

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Location: Waterloo City Hall - Council Chambers
100 W. Fourth St., Waterloo, IL
Date: Monday, April 15, 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.
 - A. Approval of the April 01, 2024, 7:15 p.m., Public Hearing Minutes.
 - B. Approval of the April 01, 2024 City Council Meeting 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. Introduction of 2024 Student Exchange Ambassadors to Porta Westfalica, Germany – Maya Woodard and Sydney Woodard.
 - 2. Non-Profit Grant Program Check Presentation to Human Support Services in the Amount of \$4,721.03 for their Project, “Transforming Spaces”.
- 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. 1890 Adopting an Amended Budget for the City of Waterloo, Illinois for the Fiscal Year of May 01, 2023 through April 30, 2024.
 - B. Consideration and Action on Ordinance No. 1891 Adopting the Annual Budget for the City of Waterloo, Illinois for the Fiscal Year of May 01, 2024 through April 30, 2025.
 - C. Consideration and Action on Resolution No. 24-11 Approving the Appointment of an Authorized Agent of the City of Waterloo, IL to the Illinois Municipal Retirement Fund.
 - D. Consideration and Action on Resolution No. 24-12 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$115,000.00 for Design / Bidding and Construction Services for the Third Street Reconstruction Project.
 - E. Consideration and Action on Resolution No. 24-13 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$112,000.00 for Design / Bidding and Construction Services for the Fourth Street Rehabilitation Project.
 - F. Consideration and Action on Resolution No. 24-14 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$95,000.00 for Design / Bidding and Construction Services for the Flower Street Reconstruction Project.
 - G. Consideration and Action on Resolution No. 24-15 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$51,000.00 for Design / Bidding and Construction Services for the Columbia Avenue Resurfacing Project.
 - H. Consideration and Action on Resolution No. 24-16 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$115,000.00 for Design & Bidding Phase Services for the HH Road STP Resurfacing Project.
- 11. Unfinished Business.
- 12. Miscellaneous Business.
 - A. Consideration and Action on Approval of Huebner Concrete as Low Bidder in the Amount of \$184,933.00 for the 2024 Street, Curb & Sidewalk Improvement Program as Bid on March 26, 2024 at 9:00 a.m.
 - B. Consideration and Action on Approval of Purchase of License Plate Reader (LPR) Software from Axon in the amount of \$28,106.10, over the period of Two Years, for the Waterloo Police Department.
- 13. Discussion of Matters by Council Members Arising After Agenda Deadline.
- 14. Motion to Adjourn.

DATES TO REMEMBER

April 23, 2024 – American Legion Meeting, Waterloo City Hall: 2nd Floor Meeting Room, 7:00 p.m.
May 06, 2024 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
May 08, 2024 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
May 14, 2024 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
May 20, 2024 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
May 27, 2024 – City Offices Closed for the Memorial Day Holiday.
May 28, 2024 – American Legion Meeting, Waterloo City Hall: 2nd Floor Meeting Room, 7:00 p.m.

**MINUTES OF THE
PUBLIC HEARING
APRIL 01, 2024**

1. The meeting was called to order by Mayor Darter at 7:15 p.m.
2. The following Aldermen were present: Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row and Most.
3. Call to Notice (Advertisement is on file at City Hall)
4. Presentation of proposed Tentative Annual Budget for Fiscal Year May 1, 2024 through April 30, 2025.
5. Discussion, Questions and Answers.
Shawn Kennedy, Collector/Budget Officer, announced that the notification regarding the public hearing and the availability of the annual budget for review was published in the March 13, 2024 issue of the Republic Times.
6. Motion to Adjourn made by Alderman Kyle Buettner and seconded by Alderman Trantham.
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham and Charron voting 'yea'.
Mayor Darter adjourned the meeting at 7:17 p.m.

