

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Location: Waterloo City Hall - Council Chambers

100 W. Fourth St., Waterloo, IL

Date: Tuesday, February 20, 2024

Time: 7:30 p.m.

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Correction or Withdrawal of Agenda Items by Sponsor.
5. Approval of Minutes as Written or Amended.
6. Petitions by Citizens on Non-Agenda Items.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector.
 - B. Report of Treasurer.
 - C. Report of Subdivision and Zoning Administrator.
 - D. Report of Building Inspector / Code Administrator.
 - E. Report of Director of Public Works.
 - F. Report of Chief of Police.
 - G. Report of City Attorney.
 - H. Report and Communication by Mayor.
 1. Waterloo Beautification Check Presentation to Petri Insurance Agency.
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 Resolution No. 24-06 Authorizing the City of Waterloo, IL to Subsidize Utility Gas Management's January 2024 Fuel Costs Prior to Calculating the City's Fuel Adjustment Rate for Customers.
 - B. Consideration and Action on Resolution No. 24-07 Approving an Agreement between Human Support Services and the City of Waterloo, Illinois for Clean-up of Downtown Waterloo.
 - C. Consideration and Action on Ordinance No. 1887 Amending the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 24 Motor Vehicle Code, Article VIII: Traffic Schedules, Schedule D: No Parking Zones, Regarding an Alley Between 228 North Main Street and 221 North Market Street.
 - D. Consideration and Action on Ordinance No. 1888 Amending the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 1 Administration, Article II: City Officials, Divisions X and XI, Regarding the Positions of Director of Public Works and Deputy Director of Public Works.
11. Unfinished Business.
12. Miscellaneous Business.
 - A. Consideration and Action on Procedure and Schedule of Proceedings Relative to the Adoption of the Annual Budget for the Fiscal Year of May 01, 2024 Through April 30, 2025.
 - B. Consideration and Action on Ad to be Placed in the Tourism Times Spring/Summer Issue in the Amount of \$700.00 to be paid out of the Hotel / Motel Tax Fund.
 - C. Consideration and Action on Implementation of Community Non-Profit Program Beginning on February 21, 2024.
 - D. Consideration and Action on Approval of Remlok Phase 6 Improvement Plans.
 - E. Consideration and Action on Approval of a Special Event Permit Application from the Waterloo Optimist Club and the Ferm Homebrew Club for their Annual Beer-B-Que to be held on May 11, 2024 till 7:00 p.m., with Street Closures of Main Street (Third to Mill – and possibly further north), Third Street (Main north to alley), and Mill Street (Main north to alley) beginning at 4:00 p.m. on May 10, 2024.
 - F. Consideration and Action on Approval of a Special Event Permit Application from the Happy Hour Sports Bar for an Event to be Held on October 4, 2024, 5:00 p.m. through October 5, 2024 11:00 p.m., with Set-Up Beginning on October 4, 2024 at 12:00 p.m., including the Street Closure of Main Street in front of 117 N. Main Street.
 - G. Consideration and Action on Approval of a Special Use Permit Application from Groves Investments to Allow for the Continuation of a Non-Conforming Use at 404 West Third Street.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

DATES TO REMEMBER

Feb. 27, 2024 – American Legion Meeting, Waterloo City Hall: 2nd Floor Meeting Room, 7:00 p.m.

Mar. 04, 2024 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

Mar. 11, 2024 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:00 p.m.

Mar. 12, 2024 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.

Mar. 13, 2024 – Park District Meeting, Waterloo City Hall: 2nd Floor Meeting Room, 7:00 p.m.

Mar. 18, 2024 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

Mar. 21, 2024 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

Mar. 26, 2024 – American Legion Meeting, Waterloo City Hall: 2nd Floor Meeting Room, 7:00 p.m.

Mar. 29, 2024 – City Offices Closed in Observance of Good Friday.

**MINUTES OF THE
CITY COUNCIL MEETING
FEBRUARY 05, 2024**

1. The meeting was called to order by Mayor Darter at 7:30 p.m.
2. The following Aldermen were present: Vogt, Matt Buettner, Hopkins, Trantham, Kyle Buettner, Row, and Most.
Absent: Charron
3. Pledge of Allegiance led by Mayor Stan Darter.
4. Correction or Withdrawal of Agenda Items by Sponsor.
Alderman Kyle Buettner requested that Agenda Item 12(I) be withdrawn.
Motion made by Alderman Kyle Buettner and seconded by Alderman Trantham to withdraw item 12(I) from the agenda.
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting 'aye'.
5. Approval of Minutes as Written or Amended.
Approval of the January 16, 2024, City Council Meeting Minutes.
Motion made by Alderman Most and seconded by Alderman Hopkins to approve the January 16, 2024, City Council Meeting Minutes.
Motion passed unanimously with Aldermen Most, Vogt, Matt Buettner, Hopkins, Trantham, Kyle Buettner, and Row voting 'aye'.
6. Petitions by Citizens on Non-Agenda Items. None.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector. No report.
 - B. Report of Treasurer. No report.
 - C. Report of Subdivision and Zoning Administrator. No report.
 - D. Report of Director of Public Works. No report.
 - E. Report of Chief of Police. No report.
 - F. Report of City Attorney. No report.
 - G. Report and Communication by Mayor.
 1. Swearing-in of Officer Trinity Daws as the Deputy Chief of Police for the City of Waterloo, IL.
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. 24-03 Approving the Appointment of an Authorized Agent of the City of Waterloo, IL to the Illinois Municipal Retirement Fund.
Motion made by Alderman Kyle Buettner and seconded by Alderman Hopkins to accept Resolution No. 24-03 Approving the Appointment of an Authorized Agent of the City of Waterloo, IL to the Illinois Municipal Retirement Fund.
Comments: Until the HR position is filled, Shawn Kennedy will serve as the authorized agent.
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting 'aye'.
 - B. Consideration and Action on Resolution No. 24-04 Authorizing the Execution of a Memorandum of Agreement between the City of Waterloo, IL and BHMG Engineers, Inc. in the Letter of Proposal Amount of \$598,700.00 for Engineering and Design Services for the Combustion Turbine #3 Project.
Motion made by Alderman Trantham and seconded by Alderman Hopkins to approve Resolution No. 24-04 Authorizing the Execution of a Memorandum of Agreement

between the City of Waterloo, IL and BHMG Engineers, Inc. in the Letter of Proposal Amount of \$598,700.00 for Engineering and Design Services for the Combustion Turbine #3 Project.

Comments: An additional turbine will be installed at the power plant under this agreement.

Motion passed unanimously with Aldermen Trantham, Kyle Buettner, Row, Most, Vogt, Matt Buettner, and Hopkins voting ‘aye’.

- C. Consideration and Action on Resolution No. 24-05 Authorizing the Approval of a Settlement Agreement and Mutual Release of All Claims Relating to Monroe County Case No. 23-MR-13 and Authorizing Mayor Darter and Clerk Childers to Execute Said Agreement on Behalf of the City and Approval of Disbursement of the Sum of \$13,527.62 to Robert A. Marshall to Retire Outstanding Debt on Subject Real Estate, more Commonly Known as West Mill Properties, LLC, 500-506 West Mill Street, Waterloo, IL.

Motion made by Alderman Hopkins and seconded by Alderman Matt Buettner to approve Resolution No. 24-05 Authorizing the Approval of a Settlement Agreement and Mutual Release of All Claims Relating to Monroe County Case No. 23-MR-13 and Authorizing Mayor Darter and Clerk Childers to Execute Said Agreement on Behalf of the City and Approval of Disbursement of the Sum of \$13,527.62 to Robert A. Marshall to Retire Outstanding Debt on Subject Real Estate, more Commonly Known as West Mill Properties, LLC, 500-506 West Mill Street, Waterloo, IL.

Comments: The City Attorney explained that the money will be used to retire the outstanding debt before the property is deeded (transferred) to the city.

