11	206.99
RE440	REJIS COMMISSION	54-11	310.93
RO400	ROTOLITE OF ST LOUIS INC	54-11	35.00
ST120	STAPLES BUSINESS ADVANTAGE	54-11	113.89
UT300	UTILITY SAFETY & DESIGN	54-11	7,718.56
**TOTAL GAS ADMINISTRATION			31,756.02
GAS DISTRIBUTION			
AL125	AL'S AUTOMOTIVE SUPPLY INC.	54-48	15.17
AM005	AMALGAMATED LIFE INSURANCE COMPAN	54-48	41.95
BE115	BENEFIT PLANNING CONSULTANTS, INC	54-48	42.00
BL400	BLUE CROSS BLUE SHIELD OF ILLINOIS	54-48	8,182.57
BU475	BUSSEN QUARRIES, INC.	54-48	785.61
CI250	CITY OF WATERLOO	54-48	2,180.28
CO600	CORE & MAIN	54-48	1,929.72
DA040	D AND D DISTRIBUTING SERVICES, IN	54-48	78.18
DE490	DELTA DENTAL OF ILLINOIS - RISK	54-48	399.66
EL360	ELECTRO DOOR SYSTEMS, INC.	54-48	109.00
FA150	FABICK TRACTOR	54-48	1,223.98
FI100	FIDELITY SECURITY LIFE INSURANCE	54-48	51.82
HA390	HARRISONVILLE TELEPHONE	54-48	171.62
HO250	HOLLAND SUPPLY COMPANY	54-48	1,414.54
IL825	ILLINOIS MUNICIPAL UTILITIES	54-48	225.00
IR300	IRON CRAFTERS INC	54-48	2,677.00
JO200	JOHN DEERE FINANCIAL	54-48	104.62
JU300	J.U.L.I.E. CORPORATION	54-48	1,797.41
KG300	KGM	54-48	1,796.37
MI115	MIDAMERICAN TECHNOLOGY, INC.	54-48	3,025.00
MO377	MONROE COUNTY EMS ASSOCIATION	54-48	270.00
SN200	SNAP-ON	54-48	226.19
SU550	SUPERIOR INDUSTRIAL SUPPLY	54-48	16.15
TI410	TITAN INDUSTRIAL CHEMICALS, LLC	54-48	149.71
UL010	ULINE	54-48	127.96
UP805	UPS STORE	54-48	183.93
UT300	UTILITY SAFETY & DESIGN	54-48	1,603.47
VE300	VERMEER MIDWEST	54-48	94.60
WA300	CAPITAL ONE	54-48	6.12
WA850	WATERLOO LUMBER COMPANY	54-48	112.79
**TOTAL GAS DISTRIBUTION			29,042.42
54 GAS FUND		GRAND TOTAL	60,798.44
GRAND TOTAL FOR ALL FUNDS:			913,536.02
TOTAL FOR REGULAR CHECKS:			913,536.02

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INTERIM CHECKS - WARRANT #622

A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

VENDOR #	NAME	DEPT.	AMOUNT
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01 GENERAL FUND

MO650	MORRISON-TALBOTT LIBRARY	01-00	187,360.36
PO350	POLICE PENSION FUND	01-00	214,036.63
WA450	WATERLOO MUNICIPAL BAND	01-00	8,572.86

**TOTAL			409,969.85
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LEGISLATIVE

SC325	SCHNEIDER'S QUALITY MEAT	01-12	179.96
SO800	SOUTHWEST ILL. COUNCIL OF MAYORS	01-12	90.00
WA705	WATERLOO CHAMBER OF COMMERCE	01-12	20.00

**TOTAL LEGISLATIVE			289.96
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FINANCE

LA088	LANDIS+GYR TECHNOLOGY, INC.	01-13	421.83
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**TOTAL FINANCE			421.83
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BUILDING

RA120	RAMONA CLEANING SERVICE INC.	01-14	1,795.92
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**TOTAL BUILDING			1,795.92
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ZONING/BUILDING INSPECTOR

FU200	FUELMAN	01-16	295.69
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**TOTAL ZONING/BUILDING INSPECTOR			295.69
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POLICE

AT070	AT&T MOBILITY	01-21	713.34
FU200	FUELMAN	01-21	3,924.97
MA375	MAJOR CASE SQUAD OF GREATER ST LOO	01-21	150.00
SE250	SECRETARY OF STATE	01-21	302.00

**TOTAL POLICE			5,090.31
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STREETS & ALLEYS

EA100	EAST-WEST GATEWAY COUNCIL OF GOVE	01-41TS	3,401.93
FU200	FUELMAN	01-41	3,151.37

**TOTAL STREETS & ALLEYS			6,553.30
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01 GENERAL FUND

GRAND TOTAL 424,416.86

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A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

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15 MOTOR FUEL TAX

CH600	CHRIST BROS. PRODUCTS, LLC	15-00	4,181.80
CI300	CITY OF WATERLOO - MOTOR FUEL TAX	15-00	228,792.83
CO250	COLUMBIA QUARRY	15-00	1,319.60
HE320	HENRY, MEISENHEIMER & GENDE, INC.	15-00	3,167.26
	**TOTAL		237,461.49

15 MOTOR FUEL TAX

GRAND TOTAL 237,461.49

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POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

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VENDOR #	NAME	DEPT.	AMOUNT
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36	UTILITY DEPOSIT FUND		
ZZ100	CITY OF WATERLOO	36-00	7,050.00
	**TOTAL		7,050.00

36	UTILITY DEPOSIT FUND	GRAND TOTAL	7,050.00

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A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

VENDOR #	NAME	DEPT.	AMOUNT
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51 WATER FUND

	WATER ADMINISTRATION		
LA088	LANDIS+GYR TECHNOLOGY, INC.	51-11	421.83

	**TOTAL WATER ADMINISTRATION		421.83

	WATER DISTRIBUTION		
AT070	AT&T MOBILITY	51-48	20.75
FU200	FUELMAN	51-48	307.76
IL250	ILLINOIS AMERICAN WATER COMPANY	51-48	260,370.64