Mechelle Childers
City Clerk

**MINUTES OF THE
CITY COUNCIL MEETING
APRIL 01, 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, Charron, Kyle Buettner, Row, and Most.
3. Pledge of Allegiance led by Mayor Stan Darter.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Approval of Minutes as Written or Amended.
Approval of the March 18, 2024, City Council Meeting Minutes.
Motion made by Alderman Row and seconded by Alderman Matt Buettner to approve the March 18, 2024, City Council Meeting Minutes as presented.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting 'aye'.
6. Petitions by Citizens on Non-Agenda Items.
Mr. George Bieber stated he believed there is a lot of money being given away on the agenda without any individuals appearing before the council to represent their requests for the funds.
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.
 - The first layer of asphalt was applied on the splash pad parking lot today, and hopefully they will be able to complete the parking lot project tomorrow.
 - The welding work on the water tank has been completed, and the welds have met all the testing requirements. We anticipate the painters to be on site by the end of the week.
 - E. Report of Chief of Police. No report.
 - F. Report of City Attorney. No report.
 - G. Report and Communication by Mayor. No report.
8. Report of Standing Committees. None.
9. Report of Special Committees. None.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Ordinance No. 1889 Amending the City of Waterloo, IL Revised Code of Ordinances, Chapter 6 Building Code and Chapter 29 Property Maintenance Code by the Adoption of the International Property Maintenance Code.
Motion made by Alderman Kyle Buettner and seconded by Alderman Hopkins to accept Ordinance No. 1889 Amending the City of Waterloo, IL Revised Code of Ordinances, Chapter 6 Building Code and Chapter 29 Property Maintenance Code by the Adoption of the International Property Maintenance Code.
Comments: Alderman Kyle Buettner, Chairman of the Ordinance Committee, mentioned the Ordinance Committee met earlier that evening. During this meeting, the Committee unanimously recommended to adopt the 2021 International Property Maintenance Code as part of the ordinance.
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting 'aye'.
 - B. Consideration and Action on Resolution No. 24-10 Approving the Trane Select Service Agreement in the Amount of \$12,469.00 for an Initial One-Year Term Effective upon Acceptance with an Automatic 12-Month Renewal.
Motion made by Alderman Hopkins and seconded by Alderman Row to accept Resolution No. 24-10 to approve the Trane Select Service Agreement in the Amount of \$12,469.00 for an Initial One-Year Term Effective upon Acceptance with an Automatic 12-Month Renewal.

Comments: The Zoning Administrator stated the contract covered the typical maintenance/service agreement for the Trane system.

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

11. Unfinished Business. None.

12. Miscellaneous Business.

A. Consideration and Action on Warrant No. 636.

Motion made by Alderman Hopkins and seconded by Alderman Most to approve Warrant No. 636.

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

B. Consideration and Action on Increase in Monthly Household Charge for Trash Pickup to \$18.77 (includes \$0.50 recycling surcharge) beginning May 01, 2024.

Motion made by Alderman Row and seconded by Alderman Matt Buettner to approve an Increase in the Monthly Household Charge for Trash Pickup to \$18.77 (includes \$0.50 recycling surcharge) beginning May 01, 2024.

Comments: Shawn Kennedy, Collector/Budget Officer, mentioned the increase is part of the contract with Reliable Sanitation. The contract allows for an annual increase of Reliable’s CPI, which this year calculates at 4.1%.

The Aldermen voted as follows:

AYE – Row, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner.

NAY – None.

ABSTAIN – Most.

ABSENT – None.

Motion Passed by a vote of 7/0/1/0

C. Consideration and Action on a Solicitation Request from the Rotary Club of Monroe County for their Annual Bucket Brigade to be held on Saturday, June 01, 2024, 7:30 a.m. to 12:30 p.m., at the Intersections of Rogers / Hamacher and Main / Mill Streets.

Motion made by Alderman Most and seconded by Alderman Charron to approve a Solicitation Request from the Rotary Club of Monroe County for their Annual Bucket Brigade to be held on Saturday, June 01, 2024, 7:30 a.m. to 12:30 p.m., at the Intersections of Rogers / Hamacher and Main / Mill Streets.

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

D. Consideration and Action on Fee Waiver Request in the amount of \$896.60 from St. Paul UCC for Interior Renovations at 200 N. Main Street.