Motion passed unanimously with Aldermen Hopkins, Trantham, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting ‘aye’.

11. Unfinished Business. None.

12. Miscellaneous Business.

- A. Consideration and Action on Warrant No. 634.

Motion made by Alderman Matt Buettner and seconded by Alderman Row to approve Warrant No. 634. Motion passed unanimously with Aldermen Matt Buettner, Hopkins, Trantham, Kyle Buettner, Row, Most, and Vogt voting ‘aye’.

- B. Consideration and Action on Waiver of Fees as Requested by Contractor, JP Fitzgibbons, on behalf of the Saints Peter & Paul Catholic School, for a Proposed Pavilion in the Amount of \$364.00.

Motion made by Alderman Kyle Buettner and seconded by Alderman Most to approve a Waiver of Fees as Requested by Contractor, JP Fitzgibbons, on behalf of the Saints Peter & Paul Catholic School, for a Proposed Pavilion in the Amount of \$364.00.

Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.

- C. Consideration and Action on the Purchase of a 2023 Ford Police Interceptor Utility Vehicle for the WPD Canine Unit in the Amount of \$41,790.00 from Morrow Brothers Ford. (Illinois Government Price)

Motion made by Alderman Row and seconded by Alderman Trantham to approve the Purchase of a 2023 Ford Police Interceptor Utility Vehicle for the WPD Canine Unit in the Amount of \$41,790.00 from Morrow Brothers Ford. (Illinois Government Price)

Comments: Chief Luke mentioned the WPD is interested in adding another K-9 unit to the department.

Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Kyle Buettner voting ‘aye’.

- D. Consideration and Action on the Approval of Quote #6754 from DataTronics in the Amount of \$15,718.20 for the outfitting of the new WPD Canine Unit Vehicle.

Motion made by Alderman Kyle Buettner and seconded by Alderman Hopkins to approve Quote #6754 from DataTronics in the Amount of \$15,718.20 for the outfitting of the new WPD Canine Unit Vehicle.

Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.

- E. Consideration and Action on Approval of Change Order No. 1 for the Increased Amount of \$41,964.50 on the Contract Price with SAK Construction, LLC for the 2023 Sewer Lining Project.
Motion made by Alderman Row and seconded by Alderman Trantham to approve Change Order No. 1 for the Increased Amount of \$41,964.50 on the Contract Price with SAK Construction, LLC for the 2023 Sewer Lining Project.
Comments: The change order is due to the unexpected need to line the sewer pipe between 310 and 312 Market Street.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Kyle Buettner voting ‘aye’.
- F. Consideration and Action on Approval of Waterloo Beautification Application from OG3, LLC for property at 101 N. Main Street (Dieterich Bank).
Motion made by Alderman Hopkins and seconded by Alderman Kyle Buettner to approve the Waterloo Beautification Application from OG3, LLC for property at 101 N. Main Street (Dieterich Bank).
Comments: The application is for renovations on the building.
The Aldermen voted as follows:
 AYE – Hopkins, Trantham, Kyle Buettner, Most, Vogt, and Matt Buettner.
 NAY – None.
 ABSTAIN – Row
Motion Passed by a vote of 6/0/1
- G. Consideration and Action on Approval of Waterloo Beautification Application from Michelle Miller for property at 106 Plaza Drive (Family Kitchen).
Motion made by Alderman Vogt and seconded by Alderman Most to approve the Waterloo Beautification Application from Michelle Miller for property at 106 Plaza Drive (Family Kitchen).
Comments: This request is to replace the outside awning.
Motion passed unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Kyle Buettner, Row, and Most voting ‘aye’.
- H. Consideration and Action on Approval of Waterloo Beautification Application from Henry Wicklein for property at 221 Bradford Lane (Innovations Early Childhood Daycare).
Motion made by Alderman Vogt and seconded by Alderman Kyle Buettner to the approve Waterloo Beautification Application from Henry Wicklein for property at 221 Bradford Lane (Innovations Early Childhood Daycare).
Motion passed unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Kyle Buettner, Row, and Most voting ‘aye’.
- I. Consideration and Action on Implementation of Non-Profit Program beginning on Feb. 05, 2024.
Item was withdrawn from the agenda.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
Alderman Hopkins commented that he was pleased to see the progress that has been made on the trailer court at West Mill. He also thought the approval of the new turbine indicated the positive utility growth of Waterloo.
Alderman Trantham and Kyle Buettner congratulated Deputy Chief Trin Daws.
Alderman Row thanked Nathan Krebel, Natalie Steppig, and anyone else who was involved in the West Mill Property settlement. Alderman Row also extended his congratulations to Deputy Chief Trin Daws.
Mayor Darter conveyed his pleasure with the resolution of the West Mill property situation and offered his congratulations to Deputy Chief Trin Daws.
14. Motion to Adjourn made by Alderman Matt Buettner and seconded by Alderman Hopkins.
Motion passed with a unanimous voice vote.
Mayor Darter adjourned the meeting at 7:53 p.m.