	**TOTAL WATER DISTRIBUTION		260,699.15

51 WATER FUND

GRAND TOTAL 261,120.98

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POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

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VENDOR #	NAME	DEPT.	AMOUNT
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52 SEWER FUND

LA088	SEWER ADMINISTRATION LANDIS+GYR TECHNOLOGY, INC.	52-11	421.84
	**TOTAL SEWER ADMINISTRATION		----- 421.84

AT070	SEWER TREATMENT PLANT AT&T MOBILITY	52-43	20.75
	**TOTAL SEWER TREATMENT PLANT		----- 20.75

FU200	SEWER SANITATION SYSTEM FUELMAN	52-44	449.96
	**TOTAL SEWER SANITATION SYSTEM		----- 449.96

52 SEWER FUND	GRAND TOTAL	892.55
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A/P MANUAL CHECK POSTING LIST

POSTINGS FROM ALL CHECK REGISTRATION RUNS(NR) SINCE LAST CHECK VOUCHER RUN(NCR)

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53 ELECTRIC FUND

VENDOR #	NAME	DEPT.	AMOUNT
LA088	ELECTRIC ADMINISTRATION LANDIS+GYR TECHNOLOGY, INC.	53-11	421.84
	**TOTAL ELECTRIC ADMINISTRATION		421.84

AT070	ELECTRIC DISTRIBUTION AT&T MOBILITY	53-48	20.75
FL250	FLETCHER-REINHARDT COMPANY	53-48	23.37
FU200	FUELMAN	53-48	1,342.68
IL590	ILLINOIS MUNICIPAL ELECTRIC AGENC	53-48	551,982.33
	**TOTAL ELECTRIC DISTRIBUTION		553,369.13

53 ELECTRIC FUND

GRAND TOTAL 553,790.97

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54 GAS FUND	GRAND TOTAL	360,987.28
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A/P MANUAL CHECK POSTING LIST

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72 POLICE PENSION FUND

VENDOR #	NAME	DEPT.	AMOUNT
CR120	THE CRANE AGENCY	72-00	3,159.00
DE535	DENNIS J. ORSEY, P.C.	72-00	1,807.42
FO750	FOSTER & FOSTER, INC.	72-00	550.00
OR420	ORTHOPEDIC SPECIALISTS	72-00	1,000.00
ST150	STATE BANK OF WATERLOO	72-00	30.00

**TOTAL 6,546.42

72 POLICE PENSION FUND GRAND TOTAL 6,546.42

GRAND TOTAL FOR ALL FUNDS--MANUAL CHECKS: 1,852,266.55

GRAND TOTAL FOR ALL FUNDS--REGULAR AND MANUAL 2,765,802.57

GROSS PAYROLL
January-23

<u>FINANCE</u>	<u>REGULAR</u>	<u>OVERTIME</u>	<u>TOTAL</u>
BIRK	\$11,826.07	\$0.00	\$11,826.07
DEUTCH	\$4,873.74	\$0.00	\$4,873.74
FELDMEIER	\$5,117.88	\$0.00	\$5,117.88
HOFFMANN	\$5,256.77	\$0.00	\$5,256.77
KENNEDY	\$9,607.10	\$0.00	\$9,607.10
KLOPMEYER	\$5,123.18	\$0.00	\$5,123.18
KREBEL	\$6,573.56	\$0.00	\$6,573.56
KUJAWA	\$5,256.77	\$429.66	\$5,686.43
PACE	\$5,256.77	\$0.00	\$5,256.77
SCHWARZE	\$5,117.88	\$0.00	\$5,117.88
YEARIAN	\$4,800.00	\$0.00	\$4,800.00
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$68,809.72	\$429.66	\$69,239.38
ELECTRIC			
GUEBERT	\$4,804.00	\$88.32	\$4,892.32
HOFFMANN	\$7,592.91	\$129.93	\$7,722.84
LAWRENCE	\$7,324.96	\$257.34	\$7,582.30
MAAG	\$7,619.30	\$378.45	\$7,997.75
MERTZ	\$4,804.00	\$88.32	\$4,892.32
PHILLIPS	\$7,299.70	\$131.19	\$7,430.89
SCHMITZ	\$7,637.12	\$411.12	\$8,048.24
WERNER	\$7,853.36	\$265.05	\$8,118.41
LUECKING	\$7,249.86	\$225.84	\$7,475.70
MOORE, C	\$6,475.07	\$214.26	\$6,689.33
RONGEY	\$6,779.37	\$297.66	\$7,077.03
	\$75,439.65	\$2,487.48	\$77,927.13
GAS:			
BISHOP	\$5,253.60	\$0.00	\$5,253.60
FRANK	\$6,451.20	\$0.00	\$6,451.20
GLESSNER	\$6,859.01	\$888.44	\$7,747.45
RAMSEY	\$7,082.48	\$491.64	\$7,574.12
RONGEY, ALEX	\$3,524.81	\$14.93	\$3,539.74
SCHLEMMER	\$6,814.10	\$462.72	\$7,276.82
	\$0.00	\$0.00	\$0.00
	\$0.00	\$0.00	\$0.00
	\$35,985.20	\$1,857.73	\$37,842.93
POLICE:			
BENDA	\$7,829.27	\$1,288.50	\$9,117.77
BRAUN	\$7,829.27	\$485.31	\$8,314.58
BRAYE	\$7,605.95	\$214.74	\$7,820.69
DAHLEM	\$6,132.84	\$277.01	\$6,409.85
DAWS	\$8,474.27	\$0.00	\$8,474.27
HADDICK	\$8,474.27	\$956.72	\$9,430.99
INGRAM	\$7,713.35	\$214.74	\$7,928.09
LUKE	\$7,616.18	\$0.00	\$7,616.18
MIDKIFF	\$8,349.35	\$727.31	\$9,076.66
MORAVEC	\$7,399.79	\$1,627.69	\$9,027.48
PITTMAN	\$4,393.43	\$0.00	\$4,393.43
PROSISE	\$8,530.12	\$0.00	\$8,530.12
PRUETT	\$7,400.38	\$0.00	\$7,400.38
SALAMA	\$7,392.16	\$0.00	\$7,392.16
SCHRECKENBERG, KEVIN	\$7,429.36	\$1,489.92	\$8,919.28
SIEBENBERGER	\$7,829.27	\$55.83	\$7,885.10
VOELKER	\$5,117.88	\$0.00	\$5,117.88
WIEGAND	\$6,132.85	\$214.74	\$6,347.59
ZABER	\$4,630.31	\$0.00	\$4,630.31
BIVINS	\$360.00	\$0.00	\$360.00
FLORAKE	\$412.50	\$0.00	\$412.50
JOHNS	\$345.00	\$0.00	\$345.00
OLSZEWSKI	\$330.00	\$0.00	\$330.00
GREEN	\$270.00	\$0.00	\$270.00