Motion made by Alderman Hopkins and seconded by Alderman Row to approve a Fee Waiver Request in the amount of \$896.60 from St. Paul UCC for Interior Renovations at 200 N. Main Street.

The Aldermen voted as follows:

AYE – Hopkins, Trantham, Charron, Kyle Buettner, Row, Vogt, and Matt Buettner,

NAY – None.

ABSTAIN – Most.

ABSENT – None.

Motion Passed by a vote of 7/0/1/0

E. Consideration and Action on Non-Profit Grant Program Application from Whiteside Station Chapter NSDAR in the Amount of \$5,000.00 for their Project, “America 250! Marker”.

Motion made by Alderman Charron and seconded by Alderman Kyle Buettner to approve the Non-Profit Grant Program Application from Whiteside Station Chapter NSDAR in the Amount of \$5,000.00 for their Project, “America 250! Marker”.

Comments: The application went through a review process and received a favorable recommendation from the Non-Profit Grant Program.

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

- F. Consideration and Action on Non-Profit Grant Program Application from Human Support Services in the Amount of \$5,000.00 for their Project, “Transforming Spaces”.
Motion made by Alderman Vogt and seconded by Alderman Matt Buettner to approve the Non-Profit Grant Program Application from Human Support Services in the Amount of \$5,000.00 for their Project, “Transforming Spaces”.
Comments: The application went through a review process and received a favorable recommendation from the Non-Profit Grant Program.
Motion passed unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting ‘aye’.
- G. Consideration and Action on Non-Profit Grant Program Application from Monroe County History Museum in the Amount of \$5,000.00 for their Project, “Retaining Wall Replacement”.
Motion made by Alderman Hopkins and seconded by Alderman Most to approve the Non-Profit Grant Program Application from Monroe County History Museum in the Amount of \$5,000.00 for their Project, “Retaining Wall Replacement”.
Comments: The application went through a review process and received a favorable recommendation from the Non-Profit Grant Program.
Motion passed unanimously with Aldermen Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting ‘aye’.
- H. Consideration and Action on Approval of the Waterloo Beautification Grant Application from A&W Insurance and the Republic Times for conjoined property located at 209 and 205 W. Mill Street respectively.
Motion made by Alderman Charron and seconded by Alderman Vogt to approve the Waterloo Beautification Grant Application from A&W Insurance and the Republic Times for conjoined property located at 209 and 205 W. Mill Street respectively.
Comments: The application was reviewed and given a favorable recommendation by the Beautification Committee.
Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.
- I. Consideration and Action on Approval of the Waterloo Beautification Grant Application from Groves Investments for property located at 404 W. Third Street.
Motion made by Alderman Charron and seconded by Alderman Kyle Buettner to approve the Waterloo Beautification Grant Application from Groves Investments for property located at 404 W. Third Street.
Comments: The application was reviewed and given a favorable recommendation by the Beautification Committee.
Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.
- J. Consideration and Action on Approval of a Six-Month Extension for the Salt + Honey Bistro and Event Space Beautification Application to October 02, 2024. (Originally approved on 10-02-23 to expire on 04-02-24.)
Motion made by Alderman Hopkins and seconded by Alderman Charron on Approval of a Six-Month Extension for the Salt + Honey Bistro and Event Space Beautification Application to October 02, 2024. (Originally approved on 10-02-23 to expire on 04-02-24.)
Motion passed unanimously with Aldermen Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting ‘aye’.
- K. Consideration and Action on Approval of a Six-Month Extension for the Pound 4 Pound / Heartland Women’s Health Beautification Application to October 02, 2024. (Originally approved on 10-02-23 to expire on 04-02-24.)
Motion made by Alderman Kyle Buettner and seconded by Alderman Vogt on Approval of a Six-Month Extension for the Pound 4 Pound / Heartland Women’s Health Beautification Application to October 02, 2024. (Originally approved on 10-02-23 to expire on 04-02-24.)
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

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

Mayor Darter announced that the next Utility Meeting will be held on Tuesday, April 09, 2024, due to the solar eclipse on Monday, April 08, 2024.