Minutes respectively submitted by Mechelle Childers – City Clerk

CITY OF WATERLOO, ILLINOIS
COLLECTION REPORT

	2022-2023 ACTUAL AMOUNT	2023-2024 BUDGETED AMOUNT	% INCREASE/ DECREASE	2023 JAN	2024 JAN	% INCREASE/ DECREASE	2022-2023 FISCAL YTD	2023-2024 FISCAL YTD	% INCREASE/ DECREASE
ELEC SALES	10,848,137.04	11,390,000.00	4.99%	835,792.54	797,242.32	-4.61%	8,443,236.20	8,333,784.51	-1.30%
ELEC TAX	265,144.28			19,098.33	18,877.14	-1.16%	206,174.28	203,912.81	-1.10%
ELECT MISC.	360,074.00	262,000.00	27.24%	141,140.00	67,102.00	-52.46%	186,271.00	630,210.00	238.33%
SUBTOTAL	11,473,355.32	11,652,000.00	1.56%	996,030.87	883,221.46	-11.33%	8,835,681.48	9,167,907.32	3.76%
BEGINNING UNAPPLIED	696,363.28			61,643.65	59,406.14	-3.63%	517,477.83	470,143.95	-9.15%
UNAPPLIED CASH REC'D	180,143.31			20,036.92	16,827.48	-16.02%	149,223.22	134,688.75	-9.74%
UNAPPLIED DISBURSED	193,443.19			10,018.99	7,312.22	-27.02%	122,645.33	97,551.16	-20.46%
ENDING UNAPPLIED	683,063.40			71,661.58	68,921.40	-3.82%	544,055.72	507,281.54	-6.76%
GAS SALES	3,537,645.77	3,671,000.00	3.77%	465,207.80	281,526.70	-39.48%	1,913,986.66	1,418,594.47	-25.88%
GAS TAX	71,517.14			9,617.53	7,271.90	-24.39%	37,004.54	33,220.68	-10.23%
GAS MISC.	123,806.00	106,700.00	13.82%	48,781.00	21,690.00	-55.54%	59,983.00	197,925.00	229.97%
SUBTOTAL	3,732,968.91	3,777,700.00	1.20%	523,606.33	310,488.60	-40.70%	2,010,974.20	1,649,740.15	-17.96%
WATER SALES	2,783,427.40	3,420,000.00	22.87%	208,765.71	286,985.18	37.47%	2,088,202.83	2,964,308.81	41.96%
WATER MISC.	803,982.00	73,000.00	-90.92%	11,903.00	11,978.00	0.63%	776,667.00	74,999.00	-90.34%
SUBTOTAL	3,587,409.40	3,493,000.00	-2.63%	220,668.71	298,963.18	35.48%	2,864,869.83	3,039,307.81	6.09%
SEWER SALES	1,964,383.08	2,165,000.00	10.21%	157,891.24	175,342.70	11.05%	1,525,388.97	1,703,667.87	11.69%
SEWER MISC.	151,485.00	165,500.00	9.25%	16,236.00	28,805.00	77.41%	106,189.00	136,697.00	28.73%
SUBTOTAL	2,115,868.08	2,330,500.00	10.14%	174,127.24	204,147.70	17.24%	1,631,577.97	1,840,364.87	12.80%
CITY TAX	580,493.06	663,000.00	14.21%	51,774.65	46,331.65	-10.51%	408,577.33	425,400.35	4.12%
MISC.	42,624.00	42,000.00	-1.46%	14,165.00	10,574.00	-25.35%	28,000.00	91,259.00	225.93%
SUBTOTAL	623,117.06	705,000.00	13.14%	65,939.65	56,905.65	-13.70%	436,577.33	516,659.35	18.34%
REFUSE FEE	891,938.68	989,750.00	10.97%	77,550.30	81,835.82	5.53%	671,316.42	722,039.11	7.56%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	36,524.00	37,000.00	1.30%	2,148.00	2,483.00	15.60%	27,854.00	29,833.00	7.10%
PERMITS	100,480.00	115,000.00	14.45%	5,753.00	10,158.00	76.57%	75,309.00	59,223.00	-21.36%
INSPECTION FEES	15,100.00	15,000.00	-0.66%	1,275.00	1,625.00	27.45%	11,050.00	10,175.00	-7.92%
FRANCHISE FEES	125,916.00	120,000.00	-4.70%	38,944.00	33,307.00	-14.47%	62,938.00	57,301.00	-8.96%
LIQUOR LICENSE	23,612.00	25,000.00	5.88%	20.00	30.00	50.00%	20,404.00	20,218.00	-0.91%
INFRASTRUCTURE FEE	136,307.00	135,000.00	-0.96%	11,463.00	10,859.00	-5.27%	102,236.00	98,831.00	-3.33%
HOTEL/MOTEL TAX	16,839.00	15,000.00	-10.92%	418.00	2,149.00	414.11%	11,592.00	27,164.00	134.33%
MISC.	454,779.00	361,005.00	-20.62%	57,110.00	70,014.00	22.59%	312,136.00	477,539.00	52.99%
REPLACEMENT TAX	204,223.00	143,200.00	-29.88%	30,515.00	17,835.00	-41.55%	165,091.00	127,081.00	-23.02%
COUNTY TAX	320,919.00	341,000.00	6.26%	105,360.00	118,583.00	12.55%	316,557.00	338,525.00	6.94%
SALES TAX	2,944,634.00	2,900,000.00	-1.52%	250,908.00	282,611.00	12.64%	2,172,015.00	2,358,882.00	8.60%
BUSINESS DISTRICT TAX	103,095.00	105,000.00	1.85%	9,491.00	9,166.00	-3.42%	76,358.00	78,322.00	2.57%
CANNABIS USE TAX	17,340.00	19,700.00	13.61%	1,398.00	1,390.00	-0.57%	13,011.00	12,339.00	-5.16%
VIDEO GAMING	257,376.00	250,000.00	-2.87%	23,325.00	21,912.00	-6.06%	189,764.00	201,490.00	6.18%
INCOME TAX	2,227,915.00	2,163,000.00	-2.91%	203,490.00	213,308.00	4.82%	1,687,847.00	1,666,546.00	-1.26%
SUBTOTAL	7,876,997.68	7,734,655.00	-1.81%	819,168.30	877,265.82	7.09%	5,915,478.42	6,285,508.11	6.26%
MOTOR FUEL TAX	564,457.00	495,000.00	-12.31%	42,984.00	42,983.00	0.00%	460,460.00	408,878.00	-11.20%
MISC	56,731.00	40,000.00	-29.49%	6,598.00	6,991.00	5.96%	36,317.00	59,914.00	64.98%
SUBTOTAL	621,188.00	535,000.00	-13.87%	49,582.00	49,974.00	0.79%	496,777.00	468,792.00	-5.63%
UTILITY DEPOSITS	97,400.00	-		8,900.00	8,875.00	-0.28%	75,175.00	73,975.00	-1.60%
TOTAL DEPOSITS	30,308,447.76	30,227,855.00	-0.27%	2,878,060.02	2,706,668.89	-5.96%	22,416,334.45	23,176,943.36	3.39%

February 20, 2024

To: Mayor Stan Darter
City Attorney
City Alderpersons

Re: Treasurer's Report

Attached, please find the January 31, 2024 Treasurer's Report for the City of Waterloo.

I welcome any questions or comments you may have about this report. I can be reached at State Bank weekdays from 7:30 AM – 4:30 PM. The phone number is 618-939-7194.

Sincerely,

Brad A. Papenberg

Brad A Papenberg
City Treasurer

**TREASURER'S REPORT
CITY OF WATERLOO**

For the month ending
January 31, 2024

CHECKING ACCOUNT	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
Petty Cash	\$ 488.98	\$ -	\$ 3.00	\$ 485.98
Utility Deposit	29,576.66	8,959.14	7,325.00	31,210.80
General Fund	(1,803,291.10)	852,140.06	1,277,836.57	(2,228,987.61)
Motor Fuel Tax	26,089.74	17.62	19,561.75	6,545.61
Water Fund	2,194,563.76	1,675,634.16	1,643,750.16	2,226,447.76
Sewer Fund	677,328.15	201,416.77	217,936.34	660,808.58
Gas Fund	(314,646.79)	299,444.53	306,171.35	(321,373.61)
Electric Fund	985,895.43	856,903.40	718,953.18	1,123,845.65
Capital Improvements	424,095.86	49,989.42	-	474,085.28
D.A.R.E.	1,460.26	3.45	-	1,463.71
Interest	7,387.98	1,894.64	7,387.98	1,894.64
Hotel/Motel Tax	161,994.39	2,527.67	4,835.00	159,687.06
TOTALS:	\$2,390,943.32	\$3,948,930.86	\$4,203,760.33	\$2,136,113.85

INVESTED FUNDS				
Capital Improvements	\$ 2,049,881.90	7,675.99	-	2,057,557.89
Electric	13,044,873.80	48,847.82	-	13,093,721.62
E-Pay Utility Bills	28,693.96	175,887.46	161,075.93	43,505.49
Farm Account Income	256,004.40	652.29	-	256,656.69
Gas	4,179,410.48	15,650.22	-	4,195,060.70
General Fund	8,432,213.90	585,532.79	-	9,017,746.69
Motor Fuel	1,483,433.50	49,956.73	-	1,533,390.23
Pension Reserve	1,710,084.14	363.10	-	1,710,447.24
Sewer	1,602,973.09	6,002.49	-	1,608,975.58
Utility Deposits	327,070.04	1,224.74	-	328,294.78
Water	663,287.32	2,483.74	-	665,771.06
Total Invested Funds:	\$33,777,926.53	\$894,277.37	\$161,075.93	\$34,511,127.97
Total All City Funds:	\$36,168,869.85	\$4,843,208.23	\$4,364,836.26	\$36,647,241.82

Pension Obligations	As of Date	Amount
Unfunded Actuarial Accrued Liability - IMRF	12/31/2021	-\$3,138,102.00
Unfunded Actuarial Accrued Liability - Police	4/30/2022	\$4,748,246.00
Total Unfunded Liability		\$1,610,144.00

Respectfully Submitted,

Brad A. Papenberg

Brad A. Papenberg
City Treasurer

[illegible]

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 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Waterloo Beautification Check Presentation to Petri Insurance Agency.

3. Relief or action to be requested:

Check Presentation

4. Submittal date: 02-05-24

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

Mayor



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600

Stanley T Darter, Mayor

WATERLOO BEAUTIFICATION PROGRAM APPLICATION INSTRUCTIONS AND REVIEW PROCESS

The building owner must complete the attached Waterloo 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 Waterloo 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: Andrea Glessner 618-791-0104
Name Telephone #

Applicant Address: 6361 State Rt. 3 Waterloo IL 62298
No. Street City State Zip Code

Name of Business: Petri Insurance Agency, Inc.