\$137,997.80	\$7,552.51	\$145,550.31
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SEWER:

DAVIS	\$5,114.40	\$0.00	\$5,114.40
DEGENER	\$6,644.06	\$0.00	\$6,644.06
STRAUB, J	\$6,897.76	\$0.00	\$6,897.76
	\$18,656.22	\$0.00	\$18,656.22

STREET:

DOERR	\$6,292.23	\$374.96	\$6,667.19
DUGAN	\$5,828.00	\$160.70	\$5,988.70
HERMANN	\$6,042.26	0.00	6042.26
MAURER	\$6,954.78	\$169.38	\$7,124.16
WASHAUSEN	\$6,242.61	\$160.70	\$6,403.31
WHELAN	\$5,902.28	\$160.70	\$6,062.98
HORN	\$0.00		\$0.00
WETZLER	\$0.00		\$0.00
DILL	\$0.00		\$0.00
	\$37,262.16	\$1,026.44	\$38,288.60

WATER:

GOFF	\$6,524.16	\$433.80	\$6,957.96
MILLER	\$6,986.88	1002.56	7989.44
	\$13,511.04	\$1,436.36	\$14,947.40

ELECTED OFFICIALS

BUETTNER, K	\$1,324.79
BUETTNER, M	\$1,379.79
CHILDERS	\$1,518.64
DARTER	\$1,359.79
HELLER	\$1,359.79
HOPKINS	\$1,359.79
NOTHEISEN	
PAPENBERG	\$759.78
ROW	\$1,379.79
SMITH	\$2,126.40
TRANHAM	\$1,359.79
Total:	\$13,928.35

E.S.D.A.

HOFFMANN	\$150.00
SCOTT	\$330.00
Total:	\$480.00

PLANNING COMMISSION

RAU	\$375.00
GAITSCH	\$200.00
HICKS	\$300.00
LUTZ	\$300.00
PITTMANN	\$300.00
VOELKER	\$240.00
YOUNGS	\$300.00
Total:	\$2,015.00

ZONING BOARD

BOOTHMAN	\$300.00
GIBBS	\$325.00
HARTMAN	\$250.00
LOERCH	\$300.00
POETTKER	\$200.00
POWELL	\$200.00
SPIELMAN	\$200.00
CHILDERS-SECRETARY	\$300.00
Total:	\$2,075.00

January 6, 2023	\$ 204,909.71
January 20, 2023	\$ 214,214.29
January 24, 2023	\$ 1,826.32

Grand Total: \$420,950.32

Jan-23

	Cash in Bank - Payroll Register	Cash in Bank - Deduction Register	Total
01-General	\$234,776.34	\$23,406.44	\$258,182.78
51-Water	\$25,234.65	\$3,498.67	\$28,733.32
52-Sewer	\$27,856.29	\$3,822.66	\$31,678.95
53-Electric	\$87,127.20	\$12,048.33	\$99,175.53
54-Gas	\$45,955.84	\$6,384.81	\$52,340.65
	\$420,950.32	\$49,160.91	
Total Payroll Cost:			<u>\$470,111.23</u>

SYS DATE:02/02/23

DATE: 01/31/23

CITY OF WATERLOO
INVOICE HISTORY REPORT
Tuesday January 31,2023

SYS TIME:14:11

[NHR4]

PAGE 1

G/L NUMBER	DATE	G/L DESC. CHECK #	VENDOR NAME	INVOICE #	REFERENCE	TRANS AMT
01-12-5310		Professional Services				
	01/31/23	54813	CITY OF WATERLOO	01-2023	GAS @ PWR PLANT	6,517.63
	01/31/23	54912	VERVOCITY INTERACTIVE	29867435	WEBSITE FEE	139.00
					** TOTAL **	\$6,656.63
01-13-5310		Professional Services				
	01/31/23	54892	ST. LUKE'S WORKPLACE HEALTH	246357	FLU SHOTS	97.50
					** TOTAL **	\$97.50
01-14-5310		Professional Services				
	01/31/23	54889	AARON OAKLEY SHIVE	01-2023	CITYHALL MOWING	2,045.00
	01/31/23	54895	STATE FIRE MARSHALL	9672958	BOILER CERTIFICAT	200.00
					** TOTAL **	\$2,245.00
01-15-5330		Legal				
	01/31/23	54891	ST CLAIR, GILBRETH & STEPPIG LLC	6224	NOV/DEC ATTORNEY	11,821.50
					** TOTAL **	\$11,821.50
01-18-5310		Professional Services				
	01/31/23	54791	AMERICAN LEGAL PUBLISHING CORPORATION	22590	DEC S-10 EDITING	242.00
	01/31/23	54791	AMERICAN LEGAL PUBLISHING CORPORATION	22628	DEC S-10 INTERNET	21.45
					** TOTAL **	\$263.45
15-00-5310		Professional Services				
	01/31/23	2483	HENRY, MEISENHEIMER & GENDE, INC.	01-23-2483	2024 MFT MAINT	3,167.26
					** TOTAL **	\$3,167.26
51-11-5310		Professional Services				
	01/31/23	54786	ALBERS WATER SERVICES, LLC	1_2023	CERT WTR OPER AGR	1,700.00
	01/31/23	54842	HENRY, MEISENHEIMER & GENDE, INC.	#IS-112.05	ROUTINE SERVICES	1,625.00
	01/31/23	54842	HENRY, MEISENHEIMER & GENDE, INC.	WL023GEN-107	GENERAL SVCS	2,145.82
					** TOTAL **	\$5,470.82
52-11-5310		Professional Services				
	01/31/23	54904	TESTING ANALYSIS CONTROL	12199	DEC TESTING	864.00