In addition, a special thanks was extended to Sarah Deutch and Brad Yearian for their efforts on Good Friday (a City holiday) to ensure that the Vietnam Veterans Program was successful.

The Mayor also informed Mr. Bieber that if he would like to see the process of how grants are handled, he could attend the Committee Meetings where the grants are reviewed before being recommended to the Council.

14. Motion to Adjourn made by Alderman Most and seconded by Alderman Kyle Buettner.
Motion passed with a unanimous voice vote.
Mayor Darter adjourned the meeting at 7:49 p.m.

Minutes respectfully submitted by Mechelle Childers – City Clerk

**CITY OF WATERLOO, ILLINOIS
COLLECTION REPORT**

	2022-2023	2023-2024	%			%	2022-2023	2023-2024	%
	ACTUAL	BUDGETED	INCREASE/	2023	2024	INCREASE/	FISCAL	FISCAL	INCREASE/
	AMOUNT	AMOUNT	DECREASE	MARCH	MARCH	DECREASE	YTD	YTD	DECREASE
ELEC SALES	10,848,137.04	11,013,000.00	1.52%	857,055.05	971,578.18	13.36%	10,230,377.18	10,098,309.59	-1.29%
ELEC TAX	265,144.28			21,291.76	23,140.91	8.68%	249,490.76	245,386.51	-1.65%
ELECT MISC.	<u>360,074.00</u>	<u>595,800.00</u>	<u>-65.47%</u>	<u>152,575.00</u>	<u>88,090.00</u>	<u>-42.26%</u>	<u>303,947.00</u>	<u>685,963.00</u>	<u>125.69%</u>
SUBTOTAL	11,473,355.32	11,608,800.00	1.18%	1,030,921.81	1,082,809.09	5.03%	10,783,814.94	11,029,659.10	2.28%
BEGINNING UNAPPLIED	696,363.28			56,295.74	65,598.10	16.52%	645,435.15	604,663.45	-6.32%
UNAPPLIED CASH REC'D	180,143.31			11,669.65	10,085.94	-13.57%	167,818.97	155,838.66	-7.14%
UNAPPLIED DISBURSED	<u>193,443.19</u>			<u>17,037.26</u>	<u>27,493.21</u>	<u>61.37%</u>	<u>161,974.53</u>	<u>139,431.64</u>	<u>-13.92%</u>
ENDING UNAPPLIED	683,063.40			50,928.13	48,190.83	-5.37%	651,279.59	621,070.47	-4.64%
GAS SALES	3,537,645.77	3,471,000.00	-1.88%	589,997.14	789,141.38	33.75%	3,149,151.50	2,639,620.54	-16.18%
GAS TAX	71,517.14			12,528.33	15,595.10	24.48%	62,748.26	59,061.72	-5.88%
GAS MISC.	<u>123,806.00</u>	<u>211,600.00</u>	<u>-70.91%</u>	<u>54,924.00</u>	<u>20,370.00</u>	<u>-62.91%</u>	<u>102,337.00</u>	<u>206,254.00</u>	<u>101.54%</u>
SUBTOTAL	3,732,968.91	3,682,600.00	-1.35%	657,449.47	825,106.48	25.50%	3,314,236.76	2,904,936.26	-12.35%
WATER SALES	2,783,427.40	3,980,000.00	42.99%	271,328.52	290,779.53	7.17%	2,571,380.16	3,522,537.32	36.99%
WATER MISC.	<u>803,982.00</u>	<u>92,000.00</u>	<u>-88.56%</u>	<u>13,391.00</u>	<u>4,735.00</u>	<u>-64.64%</u>	<u>784,671.00</u>	<u>78,037.00</u>	<u>-90.05%</u>
SUBTOTAL	3,587,409.40	4,072,000.00	13.51%	284,719.52	295,514.53	3.79%	3,356,051.16	3,600,574.32	7.29%
SEWER SALES	1,964,383.08	2,228,000.00	13.42%	164,315.68	175,961.86	7.09%	1,839,074.12	2,038,530.79	10.85%
SEWER MISC.	<u>151,485.00</u>	<u>185,500.00</u>	<u>22.45%</u>	<u>23,754.00</u>	<u>14,537.00</u>	<u>-38.80%</u>	<u>128,748.00</u>	<u>146,715.00</u>	<u>13.96%</u>