Business Description: Insurance Agency 618-939-8611
Business Phone #

Business Address: 119 W. Mill St., Waterloo, IL 62298

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



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600
Stanley T Darter, Mayor

Total project cost: \$ 71656.00

Funds requested: \$ 3750.00
(\$10,000.00 maximum reimbursement - see matching
reimbursement rules)

Start date: TBD by Huebner
Concrete

Completion date: _____

Project description: (attach additional pages if necessary)
Concrete ramp w/ Railing to make front entrance ADA compliant

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.**

Andrea Glessner
Applicant Signature

9/5/23
Date

Recipient's Name to be on Reimbursement Check: Petri Insurance Agency

CITY OF WATERLOO USE ONLY

APPROVED - BUILDING INSPECTOR

Nath Rubel
Authorized signature

9-20-2023
Date

APPROVED - BEAUTIFICATION COMMITTEE

Lina Chauon
Authorized signature

9-20-2023
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 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 24-06 Authorizing the City of
Waterloo, IL to Subsidize Utility Gas Management's January 2024 Fuel Costs Prior
to Calculating the City's Fuel Adjustment Rate for Customers.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-16-24

Submitted by:

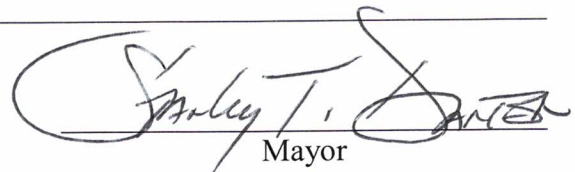
Mayor Stanley T. Darter

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. 24-06

A RESOLUTION AUTHORIZING THE CITY OF WATERLOO, IL TO SUBSIDIZE UTILITY GAS MANAGEMENT'S JANUARY, 2024 FUEL COSTS PRIOR TO CALCULATING THE CITY'S FUEL ADJUSTMENT RATE FOR CUSTOMERS.

WHEREAS, there was a significant surge in natural gas market prices in January, 2024 due to unusually frigid weather conditions; and

WHEREAS, the Mayor and the City County deem it to be in the best interest of the City of Waterloo, Illinois, and its citizens, to credit the amount of \$300,000.00 against the total amount expended by the City for natural gas prior to setting the City's fuel adjustment rate for the City's natural gas customers in order to subsidize January, 2024 in order to decrease the City's customer's natural gas bills payable in March, 2024.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo, IL does hereby direct and authorize the City to credit \$300,000.00 against the funds spent from the City's gas fund to Utility Gas Management in setting the City's fuel adjustment rate for its customers for fuel expenses from January, 2024 to decrease gas utility expenses due in March, 2024.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, IL this 20th day of February, 2024.

APPROVED:

Stanley T. Darter, Mayor

ATTESTED:

Mechelle Childers, City Clerk

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

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 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 24-07 Approving an Agreement
between Human Support Services and the City of Waterloo, Illinois for Clean-up of
Downtown Waterloo.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-06-24

Submitted by:


Mayor Stanley T. Darter

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

Mayor

RESOLUTION NO. 24-07

A RESOLUTION APPROVING AN AGREEMENT BETWEEN HUMAN SUPPORT SERVICES AND THE CITY OF WATERLOO, ILLINOIS FOR CLEAN-UP OF DOWNTOWN WATERLOO.

WHEREAS, the City of Waterloo, Illinois is in need of downtown area cleaning services; and,

WHEREAS, Human Support Services (HSS) has the ability to perform the services needed by the City of Waterloo, Illinois.

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 the Agreement for services as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 20th day of February, 2024.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED by me this 20th day of February, 2024.

STANLEY T. DARTER, Mayor
City of Waterloo, Illinois

ATTESTED, and filed in my office
this 20th day of February, 2024.

MECHELLE CHILDERS, City Clerk
City of Waterloo, Illinois

Human Support Services
988 North Illinois Route 3
P.O. Box 146
Waterloo, IL 62298-0146
Phone: (618) 939-4444



Fax: (618) 939-4181
TDD: (618) 939-2043
email: hss@hss1.org
www.hss1.org

February 6, 2024

Mayor Stan Darter
City of Waterloo
100 West 4th Street
Waterloo, IL 62298

Re: Contract for Clean-up of Downtown Area of Waterloo

Dear Mayor Darter,

The following is a contract by and between the City of Waterloo, IL and Human Support Services:

1. Commencing upon the execution of this contract, Human Support Services ("HSS") will provide an individual for up to four hours at a time to perform a twice weekly (generally Monday and Friday) clean-up of the downtown area of Waterloo at an hourly rate of \$28.18 made payable to Human Support Services. *Note: This hourly rate is only valid through December 31, 2024. Beginning January 1, 2025, this contract will need to be re-negotiated.
2. Duties performed will include picking up discarded items such as bottles, cans, cups, paper and trash of all kind and swiping up of small items such as wrappers and cigarette butts. These items will be placed in a trash receptacle and disposed of in a city dumpster.
3. The City of Waterloo will provide all of the supplies and equipment to perform the job, but the City will have no involvement in directing the performance of the aforementioned duties except to indicate the areas where clean-up is required. Any direction as to performance of duties will be by HSS.
4. HSS is an Independent Contractor for the City of Waterloo, Illinois and neither it, nor persons associated with it, shall be considered employees of the City.
5. HSS hereby indemnifies the City of Waterloo from and against any claim for damages to person or property relating to the performance of these duties and will provide satisfactory (a) Worker's Compensation Insurance and (b) Liability Insurance Naming the City of Waterloo, Illinois as an additional insured.
6. All contracts are made with HSS and the City and not a representative of the City or HSS.



7. This contract may be terminated by either party upon thirty (30) days written notice; otherwise this contract shall remain in effect until December 31, 2024.



Anne Riley
President & CEO
Human Support Services

Stan Darter
Mayor
City of Waterloo

AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:

February 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Ordinance No. 1887 Amending the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 24 Motor Vehicle Code, Article VIII: Traffic Schedules, Schedule D: No Parking Zones, Regarding an Alley Between 228 North Main Street and 221 North Market Street.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-13-24

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

ORDINANCE NO. 1887

AN ORDINANCE AMENDING THE CITY OF WATERLOO, ILLINOIS REVISED CODE OF ORDINANCES, CHAPTER 24 MOTOR VEHICLE CODE, ARTICLE VIII: TRAFFIC SCHEDULES, SCHEDULE D: NO PARKING ZONES, REGARDING AN ALLEY BETWEEN 228 NORTH MAIN STREET AND 221 NORTH MARKET STREET.

NOW, THEREFORE, BE IT ORDAINED BY THE CORPORATE AUTHORITIES OF THE CITY OF WATERLOO, ILLINOIS AS FOLLOWS:

SECTION ONE. Schedule “D” of Chapter 24 of the City Code of the City of Waterloo, Illinois entitled “MOTOR VEHICLE CODE” referring to No Parking Zones as mentioned in Section 24-6-3(A)(16) of said Code, is amended by adding under the caption and language, to-wit:

SCHEDULE “D”

FOUR-WAY STOP INTERSECTIONS

In accordance with Section 24-6-3(A)(16), the following intersection shall be designated as a No Parking Zone, to-wit:

<u>STREET (Side)</u>	<u>LOCATION</u>
----------------------	-----------------

Alley (north side)	entire length going east of 228 N. Main Street to 221 N. Market Street
--------------------	--

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 from and after its passage and approval in the manner provided by law.

PASSED this 20th day of February, 2024, pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

ATTESTED, filed in my office, and
published in pamphlet form.

APPROVED by me this 20th day of
February, 2024.