SYS DATE:02/02/23

DATE: 01/31/23

CITY OF WATERLOO
INVOICE HISTORY REPORT
Tuesday January 31,2023SYS TIME:14:11
[NHR4]
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G/L NUMBER	DATE	G/L DESC. CHECK #	VENDOR NAME	INVOICE #	REFERENCE	TRANS AMT

						** TOTAL **
						\$864.00
53-11-5310			Professional Services			
	01/31/23	54798	BARNES, HENRY, MEISENHEIMER & GENDE, IN.	E00163-104	EPA/ANNUAL REPORT	1,800.00

						** TOTAL **
						\$1,800.00
54-11-5310			Professional Services			
	01/31/23	54909	UTILITY SAFETY & DESIGN	IN20226047	PUBLIC AWARENESS	7,543.56
	01/31/23	54909	UTILITY SAFETY & DESIGN	IN20226290	RETAINER	175.00

						** TOTAL **
						\$7,718.56

						** GRAND TOTAL **
						\$40,104.72

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Approval of the Purchase of a 2023 Ford Explorer in
the amount of \$47,808.26, from Sunset Ford for the Utility Department.

3. Relief or action to be requested:
Approval.

4. Submittal date: 01-31-23

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

Sunset Ford of Waterloo

1425 North Illinois Route 3
Waterloo, IL 62298
(618) 939-6171
www.sunsetfordwaterloo.com

BUYER

CITY OF WATERLOO

100 W 4TH ST

WATERLOO, IL 62298

Cust #: 145248

Home #:

Work #:

Cell #: (618) 939-3377

Email:

CO-BUYER

Cust #:

Home #:

Work #:

Cell #:

Email:

Deal #: 10924

Deal Type: Retail

Deal Date: 01/30/2023

Print Time: 10:51am

Salesperson 1: KYLE P BREWER

Salesperson 2:

Sales Manager: PERRY R WEBB

VEHICLE

New ☒

Used ☐

Demo ☐

Stock #:

Description:

VIN:

Mileage:

2023 FORD EXPLORER

TRADE

PAYMENTS

MSRP: \$ 49,035.00

Discount: \$ 1,764.00

Sale Price: \$ 47,271.00

Total Financed Aftermarkets: \$ 0.00

Total Trade Allowance: \$ 0.00

Trade Difference: \$ 47,271.00

Doc Fee: \$ 347.26

State & Local Taxes: \$ 0.00

Total License and Fees: \$ 190.00

Total Trade Payoff: \$ 0.00

Total Balance: \$ 47,808.26

Cash Down Payment + Deposit: \$ 0.00

Balance Due: \$ 47,808.26

Option 1: (retail)

Cash

AFTERMARKETS

Nothing is owed or promised to the customer, unless specifically stated in writing. Any "WE OWE" must be signed off by management on the "WE OWE" form with a 30-day expiration. Trade titles & lien releases are required at the time of sale, unless due from lender. See dealer for details.

X

Customer Signature

X

Dealer Signature

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 06, 2023

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on a Petition from the Monroe County Sheriff's Department
to consider a Special Use Permit to allow "Government Uses" at 226 East Third Street,
in the B-3 Zoning District, as permitted by 40-2-3(B).

3. Relief or action to be requested:

Approval.

4. Submittal date: 01-31-23

Submitted by:

Nathan Krebel, 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

THOMAS G. SMITH, Mayor
MECHELLE CHILDERS, Clerk
BRAD A. PAPENBERG, Treasurer



Nathan Krebel
Zoning Administrator
Subdivision Administrator
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8730

Memorandum

To: Mayor Smith & City Council
From: Nathan Krebel
Date: 1-20-2023
Re: Special Use Permit – Government Uses

The Monroe County Sheriff Department is requesting approval from City Council for a special use permit to allow “government uses, facilities and buildings” located at 226 East Third Street (across from the jail). The property will be used for employee parking and will be adding onto the existing shed for maintenance use. Water detention for the parking lot will be required as well as zoning setbacks/materials for the shed addition. This petition received a favorable recommendation from Planning Commission and Zoning Board of Appeals. I recommend approval for the Special Use Permit.

Respectfully,

A handwritten signature in cursive script that reads "Nathan Krebel".

Nathan Krebel
Zoning/Subdivision Administrator

To The planning commission and zoning board of appeals,

The Monroe county sheriff's office is requesting a special use permit for a government usage of a parking lot located at 226 e. Third Street.

On 11/21/22, the county board approved a COVID MIDIGATION EXPANSION, to the jail property located at 225 e. Third Street. This project, will take over the current parking lot at the jail facility, and leave us without parking.

In order to provide parking for current employees, the property located at 226 E. Third St. was purchased for this intent, and create a larger parking area. The new parking lot will comply with all city of waterloos code requirements. Including striping, lighting and water shed.

As of 12/14/22 the city has gave us the ok to remove dirt and rock the 226 property with a temporary berm for water shed.

The special use permit will allow the county to proceed with a government usage parking lot.