SUBTOTAL	2,115,868.08	2,413,500.00	14.07%	188,069.68	190,498.86	1.29%	1,967,822.12	2,185,245.79	11.05%
CITY TAX	580,493.06	615,000.00	5.94%	63,524.24	75,073.58	18.18%	535,312.56	552,854.94	3.28%
MISC.	<u>42,624.00</u>	<u>101,500.00</u>	<u>138.13%</u>	<u>14,628.00</u>	<u>10,073.00</u>	<u>-31.14%</u>	<u>34,235.00</u>	<u>99,387.00</u>	<u>190.31%</u>
SUBTOTAL	623,117.06	716,500.00	14.99%	78,152.24	85,146.58	8.95%	569,547.56	652,241.94	14.52%
REFUSE FEE	891,938.68	991,250.00	11.13%	80,123.30	82,494.01	2.96%	823,633.46	881,909.05	7.08%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	36,524.00	39,000.00	6.78%	1,939.00	6,795.00	250.44%	32,804.00	39,387.00	20.07%
PERMITS	100,480.00	80,000.00	-20.38%	6,529.00	4,090.00	-37.36%	89,276.00	80,225.00	-10.14%
INSPECTION FEES	15,100.00	15,000.00	-0.66%	1,950.00	2,475.00	26.92%	13,525.00	13,750.00	1.66%
FRANCHISE FEES	125,916.00	120,000.00	-4.70%	62,978.00	-	-100.00%	125,916.00	57,301.00	-54.49%
LIQUOR LICENSE	23,612.00	25,000.00	5.88%	30.00	260.00	766.67%	20,935.00	20,498.00	-2.09%
INFRASTRUCTURE FEE	136,307.00	130,000.00	-4.63%	11,746.00	11,313.00	-3.69%	125,177.00	120,665.00	-3.60%
HOTEL/MOTEL TAX	16,839.00	33,000.00	95.97%	3,602.00	95.00	-97.36%	15,340.00	29,043.00	89.33%
MISC.	454,779.00	641,855.00	41.14%	60,274.00	94,100.00	56.12%	413,633.00	616,388.00	49.02%
REPLACEMENT TAX	204,223.00	147,900.00	-27.58%	15,116.00	10,518.00	-30.42%	180,207.00	137,599.00	-23.64%
COUNTY TAX	320,919.00	341,000.00	6.26%	-	5,803.00		320,919.00	344,328.00	7.29%
SALES TAX	2,944,634.00	3,200,000.00	8.67%	288,147.00	303,028.00	5.16%	2,712,773.00	2,940,775.00	8.40%
BUSINESS DISTRICT TAX	103,095.00	105,000.00	1.85%	9,677.00	9,761.00	0.87%	94,740.00	96,445.00	1.80%
CANNABIS USE TAX	17,340.00	16,300.00	-6.00%	1,363.00	1,555.00	14.09%	15,767.00	15,439.00	-2.08%
VIDEO GAMING	257,376.00	266,500.00	3.55%	23,654.00	20,853.00	-11.84%	237,086.00	247,798.00	4.52%
INCOME TAX	<u>2,227,915.00</u>	<u>2,261,500.00</u>	<u>1.51%</u>	<u>146,458.00</u>	<u>153,690.00</u>	<u>4.94%</u>	<u>2,038,096.00</u>	<u>2,025,782.00</u>	<u>-0.60%</u>
SUBTOTAL	7,876,997.68	8,413,305.00	6.81%	713,586.30	706,830.01	-0.95%	7,259,827.46	7,667,332.05	5.61%
MOTOR FUEL TAX	564,457.00	495,000.00	-12.31%	35,285.00	39,164.00	10.99%	530,205.00	484,755.00	-8.57%
MISC.	<u>56,731.00</u>	<u>40,000.00</u>	<u>-29.49%</u>	<u>7,665.00</u>	<u>7,098.00</u>	<u>-7.40%</u>	<u>50,449.00</u>	<u>73,705.00</u>	<u>46.10%</u>
SUBTOTAL	621,188.00	535,000.00	-13.87%	42,950.00	46,262.00	7.71%	580,654.00	558,460.00	-3.82%
UTILITY DEPOSITS	<u>97,400.00</u>	-		9,100.00	8,600.00	-5.49%	<u>88,925.00</u>	<u>86,075.00</u>	<u>-3.20%</u>
TOTAL DEPOSITS	30,308,447.76	31,441,705.00	3.74%	3,016,618.67	3,250,853.49	7.76%	28,088,697.97	28,840,363.12	2.68%