MECHELLE CHILDERS, City Clerk
City of Waterloo, Illinois

STANLEY T. DARTER, Mayor
City of Waterloo, Illinois



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 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Ordinance No. 1888 Amending the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 1 Administration, Article II: City Officials, Divisions X and XI, Regarding the Positions of Director of Public Works and Deputy Director of Public Works.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-16-24

Submitted by:


Alderman Kyle Buettner, Ordinance Committee 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

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 20, 2024
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Procedure and Schedule of Proceedings Relative
To the Adoption of the Annual Budget for the Fiscal Year of May 01, 2024
Through April 30, 2025.
3. Relief or action to be requested:
Approval
4. Submittal date: 2/15/24

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

**Finance Committee Chairman
Motion**

Move that the following actions taken with respect to the Tentative Annual Budget of the City of Waterloo for the fiscal year of May 1, 2024 through April 30, 2025, namely:

1. Furnishing a copy of the Tentative Annual Budget to each Alderman and Mayor on or before March 15, 2024.
2. Placing a copy of the Tentative Annual Budget in the Clerk's office and posting a copy in the lobby of the City Hall for inspection on or before March 15, 2024.
3. Hold a public hearing on the Tentative Annual Budget in the Council Chambers on Monday, April 1, 2024 at 7:15 p.m.
4. Publishing notice in the Waterloo Republic Times on March 20, 2024 relative to the public hearing to be held on the Tentative Annual Budget on April 1, 2024 at 7:15 p.m. and also on the availability of the Tentative Annual Budget for inspection by the public.

AGENDA REQUEST

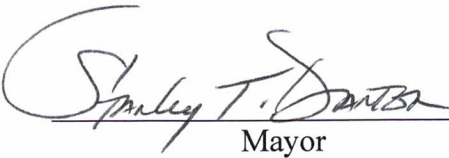
(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:
February 20, 2024
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Ad to be placed in the Tourism Times
Spring/Summer Issue in the amount of \$700.00 to be paid out of the Hotel/Motel
Tax Fund.
3. Relief or action to be requested:
Approval.
4. Submittal date: February 14, 2024

Submitted by:
Sarah Deutch, Community Relations Coordinator

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 20, 2024
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Implementation of Community Non-Profit Program
Beginning on February 21, 2024.

3. Relief or action to be requested:
Approval.

4. Submittal date: 02-15-24

Submitted by: _____
Alderman Kyle Buettner

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

Stanley T. Darter, Mayor
Mechelle Childers, Clerk
Brad A. Papenberg, Treasurer

COMMUNITY NONPROFIT GRANT PROGRAM GUIDELINES AND SUBMISSION PROCESS

Purpose:

The Community Non-Profit Grant Program was created by the City of Waterloo for the betterment of the community by providing funding to local nonprofits for projects within the City that would otherwise not be possible.

Our Community Non-Profit Grants are awarded through an open application and provide funding directly from the City of Waterloo Gambling Proceeds to local organizations in the City of Waterloo.

Guidelines:

- Local Community grants range from a minimum of **\$500** to a maximum of **\$5,000** per application. Total grant funding shall not exceed **\$50,000** per fiscal year, which will be awarded first come, first serve.
- Eligible nonprofit organizations must operate on the local level (or be an affiliate/chapter of a larger organization that operates locally) and directly benefit the City of Waterloo.
- Applications may be submitted at any time. The City of Waterloo will review each application within 60 days from time of submission.
- Organizations may only submit one application and/or receive up to one grant within each fiscal year, with the total amount awarded not to exceed the maximum of **\$5,000** per year.

Eligibility Checklist

Organizations applying must meet the following criteria:

- An organization holding a current tax-exempt status as a public charity under Section 501(c)(3) of the Internal Revenue Code, listed on the IRS Master File and conducting activities within the United States, classified as a public charity under Section 509(a)(1), (2) or (3) (Types I or II)
- NOTE: Non-charities, including organizations recognized as 501(c)(4)s, (c)(6)s, and (c)(19)s like homeowner's associations, civic leagues, or volunteer fire companies, are not eligible.
- All tax and fee obligations by law relative to the nonprofit organization must be current as a condition for receiving funding from this program.

Areas of Funding

Funding must be used towards various projects to benefit the nonprofit organization and thus benefiting the community of Waterloo.

Selection Process

- All applications will be reviewed first for completeness. The **Beautification Committee**, which is made up of the Mayor and five Aldermen, will review the application and make initial funding recommendations on all submitted requests within sixty (60) days.
- If **Beautification Committee** recommends approval of funding on submitted request, the request will then be placed on the agenda of the next City Council meeting for final approval.
- Organizations will be notified of any decision via phone and/or e-mail. All funding decisions are final.
- If an organization is approved, grant checks will be given to a representative of the organization during a check presentation at a City Council meeting - date to be mutually agreed upon by the organization and City of Waterloo.

Project Completion

Projects funded in entirety or in part by funds received from the Community Non-Profit Grant Program must be completed within **six months** of approval by City Council. This period may be extended once by vote of the City Council. If projects are not completed within this timeframe, the organization will need to forfeit the awarded money, and will be required to return funds to the City of Waterloo within 90 days after requested by the City.

Final Report

Upon completion of the project, the organization is required to submit a Community Nonprofit Grant Final Report (using provided form), including receipts/invoices showing use of grant funds. The final report should be submitted no later than 60 days after completion of the project.

Submission of Application

To apply for a Community NonProfit Grant from the City of Waterloo, an officer or director must complete the Grant Application and submit by email to the Community Relations Coordinator at communityrelations@waterloo.il.us, or applications may be submitted by mail or in person to:

Waterloo City Hall
Attn: Community Relations
100 West Fourth Street
Waterloo, IL 62298.

All grant applications are made subject to review of the organization's reputation and activities and its agreement to comply with applicable terms and conditions. Submission of an application does not guarantee funding.

**CITY OFFICES**

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

Stanley T. Darter, Mayor
Mechelle Childers, Clerk
Brad A. Papenberg, Treasurer

COMMUNITY NONPROFIT GRANT PROGRAM APPLICATION

An officer or director of the nonprofit organization must complete the attached Community NonProfit Grant Application.

NonProfit Organization: _____

NonProfit Classification: _____

NonProfit Organization Description: _____

Applicant Name: _____

Applicant Address: _____

City: _____ State: _____ Zip: _____

Applicant Email: _____

Applicant Phone: _____

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

Required Information: (Please attach)

1. Project Description. Please write a detailed summary of the project and how it will benefit the community. Include photos if applicable.
2. Line-item budget for the project that includes anticipated income/expenses. Please indicate how grant funds will be used.
3. A list of members of the Board of Directors for the NonProfit Organization, and written authorization to submit this application by the Board.
4. A copy of letter from Internal Revenue Service (IRS) nonprofit status.



COMMUNITY NONPROFIT GRANT PROGRAM APPLICATION

Project Title: _____

Total project cost: \$ _____ **Funds requested:** \$ _____

Start date: _____ **Completion date:** _____

I affirm that the information provided in this application is true and accurate and that I am the authorized representative of the Nonprofit Organization. I affirm that the project detailed will be completed as the grant guidelines specify and hold harmless the City of Waterloo from any liability or damage resulting from the project.

Applicant Signature

Date

NonProfit Name as to be written on Check:

CITY OF WATERLOO USE ONLY

APPROVED – COMMUNITY RELATIONS

Authorized signature

Date

APPROVED – BEAUTIFICATION COMMITTEE

Authorized signature

Date

FINAL REPORT RECEIVED

Authorized signature

Date

**CITY OFFICES**

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

Stanley T. Darter, Mayor
Mechelle Childers, Clerk
Brad A. Papenberg, Treasurer

COMMUNITY NONPROFIT GRANT PROGRAM FINAL REPORT

An officer or director of the nonprofit organization must complete the attached Community NonProfit Grant Final Report.