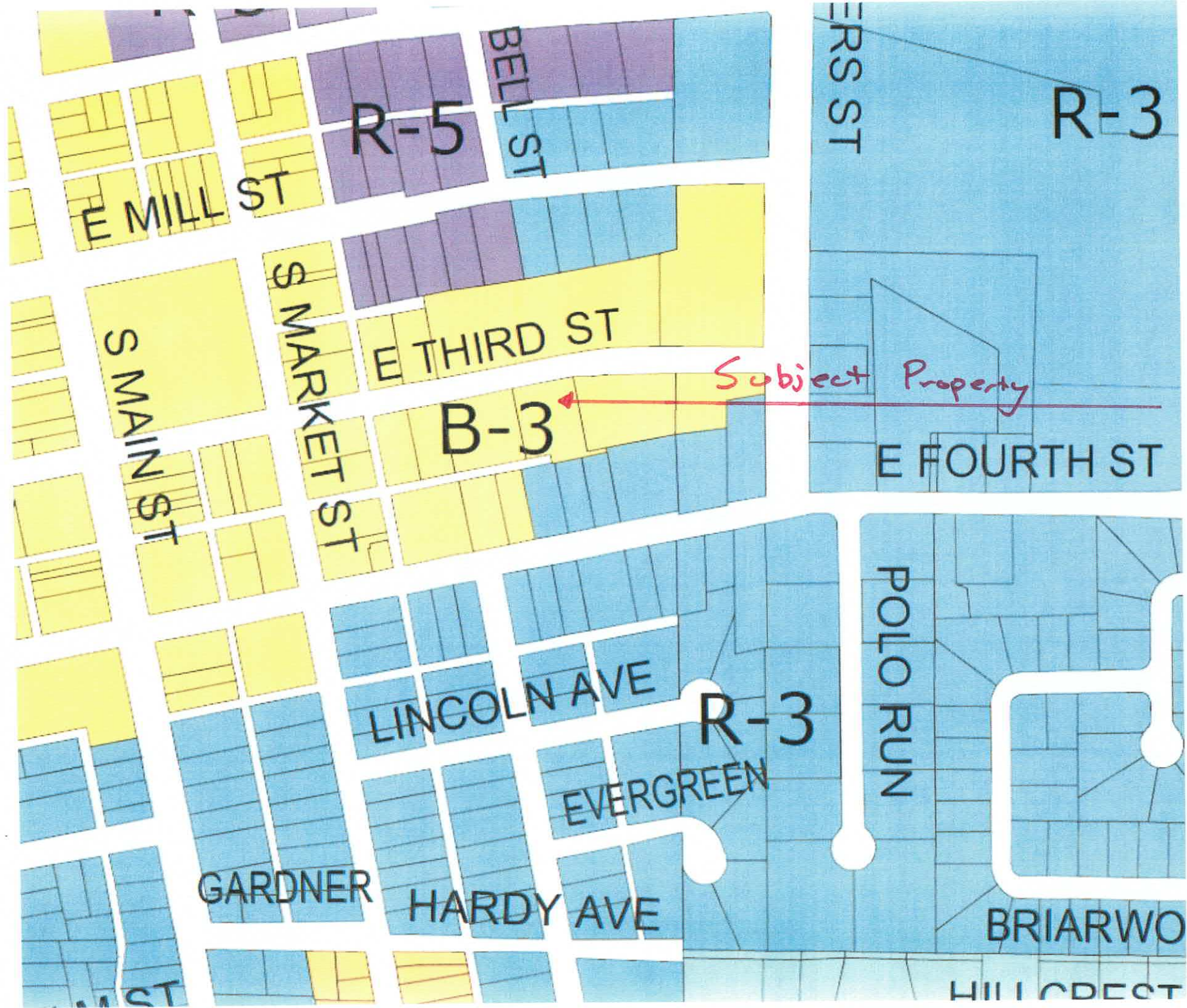
As the county continues to grow, our future plans are to use the existing maintenance shed for climate-controlled storage for the Health department and EMA. Which at that point we will add a 50x40

Addition the existing shed on the south side of the 226 property.





Subject
property



R-5

BELL ST

E MILL ST

S MAIN ST

S MARKET ST

E THIRD ST

B-3

Subject Property

E FOURTH ST

LINCOLN AVE

R-3

EVERGREEN

GARDNER

HARDY AVE

POLO RUN

BRIARWOOD

HILLCREST



Date: 12/20/22

PROCEDURES TO REQUEST A SPECIAL USE PERMIT

A Special Use Permit is permission by the municipal authority to use property in a way not ordinarily permitted in a given classification.

1. Petition forms may be obtained at City Hall. They are to be completed and returned to the Zoning Administrator no later than the 15th day of the month preceding the Planning Commission and Zoning Board of Appeals meetings. A fee of \$200.00 is required along with a 2-3 paragraph "letter of intent" explaining your intentions and reasons for the petition. Address it to "The Planning Commission and Zoning Board of Appeals".
2. The Planning Commission will review these petitions at City Hall on the 2nd Monday of the month. The next Planning Commission Meeting is January 9th, 2023 at 7:30 pm. Once the Planning Commission has reviewed the petition, they pass it on to the Zoning Board of Appeals with a positive or negative recommendation.
3. The Zoning Administrator will mail (at petitioner's expense) to abutting properties a notification letter informing of a request for a Special Use Permit. This letter is sent to all owners of land adjacent to and across from streets and alleys from the subject property. The letters will be sent via certified mail, return receipt requested at least fifteen days, but no more than 30 days, prior to the Zoning Board of Appeals Meeting. The Zoning Administrator will provide proof of the certified mailings to the Zoning Board.
4. The Zoning Board of Appeals monthly meetings are held at City Hall. The next scheduled meeting is January 19th, 2023 at 7:30 pm
5. It is necessary for the applicant or an appointed person to be present at each meeting during which the petition is heard.
6. The Zoning Board of Appeals shall submit the entire record and a written decision explaining the action taken on a Special Use Permit petition before the next regularly scheduled City Council meeting. At that meeting, the City Council will either affirm or reverse the decision of the Zoning Board of Appeals. The decision of the City Council shall be based only upon the record from the Zoning Board of Appeals hearing.
7. Following the City Council Meeting, the applicant will receive a letter informing them of the decision of the City Council. A building permit, if required, can then be applied for.