April 15, 2024

To: Mayor Stan Darter
City Attorney
City Alderpersons

Re: Treasurer's Report

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

Please note a new line item in the "Checking Account" section of the report, namely "Equitable Sharing Funds". The City of Waterloo dedicates a police officer to the Drug Enforcement Agency. When seized assets are liquidated, the City receives a share of the proceeds. There are restrictions on how the money can then be used.

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
March 31, 2024

CHECKING ACCOUNT	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
Petty Cash	\$ 485.98	\$ -	\$ -	\$ 485.98
Utility Deposit	24,135.80	8,600.00	4,075.00	28,660.80
General Fund	(1,560,594.17)	318,323.20	787,377.78	(2,029,648.75)
Motor Fuel Tax	72,566.63	46.78	50,134.92	22,478.49
Water Fund	2,249,459.71	360,303.10	419,059.84	2,190,702.97
Sewer Fund	704,349.48	250,912.71	128,687.60	826,574.59
Gas Fund	(936,770.71)	893,172.09	338,971.92	(382,570.54)
Electric Fund	778,487.20	1,105,467.14	1,147,761.81	736,192.53
Capital Improvements	531,844.42	78,795.22	374.99	610,264.65
D.A.R.E.	370.16	2,500.00	138.00	2,732.16
Interest	3,688.24	1,716.74		5,404.98
Hotel/Motel Tax	160,866.33	95.49	-	160,961.82
Equitable Sharing Funds	-	26,677.49	-	26,677.49
TOTALS:	\$2,028,889.07	\$3,046,609.96	\$2,876,581.86	\$2,198,917.17

INVESTED FUNDS				
Capital Improvements	\$ 2,051,554.88	8,660.08	-	2,060,214.96
Electric	13,055,520.12	55,110.36	-	13,110,630.48
E-Pay Utility Bills	31,133.55	221,403.94	217,725.22	34,812.27
Farm Account Income	270,904.17	320.39	250,000.00	21,224.56
Gas	4,182,821.42	17,656.66	-	4,200,478.08
General Fund	8,562,478.08	536,656.09	-	9,099,134.17
Motor Fuel	1,501,788.33	46,214.59	-	1,548,002.92
Pension Reserve	1,710,786.99	363.25	-	1,711,150.24
Sewer	1,604,281.32	6,772.04	-	1,611,053.36
Utility Deposits	327,336.97	1,381.76	-	328,718.73
Water	663,828.64	2,802.18	-	666,630.82
Total Invested Funds:	\$33,962,434.47	\$897,341.34	\$467,725.22	\$34,392,050.59
Total All City Funds:	\$35,991,323.54	\$3,943,951.30	\$3,344,307.08	\$36,590,967.76

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][illegible]

[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:
April 15, 2024
(Date)
2. Description of matter to be placed on agenda:
Introduction of 2024 Student Exchange Ambassadors to Porta Westfalica,
Germany – Maya Woodard and Sydney Woodard.
3. Relief or action to be requested:
Introduction and Welcome.
4. Submittal date: April 11, 2024

Submitted by:
Mayor Stan 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

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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

NonProfit Grant Program Check Presentation to Human Support Services in the
Amount of \$4,721.03 for their Project, "Transforming Spaces".

3. Relief or action to be requested:

Check Presentation.