NonProfit Organization: _____

Applicant Name: _____

Applicant Email: _____ Phone: _____

Project Title: _____

Grant Award Date: _____

Grant Funds Awarded: \$ _____

Total Project Cost: \$ _____

Start date: _____

Completion date: _____

Required Information (please attach)

1. Project Outcomes (Please give us a brief summary of the final results)
2. Receipts/Paid Invoices for expenses paid from grant funds.

I affirm that the information provided in this final report is true and accurate and that I am the authorized representative of the Nonprofit Organization. I affirm that the project has been completed as the grant guidelines specify and hold harmless the City of Waterloo from any liability or damage resulting from the project.

Applicant Signature

Date

Submit final report to: communityrelations@waterloo.il.us no later than 60 days after completion of the project.

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 20, 2024
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Approval of Remlok Phase 6 Improvement Plans.

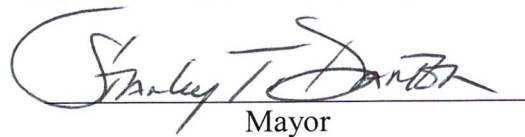
3. Relief or action to be requested:
Approval.

4. Submittal date: 02-16-24

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

STANLEY T DARTER, 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 Darter & City Council
From: Nathan Krebel
Date: 2-14-2024
Re: Remlok Phase 6 Improvement Plans

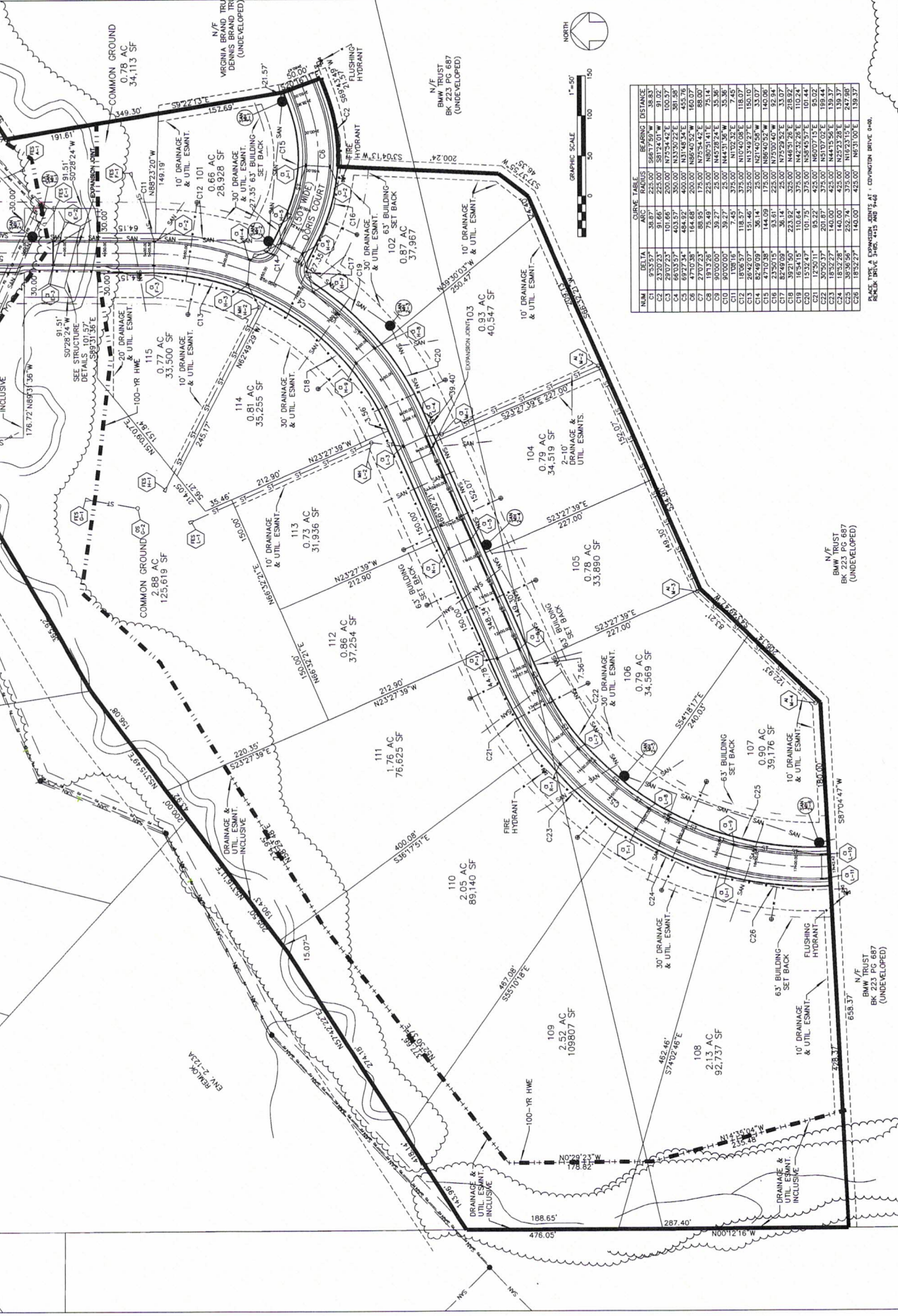
The owners/developers, Dennis & Virginia Brand has submitted Remlok Phase 6 improvement plans for approval. This is a 19 lot extension of Remlok phase 2 (Covington Drive) which will head south towards the future connection to the Legacy development.

The improvement plans and bridge design have been reviewed and approved by HMG. Public Works approved the submitted plans at the February 6th plat review meeting. The improvement fee of \$14,600.42 (1.5% of the cost of the improvements) has been paid. I recommend the approval of Remlok Phase 6 Improvement Plans.

Respectfully,

A handwritten signature in blue ink, appearing to read "Nathan Krebel", is written over a horizontal line.

Nathan Krebel
Zoning/Subdivision Administrator

[illegible]

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 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Approval of a Special Event Permit Application from the Waterloo Optimist Club and the Ferm Homebrew Club for their Annual Beer-B-Que to be held on May 11, 2024 till 7:00 p.m., with Street Closures of Main Street (Third to Mill – and possibly further north), Third Street (Main north to alley), and Mill Street (Main north to alley) beginning at 4:00 p.m. on May 10, 2024.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-15-24

Submitted by:


Waterloo Optimist Club & Ferm Homebrew Club

DISPOSITION

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

Matter to be placed on agenda for meeting to be held on

Matter referred to


Mayor

Mayor



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

Stanley T. Darter, Mayor
Mechelle Childers, Clerk
Brad A. Papenberg, Treasurer

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: Waterloo Optimist + Farm Homebrew Club Beer-B-Que
Location of Event: Downtown Waterloo

2. Set-Up
Date / Time: 5/10/24 4:00 PM Clean-Up
Date / Time: 5/11/24 7:00 PM
DATE TIME DATE TIME

3. Event Beginning
Date / Time: 5/10/24 4:00 PM Event Ending
Date / Time: 5/11/24 7:00 PM
DATE TIME DATE TIME

4. Organization Name: Waterloo Optimist Club
Mailing Address: PO Box 373 Waterloo IL 62298
Street City State Zip

Phone Number: _____ Email Address: _____

Not For Profit Status: Yes ☒ No _____ ID # _____

5. Person in
Charge of Event: Quinn Rodenberg

Mailing Address: PO Box 373 Waterloo IL 62298
Street City State Zip

Cell Phone Number: _____ Email Address: _____

6. Secondary
Contact Person: Chris Rahn or Jason Huch

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:	Friday night the BBQ teams and the clubs will begin setting up and testing the sound system and music. Saturday there will be a BBQ and Beer Competition.		
B. Number of People Expected:	500-700		
C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans / dumpster, sanitary facilities, barricades and street closures.	Attached <input checked="" type="checkbox"/>		
D. Will there be inflatable jumpers/bounce houses or amusement rides:	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>	
• If yes, <u>Proof of Liability Insurance must include inflatables.</u>			
E. Liquor License information for beer sales (hours of sale and license number):	Contact Chris or Tammy Rahn for the liquor license.		
F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system):	We will need electrical outlets at every pole around the courtyard and the opposite sides of the street. Sound system.		