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600
Thomas G. Smith, Mayor

PETITION FOR SPECIAL USE PERMIT

DO NOT WRITE IN THIS SPACE – FOR OFFICE USE ONLY

Date of Hearing: January 19, 2023

Fee Paid to City Clerk: \$

Hearing Location: Waterloo City Hall

Newspaper: Republic Times

Building Permit App. No.:

Date Published: January 4, 2023

Action of Zoning Board of Appeals:

- ☐ Denied
☒ Approved
☐ Approved with Modification

Action of City Council:

- ☐ Denied
☐ Approved
☐ Approved with Modification

Date: 1-19-2023

Date: 2-06-2023

Instructions to Applicants: Print or type the form. All information required by this application must be completed and submitted herewith. If applicable, an application for building permit must accompany this application.

Name of owner(s), and other interested parties or stockholder of corporation owning the subject property Monroe County

Address: 100 South Main Street – Waterloo, IL 62298

Phone Number: 618-939-8651

Applicant's Name: Monroe County Sheriff

Address: 225 E. 3rd St. Waterloo, IL 62298

Property Interest of Applicant: 226 E. 3rd St. Waterloo, IL 62298

Has a previous appeal or petition for variance ever been made for subject property?

☐ No ☒ Yes If "Yes", list all previous appeals and/or petitions and dates

Z-15-12-01 See Attached Special Use Permit to allow a single family home in a B-3

Zoned District

Address of Subject Property: 226 East Third Street – Waterloo, IL 62298

Present Use of Subject Property: Commercial Welding Shop

Present Zoning District of Subject Property: B-3 – Central Business District



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600
Thomas G. Smith, Mayor

Check one of the following regarding the proposed use:

- ☐ Public service building, specify type: _____
- ☐ Public utility building or structure, specify type: _____
- ☐ Planned single-family residential development
- ☐ Planned multi-family residential development
- ☐ Planned mobile home park development
- ☐ Planned business center development
- ☒ Other planned development, specify: Parking Lot
- ☐ Specify type of use proposed: Parking Lot

All applications for a special use permit shall file a site plan and meet the requirements of Article IX of the Zoning Ordinance. The following additional information shall be provided

Number of proposed dwelling units, if any: 0

Number of proposed structures: 1

Number of existing dwelling units: 0

Number of existing units: 0

Number of proposed dwelling units per structure, if any: 0

Number of existing dwelling units per structure, if any: 0

Acreage devoted to each type of proposed use: N/A

Acreage devoted to each type of exiting use: N/A

Provide other such pertinent information as may reasonably be required to fully describe The proposed development. (*attachments may be used*)

I certify that all of the above statements and the statements contained in any papers or plans submitted herewith are true and accurate.

I consent to the entry in or upon the premises described in this application by any authorized official of the City of Waterloo, for the purpose of inspecting, or of posting, maintaining and removing such notices as may be required by law.

Date: 12/20/22

Applicant: Monroe County Sheriff Dept

Date: 12/20/22

Owner: Monroe County

Central Business District

Permitted Uses.

Amusement and recreation uses, interior.
Any use permitted in the B-I District.
Assisted living.
Bed and breakfast establishments.
Brew pubs
Bus terminals.
Cultural and philanthropic uses.
Dram shops, e.g., taverns, lounges, bars
Financial institutions.
Food stores.
Funeral homes.
Furniture and household goods.
General merchandise/apparel.
Gym/training/fitness centers.
Movie theaters.
Personal service uses.
Pet shops.
Professional service uses.
Printing shops.
Restaurants.
Retail liquor sales.
Sale of specialized and general services, goods, merchandise, furnishings and equipment.
Satellite/extensions/technical schools.
Spirits pubs
Wine pubs

Permitted Accessory Uses.

Storage of merchandise or inventory usually carried in stock, provided that such storage shall be located on the lot with the retail, service or commercial use, and shall be within a completely enclosed building, except that storage of new merchandise and new inventory carried in stock for retail sale need not be within an enclosed building if:

The retail service or commercial use is located on a parcel of 5 acres or more;

The area used for outside storage is not more than 10% of the area, indoors and outdoors, that the user has a right to use in connection with business operations;

The area used for outside storage must be set back 100 feet from any public street adjacent to the property line and 50 feet from the side property line; and

The area used for outside storage must be screened from adjacent residential property by fencing or landscaping.

Special Use Permits Required.

Adult entertainment.
Automobile service stations.
Car wash.
Churches, places of worship.
Day care centers and homes.
Government uses, facilities and buildings.
Multi-family residences, when located above the first floor.
Nurseries/greenhouses.
Planned Unit Development C.
Residences.

MINUTES OF THE PLANNING COMMISSION
MEETING HELD ON January 9, 2023

The meeting was called to order by Rau at 7:30PM.

Roll call was taken: **Present:** Rau, Hicks, Lutz, Voelker, Gaitsch, Pittman, Youngs

Rau asked if there were any additions or corrections to the minutes from December 12, 2022 Planning Commission meeting. There were none. A motion was made by Gaitsch and seconded by Pittman to approve the minutes of the December 12, 2022 meeting minutes. **Motion carried.**

Rau asked if there were any citizens to address the Planning Commission. There were none.

Rau asked if there were any corrections or deletions to the agenda. There were none.

OLD BUSINESS: Rau asked if there was any old business. There was none.

PETITIONS:

P-23-01-01 Review and Comment on a petition to consider a special use permit to allow "Government Uses" at 226 East Third Street, Parcel No. 07-25-282-011-000 in the B-3 Zoning District, as permitted by 40-2-3(B) as requested by petitioner Monroe County Sheriff Department.