4. Submittal date: _____

Submitted by:

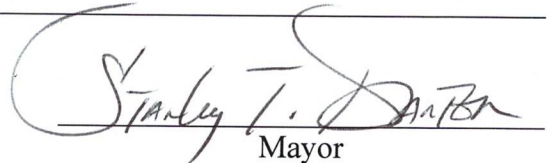
Sarah Deutch, Community Relations Coordinator

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



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: Human Support Services (HSS)

Applicant Name: Anne Riley

Applicant Email: ariley@hss1.org Phone: 618-939-4444

Project Title: Transforming Spaces

Grant Award Date: March 20, 2024

Grant Funds Awarded: \$ 4,721.03 Total Project Cost: \$ 4,721.03

Start date: 3/22/24 Completion date: 4/5/24

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.

Anne Riley

Applicant Signature

4/11/24

Date

April 11, 2024

City of Waterloo
Community Non-Profit Grant Program
100 W. 4th St.
Waterloo, IL 62298

Thank you for the grant to purchase office furniture for the HSS support staff area. The newly acquired items include four desks and two tables. This addition beautifully completes the support staff renovation, enhancing functionality and professionalism for the clients we serve and will last for many years to come.

With gratitude –



Anne Riley
President and CEO



1-800-295-5510

uline.com

**ORDER
CONFIRMATION**

ORDER # 15859075

PO # BRITTANY

SHIPMENT 1 of 1

Thank you for your order!

SOLD TO:HUMAN SUPPORT SERVICES
PO BOX 146
WATERLOO IL 62298-0146

SHIP TO:HUMAN SUPPORT SERVICES
988 N ILLINOIS ROUTE 3
WATERLOO IL 62298-1059

CUSTOMER NUMBER			SHIP VIA	ORDER DATE	WILL SHIP	TERMS
3730635			MOTOR FREIGHT - XPO03/25/24 LOGISTICS FREIGHT	03/22/24	03/25/24	VISA
QUANTITY	U/M	ITEM NUMBER	DESCRIPTION	UNIT PRICE		EXT. PRICE
4	EA	H-8953GR	DOWNTOWN MOBILE 3-DRAWER PEDESTAL FILE - GRAY	240.00		960.00
2	KT	H-7761GR	DOWNTOWN OFFICE TABLE - 60 X 30", GRAY	345.00		690.00
2	EA	H-7763	DOWNTOWN TABLE FRAME - 60 X 30" PART OF KIT	.00		.00
2	EA	H-7770	DOWNTOWN TABLE LAMINATE TOP - 60 X 30", GRAY PART OF KIT	.00		.00
1	EA	S-21433BLU	UTILITY WAGON - BLUE THIS ITEM AT NO CHARGE	.00		.00

SUB-TOTAL 4,370.00	SALES TAX .00	SHIPPING/HANDLING 351.03	TOTAL 4,721.03
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NOTE:

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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Ordinance No. 1890 Adopting an Amended Budget for
the City of Waterloo, Illinois for the Fiscal Year of May 01, 2023 through April 30,
2024.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-11-24

Submitted by:

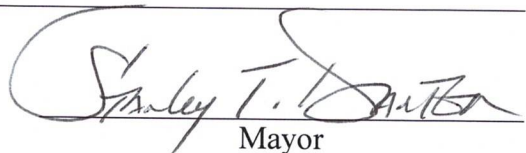
Shawn Kennedy, Collector / Budget Officer

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

ORDINANCE NO. 1890

AN ORDINANCE ADOPTING AN AMENDED ANNUAL BUDGET FOR THE CITY OF WATERLOO, ILLINOIS FOR THE FISCAL YEAR OF MAY 1, 2023 THROUGH APRIL 30, 2024.

WHEREAS, an Annual Budget was adopted by the City Council of the City of Waterloo, Illinois for the fiscal year of May 1, 2023 through April 30, 2024 on April 17, 2023 by Ordinance No. 1873; and,

WHEREAS, it is necessary to amend the Annual Budget for the fiscal year of May 1, 2023 through April 30, 2024; and

WHEREAS, the changes that are required at this time can more appropriately be stated by a restatement in the form of the Amended Annual Budget for the fiscal year May 1, 2023 through April 30, 2024 as attached hereto as Exhibit 1.