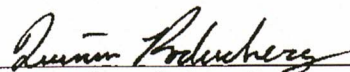
Proof of Liability Insurance must be provided 14 days after approval or 14 days prior to the event whichever is sooner. If the event is held on City property, the City of Waterloo **MUST** be named as an additional insured with Comprehensive General Liability limits of not less than \$1,000,000 combined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

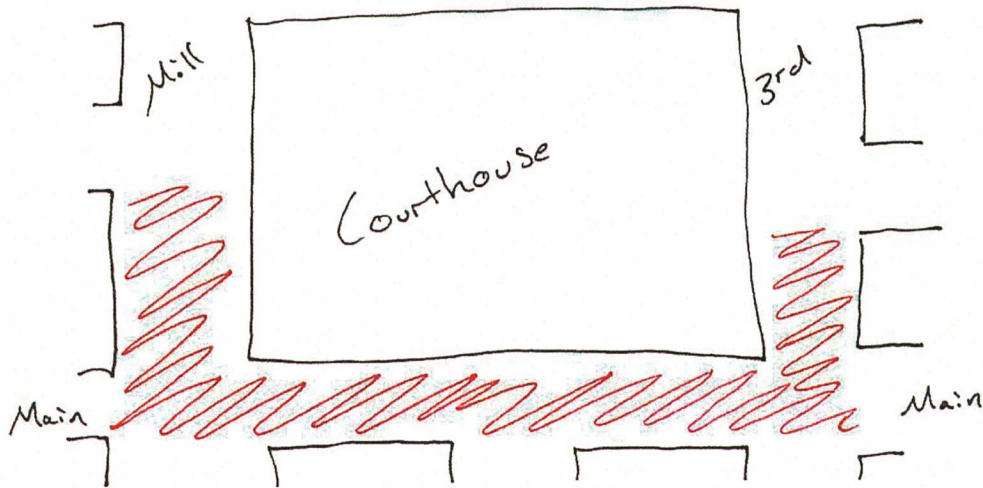
2-15-2024
Date of Submission

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 ☐



If we end up having more competitors than expected, we would like to go out more on Main Street towards Happy Hour, because the ground is more flat than Mill.

Dumpsters will be behind Stubborn Germans back parking lot. Porta-Johns will be on 3rd towards the bandstand bathrooms or on Mill, we have not decided yet.

We will require all of the electrical outlets available on both sides of the streets of 3rd, Main and Mill.

We will have wash stations all throughout the area, trash cans at several locations and wash stations all throughout the area.

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 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Approval of a Special Event Permit Application from
the Happy Hour Sports Bar for an Event to be Held on October 4, 2024, 5:00 p.m.
through October 5, 2024 11:00 p.m., with Set-Up Beginning on October 4, 2024 at
12:00 p.m., including the Street Closure of Main Street in front of 117 N. Main
Street.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-14-24

Submitted by:

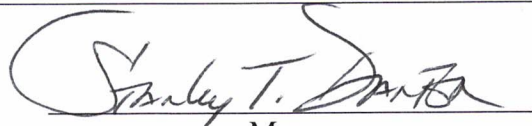
Happy Hour Sports Bar

DISPOSITION

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

 Matter to be placed on agenda for meeting to be held on

 Matter referred to


Mayor



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

Stanley T. Darter, Mayor
Mechelle Childers, Clerk
Brad A. Papenberg, Treasurer

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 ~~and~~ processing 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: _____
Location of Event: 117 N Main St, Waterloo, IL 62298
2. Set-Up
Date / Time: 11/4/24 12:00 PM Clean-Up
Date / Time: 1/1 _____
DATE TIME DATE TIME
3. Event Beginning
Date / Time: 11/4/24 5:00 PM Event Ending
Date / Time: 11/5/24 11:00 PM
DATE TIME DATE TIME
4. Organization Name: Happy Hour Sports Bar
Mailing Address: 117 N Main St Waterloo IL 62298
Street City State Zip
Phone Number: _____ Email Address: _____
Not For Profit Status: Yes _____ No X ID # _____
5. Person in Charge of Event: Matt Brettnier
Mailing Address: 117 N Main St Waterloo IL 62298
Street City State Zip
Cell Phone Number: _____ Email Address: happyhourwaterloo@gmail.com
6. Secondary Contact Person: Kyle Brettnier
Mailing Address: 117 N Main St Waterloo IL 62298
Street City State Zip
Cell Phone Number: _____ Email Address: _____

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

A. Narrative of Event:
Street Party with live music
B. Number of People Expected: 200
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, Proof of Liability Insurance must include inflatables.
E. Liquor License information for beer sales (hours of sale and license number): #14 11 AM - 1 AM
F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system): Closure of Main St in front of building


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

2/14/24
Date of Submission

For office use only

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

Approved by City Council: Yes ☐ No ☐

Date _____

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

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 20, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Approval of a Special Use Permit Application from Groves Investments to Allow for the Continuation of a Non-Conforming Use at 404 West Third Street.

3. Relief or action to be requested:

Approval.

4. Submittal date: 02-14-24

Submitted by:


Happy Hour Sports Bar

DISPOSITION

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

Matter to be placed on agenda for meeting to be held on

Matter referred to


Mayor

Mayor

STANLEY T DARTER, 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 Darter & City Council
From: Nathan Krebel
Date: 2-16-2024
Re: Special Use Permit – 404 West Third Street

Z-24-02-01

Tony Groves (Groves Investments) is requesting approval from City Council for a special use permit to allow the continuation of a non-conforming use at the address above. Zoning code requires the applicant to obtain a special use permit in order to move forward with their business plan.

Tony Groves purchased the property located at 404 West Third Street. His intent is to remodel the building and move his business office from the current location at 113 North Main Street as well as business storage on Flower Street which will be placed in the rear existing shed and in the attached garage areas to the principal building at the subject property.

The previous owner was Don's Electric who ran their business office and stored electrical supplies at the same property. The property is zoned R-3; therefore, the previous use was "nonconforming". Since the uses are similar it satisfies 40-10-2(B) of the zoning code and was the direction the zoning department gave to Mr. Groves in order to proceed with his endeavor.

This petition received a favorable recommendation from the Planning Commission and Zoning Board of Appeals under the condition that the future use of the property remains consistent with the previous use: office space and storage. This should make the SUP have minimal, if any, effect on the neighborhood.

This petition satisfies Article X of the zoning code; therefore, I recommend approval.

Respectfully,

A handwritten signature in blue ink that reads "Nathan Krebel". The signature is written in a cursive style and is positioned above a horizontal line.

Nathan Krebel
Zoning/Subdivision Administrator



The Planning Commission and Zoning Board of Appeals:

My intention for the Special use permit for 404 W. 3rd Street Waterloo, IL 62298 is to move Groves Investments Co. Office which is at 113 N. Main Waterloo, IL 62298 and Groves Investments storage location which is at 214 Flower Street Waterloo, IL 62298 to 404 W. 3rd Waterloo, IL 62298 to have them both at one location.