Sheriff Rohlfing present to represent petition. Currently planning for the expansion of the administrative wing into the existing parking lot. The new parking lot would be across the street and allow for ample parking space for employees and visitors.

A resident did call to inquire about the plans but was comfortable with the proposed parking lot.

Lutz commented that this use feels right for the property.

Recommendation: A motion was made by Youngs and seconded by Lutz for a favorable recommendation for a special use permit to allow for Government Use of 226 East Third St.

Members voted as follows:

YES – Rau, Hicks, Lutz, Voelker, Gaitsch, Pittman, Youngs

COMMENTS: There were none.

Motion to adjourn the meeting at 7:44 PM was made by Hicks and seconded by Lutz. Motion carried.

Minutes respectfully submitted by Lauren Voelker.

Waterloo Planning Commission Advisory Report

Petition Number: Z-23-01-01

Type of Petition: Special Use Permit / Zoning Text Amendment / _____
(other)

As per Section 40-9-4 of the Waterloo Municipal Code

The effect the proposal would have on the City's Comprehensive Plan: positive -
it is an awkward lot & this use fits
it well.

The effect the proposal would have on the health, welfare, safety, morals and comfort of area residents:

positive

The effect the proposal would have on schools, traffic, streets, shopping, public utilities and adjacent properties:

neutral

Other legal requirements of considerations: _____

As per Section 40-9-7 of the Waterloo Municipal Code

Is the proposal necessary for public convenience at this location?

*yes - it helps the County expand
responsibly*

Is the proposal designed, located and proposed to be operated so that the public health, safety, and welfare will be protected?

yes

Will the proposal cause substantial injury to the value of other property in the neighborhood in which it is located?

no

Will the proposal be detrimental to the essential character of the district in which it is located?


no

The Planning Commission gives this petition a

Favorable Recommendation
(with modifications as outlined below)

Unfavorable Recommendation
(for the reasons explained herein)

This image shows a single sheet of white paper with horizontal blue or grey ruling lines. The lines are evenly spaced and run across the width of the page. There is no handwriting or other markings on the paper.

Signed: 

Date: 1/9/2023

MINUTES OF THE ZONING BOARD OF APPEALS

MEETING HELD ON JANUARY 19, 2023

The meeting was called to order by Chairman Ken Hartman at 7:30 PM

Roll call was taken: **Present: Poettker, Loerch, Boothman, Spielman, Powell, Gibbs and Hartman.**

Chairman Hartman asked if there were any additions or corrections to the minutes of the December 15, 2022 meeting. A motion was made by Boothman and seconded by Loerch to approve the minutes of December 15, 2022 as presented. Motion carried.

The Chairman asked if there were any petitions by citizens on non-agenda items. There were none.

The Chairman also asked if there were any corrections or deletions to the agenda. There were none.

PETITIONS:

Z-23-01-01 Review and Comment on a petition to consider a special use permit to allow "Government Uses" at 226 East Third Street, Parcel No. 07-25-282-011-000 in the B-3 Zoning District, as permitted by 40-2-3(B) as requested by petitioner Monroe County Sheriff Department.

The Zoning Administrator commented that the public notice for this petition was published in the January 04, 2023 edition of the Waterloo Republic Times, and postal notification receipts were received from all but two recipients. The Zoning Administrator called the two recipients whose postal notifications were not received and emailed them the information.

Sheriff Neal Rohlfing, representing the Monroe County Sheriff Department, was present to speak on behalf of this petition. Sheriff Rohlfing explained that the Monroe County Sheriff Department is requesting a special use permit to allow "Governmental Uses" for a parking lot at 226 East Third Street. There has been discussion of expanding the current building which houses the Monroe County Sheriff Department and jail. With the SAFE-T Act (abolishment of the cash bail system) there appears to be no need to expand the jail portion of the building. However, they still would like to expand the administrative section into the current parking lot. Since this will leave employees with no place to park, the Sheriff Department has purchased the lot at 226 East Third Street for their future parking needs. It is estimated that the lot will hold 36 parking spaces. In addition to parking, there are plans to add to the current shed on the property for use as a maintenance building. Mr. Aaron Metzger, Monroe County Engineer, will be in charge of providing temporary and permanent drainage and erosion control.

Motion was made by Gibbs and seconded by Spielman to recommend approval for a special use permit to allow "Government Uses" at 226 East Third Street, Parcel No. 07-25-282-011-000 in the B-3 Zoning District, as permitted by 40-2-3(B) as requested by petitioner Monroe County Sheriff Department.

Members voted as follows: YES – Gibbs, Poettker, Loerch, Boothman, Spielman, Powell and Hartman.

Motion carried.

ZONING BOARD OF APPEALS ADVISORY REPORT

On Petition # Z-23-01-01 Special Use Permit "Government Uses"

I move that the Zoning Board of Appeals provide the City Clerk with an Advisory Report as follows:

1. The Petition should be Approved / Denied / Approved with Modifications (see modifications below);
2. The effect the proposal would have on the health, welfare, safety, morals, and comfort of area residents would be Negligible / Positive / Negative / Potentially Negative in that _____;
3. The effect the proposal would have on schools, traffic, streets, shopping, public utilities, and adjacent properties would be Negligible / Positive / Negative / Potentially Negative in that _____;
4. The proposed recommendation is Necessary / Not Necessary for the public convenience at the subject location;
5. The proposed recommendation Is / Is Not so designed, located, and proposed to be operated that the public health, safety, and welfare will be protected;
6. The proposed recommendation Will / Will Not cause substantial injury to the value of other property in the neighborhood in which it is proposed to be located;
7. The proposed recommendation Will / Will Not be detrimental to the essential character of the zoning district in which the property is located;

I further move that the recommendation be subject to the following modification(s):

This advisory report is respectfully submitted, on behalf of the Zoning Board of Appeals.