Thank you,

Tony Groves

Grovesinvestments@gmail.com



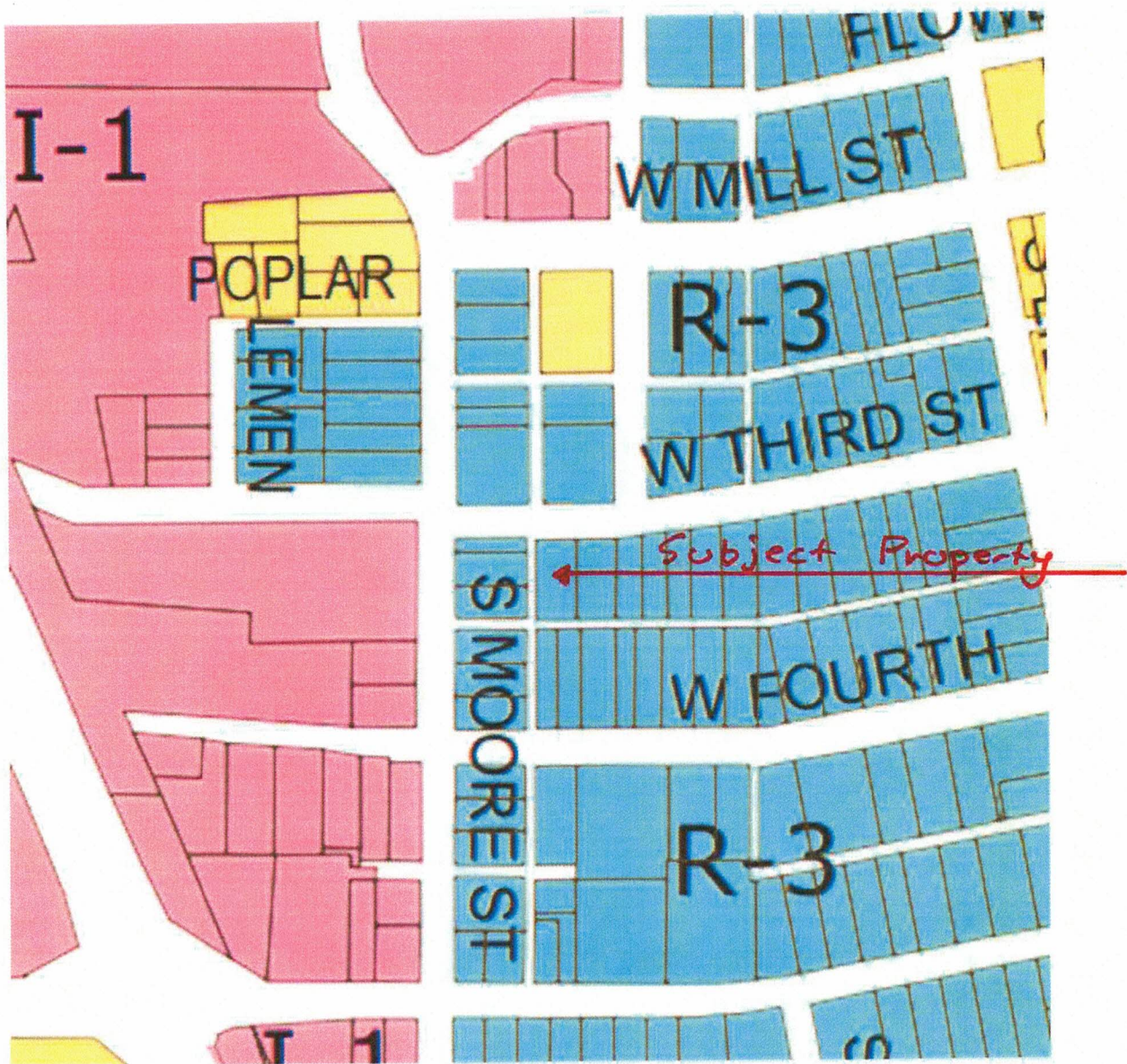
Subject Property

W. Third

S. Moore

2 -







CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600

Stanley T Darter, Mayor

Date: 1-22-24

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 **February 12th, 2024** at 7:00 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 **February 15th, 2024** 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. The next scheduled meeting is **February 20th, 2024** at 7:30pm.
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
Stanley T Darter, Mayor

PETITION FOR SPECIAL USE PERMIT

DO NOT WRITE IN THIS SPACE - FOR OFFICE USE ONLY

Date of Hearing: 2-15-2024

Fee Paid to City Clerk: \$ 254.⁷⁴

Hearing Location: Waterloo City Hall

Newspaper: Republic Times

Building Permit App. No.: _____

Date Published: 1-31-2024

Action of Zoning Board of Appeals:

- ☐ Denied
☐ Approved
☒ Approved with Modification

Action of City Council:

- ☐ Denied
☐ Approved
☐ Approved with Modification

Date: 2-15-2024

Date: _____

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 Groves Investments Co.

Address: 113 N Main Waterloo IL 62298

Phone Number: _____

Applicant's Name: Groves Investments Co.

Address: 113 N Main Waterloo IL 62298

Property Interest of Applicant: Office and Storage

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

Address of Subject Property: 404 W. 3rd St

Present Use of Subject Property: Office and Storage

Present Zoning District of Subject Property: R-3



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600
Stanley T Darter, 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: _____
- ☒ Specify type of use proposed: Office and Storage for Groves Investments

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: _____

Number of proposed structures: _____

Number of existing dwelling units: _____

Number of existing units: _____

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

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

Acreage devoted to each type of proposed use: _____

Acreage devoted to each type of exiting use: _____

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

Name of adjacent property owners:

Name	Address	Present Use
"SEE ATTACHED"		



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600
Stanley T Darter, Mayor

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: 1-22-24

Applicant: [Signature]

Date: 1-22-24

Owner: [Signature]



CITY OFFICES
100 West Fourth Street
Waterloo, Illinois 62298
618.939.8600

Stanley T Darter, Mayor

Name of adjacent property owners:

Name	Site Address	Mailing Address	Present Use	Green Card Received/Comments
	401 West Third	401 West Third	R-3 Three Tails Pet Grooming/Store	Made Contact Via Phone Call
	334 West Third	334 West Third	R-3 Single Family Residential	RECEIVED
	335 West Third	335 West Third	R-3 Single Family Residential	RECEIVED
	337 West Third	337 West Third	R-3 Single Family Residential	RECEIVED
	204 South Moore	5484 Fortman Lane	R-3 Single Family Residential	RECEIVED
	202 South Moore	202 South Moore	R-3 Single Family Residential	Made Contact Via Phone Call
	406 West Third	4814 Red Oak Drive	R-3 Single Family Residential	RECEIVED

§ 40-10-2 CHANGE OR EXTENSION OF NONCONFORMING USE.

(A) A nonconforming use may be changed or extended only by a special use permit. The regulations established in Article IX, Special Use Permit, must be followed.

(B) A nonconforming use shall not be changed to a use which conforms less to the regulations of the district in which it is located. (Example: An existing grocery store in a residential zone district could be changed into an apartment house but not a warehouse. Reason: Because a warehouse is considered more detrimental to a residential neighborhood than a grocery store and thus conforms less to the zone district regulations.)

(Ord. 1070, § 40-10-2, passed 7-20-1998)

Waterloo Planning Commission Advisory Report

Petition Number: Z-24-02-01

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: neutral; the use of the property will continue as per it's previous use for many years

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

neutral (see prev. section); the improvement being made to the structure will be an improvement.

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

neutral as per prev. sections

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?

We believe it is very unlikely a residential home will ever be here. This use seems better than an abandoned building.

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)

The Planning Commission appends the following modifications, conditions, and restrictions to its favorable recommendation:

The Special Use Permit should be conditioned on the use being consistent with the recent previous use: office space and storage. This should make the S.U.P. have minimal, if any, effect on the neighborhood.

Other notes or clarifications for Zoning Board of Appeals to consider:

This advisory report is respectfully submitted, on behalf of the Planning Commission.

Signed:



Planning Commission Chairman

Date:

2/12/2024

ZONING BOARD OF APPEALS ADVISORY REPORT

On Petition # Z-24-02-01

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):

THE SHIP SHOULD BE CONDITIONED ON THE USE BEING
CONSISTENT WITH THE PREVIOUS USE: OFFICE SPACE AND
STORAGE. BY DOING SO THE SHIP WILL HAVE MINIMAL IF ANY
EFFECT ON THE NEIGHBORHOOD.

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

Signed: _____

R. K. [Signature]
Zoning Board of Appeals ^{VICE} Chairman

Date: _____

2/15/2024