Signed: 
Zoning Board of Appeals Chairman

Date: 1-18-2023

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Approval of a Special Event Permit Application from Firebird Fest LLC and the Optimist Club for the Firebird Fest 23 Car Show & Concert to be held on Saturday, May 20, 2023 from 3 p.m. to 10 p.m. with setup beginning at 9 a.m., to include the closure of Main Street between First and Fourth, Mill Street between Market and Church, and Third Street between Market and Church.
3. Relief or action to be requested:
Approval.
4. Submittal date: 01-31-23

Submitted by:
Rod Haffer, FirebirdFest 23
Chris Rahn, 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 _____

Thomas G. Lee

Mayor

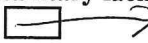
SPECIAL EVENT PERMIT APPLICATION

Instructions to Applicant:

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

1. Event Name / Type: FirebirdFest 23 CAR show & concert
Location of Event: Courthouse Square & downtown area
2. Set-Up Approximately Clean-Up (After concert)
Date / Time: 5/29/23 9:00 AM Date / Time: 5/29/23 10:00 PM
DATE TIME DATE TIME
3. Event Beginning 3:00 PM Event Ending 10:00 PM
Date / Time: 5/29/23 3:00 PM Date / Time: 5/29/23 10:00 PM
DATE TIME DATE TIME
4. Organization Name: FirebirdFest LLC
Mailing Address: _____
Street City State Zip
Phone Number: _____ Email Address: _____
Not For Profit Status: Yes _____ No X ID # _____
5. Person in Charge of Event: Rod Haffer
Mailing Address: _____
Street City State Zip
Cell Phone Number: _____ Email Address: _____
6. Secondary Contact Person: Todd Koenig Brandon Hurdigan
Mailing Address: N/A _____
Street City State Zip
Cell Phone Number: _____ Email Address: _____
3rd Contact:
Chris Rahn, President
Optimist Club

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

A. Narrative of Event:	Firebird Fest 23 is A 4 day event All Around the St. Louis area bringing 250 plus CLASSIC CARS from 30 states to tour & cruise Around to the neatest Activities & Attractions in our Area. we also donate A Percentage to Children's Rock Cancer.
B. Number of People Expected:	3000-4000 CHARITIES including Kids Rock Cancer.
C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans / dumpster, sanitary facilities, barricades and street closures.	Attached  SEE SARAH
D. Will there be inflatable jumpers/bounce houses or amusement rides:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
• If yes, <u>Proof of Liability Insurance must include inflatables.</u>	
E. Liquor License information for beer sales (hours of sale and license number):	N/A
F. Special Needs (i.e. Police, Street Dept., Electric - outlets, sound system):	Police presence & guidance especially for the Smokey & the Bandit scene & after the rock concert on the square.

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

* See Tom Smith

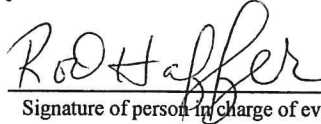
Received

Date

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

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

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



Signature of person in charge of event

1-31-23

Date of Submission

For office use only

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

Approved by City Council: Yes ☐ No ☐

Date _____

Zoning Department ☐

Mayor's Office ☐

Police Department ☐

DPW / Street Department (for street closings, signalization, and detour routes) ☐

/ Electric Department ☐

* under the Optimist umbrella policy



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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Approval of a Special Event Permit Application from
Philomena + Ruth for their 8-Year Anniversary Party to be held on Sunday, April
30, 2023, from 10 a.m. to 5 p.m. with a set-up time of 7 a.m., including the parking
space closures directly in front of 118 W Mill Street and 123 W. Mill Street for live
music, seating and the Living Millennially coffee trailer.
3. Relief or action to be requested:
Approval.
4. Submittal date: 02-01-23

Submitted by:
Elizabeth Hahn, Philomena + Ruth

DISPOSITION

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



Mayor



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

SPECIAL EVENT PERMIT APPLICATION

Instructions to Applicant:

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

1. Event Name / Type: Philomena + Ruth 8 year Anniversary Party
Location of Event: 118 W Mill Street + 124 W Mill Street
2. Set-Up
Date / Time: 4/30/23 7:00 am Clean-Up
Date / Time: 4/30/23 5:00 pm
3. Event Beginning
Date / Time: 4/30/23 10:00 am Event Ending
Date / Time: 4/30/23 5:00 pm
4. Organization Name: Philomena + Ruth
Mailing Address: 118 W Mill St Waterloo IL 62298
Street City State Zip
Phone Number: _____ Email Address: elizabeth@philomenaANDruth.com
- Not For Profit Status: Yes _____ No X ID # _____
5. Person in
Charge of Event: Elizabeth Hahn
Mailing Address: 118 A W Mill St Waterloo IL 62298
Street City State Zip
Cell Phone Number: _____ Email Address: _____
6. Secondary
Contact Person: _____
Mailing Address: _____
Street City State Zip
Cell Phone Number: _____ Email Address: _____

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

A. Narrative of Event:	we would like to block off parking in front of P+R and Pic Hard. There will be live music skating and Living Millennially coffee trailer using that space.
B. Number of People Expected:	100
C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans / dumpster, sanitary facilities, barricades and street closures.	Attached <input type="checkbox"/>
D. Will there be inflatable jumpers/bounce houses or amusement rides:	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
• If yes, <u>Proof of Liability Insurance must include inflatables.</u>	
E. Liquor License information for beer sales (hours of sale and license number):	N/A
F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system):	outlets and parking spots blocked off in front of P+R and Pic Hard.

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

Received _____ Date _____

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

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

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

Signature of person in charge of event

Date of Submission

For office use only

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

Approved by City Council: Yes ☐ No ☐ Date _____

Zoning Department ☐ Mayor's Office ☐ Police Department ☐
DPW / Street Department (for street closings, signalization, and detour routes) ☐ / Electric Department ☐

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 06, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Executive Session for the Discussion of Personnel as
per 5 ILCS 120/2(c)(1).

3. Relief or action to be requested:
Executive Session.

4. Submittal date: 02-03-23

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