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

SECTION ONE. The Annual Budget for the City of Waterloo, Illinois for the fiscal year of May 1, 2023 through April 30, 2024 is hereby amended and restated in its entirety to read as set forth in Exhibit 1 attached hereto and entitled "City of Waterloo, Illinois Amended Budget 2023-2024", and the aforementioned Exhibit 1 is hereby adopted as the Amended Annual Budget of the City of Waterloo, Illinois for the fiscal year of May 1, 2023 through April 30, 2024.

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

SECTION THREE. Effective Date. This Ordinance shall take effect upon its passage and approval and shall be published in pamphlet form as provided by law.

PASSED this 15th day of April, 2024, pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

AGENDA REQUEST

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

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

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Ordinance No. 1891 Adopting the Annual Budget for
the City of Waterloo, Illinois for the Fiscal Year of May 01, 2024 through April 30,
2025.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-11-24

Submitted by:

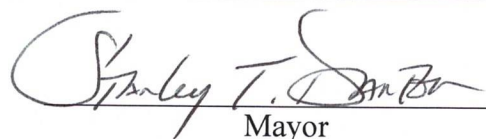
Shawn Kennedy, Collector / Budget Officer

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

ORDINANCE NO. 1891

AN ORDINANCE ADOPTING THE ANNUAL BUDGET FOR THE CITY OF WATERLOO, ILLINOIS FOR THE FISCAL YEAR COMMENCING MAY 1, 2024 AND ENDING APRIL 30, 2025.

WHEREAS, the corporate authorities of the City of Waterloo, Illinois have made the tentative annual budget for the fiscal year of May 1, 2024 through April 30, 2025 conveniently available in pamphlet form for public inspection since March 15, 2024; and,

WHEREAS, notice of a public hearing on the aforementioned tentative annual budget was given by publication in a newspaper having a general circulation in the City of Waterloo, Illinois on March 20, 2024; and,

WHEREAS, the corporate authorities of the City of Waterloo, Illinois held a public hearing on the aforementioned tentative annual budget, pursuant to said notice, on April 1, 2024, prior to final action on said tentative annual budget.

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

SECTION ONE. That the document entitled City of Waterloo, Illinois Annual Budget 2024-2025 attached hereto as Exhibit 1, and by this reference made a part hereof, is hereby adopted as the annual budget for the City of Waterloo, Illinois for the fiscal year commencing May 1, 2024 and ending April 30, 2025.

SECTION TWO. The foregoing budget is adopted pursuant to Section 8-2-9.4 of the Illinois Municipal Code.

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

PASSED this 15th day of April, 2024, pursuant to a roll call vote as follows:

YEAS: _____

NAYS: _____

ABSENT: _____

ABSTENTION: _____

AGENDA REQUEST

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

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

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 24-11 Approving the Appointment of
an Authorized Agent of the City of Waterloo, IL to the Illinois Municipal Retirement
Fund.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-10-24

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. 24-11

A RESOLUTION APPROVING THE APPOINTMENT OF AN AUTHORIZED AGENT OF THE CITY OF WATERLOO, IL TO THE ILLINOIS MUNICIPAL RETIREMENT FUND.

WHEREAS, the City of Waterloo desires to appoint a new authorized agent for the City of Waterloo, IL with respect to Illinois Municipal Retirement Fund matters.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Waterloo, IL as follows:

1. That Sarah Craig is hereby appointed as the authorized agent for the City of Waterloo, IL for Illinois Municipal Retirement Fund purposes; and,
2. That Sarah Craig is hereby granted the following powers and duties:
 - a. To file petitions for nomination of an Executive Trustee of the Illinois Municipal Retirement Fund; and,
 - b. To cast a vote with respect to elections of the Executive Trustee of the Illinois Municipal Retirement Fund.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 15th day of April, 2024.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Stanley T. Darter, Mayor
City of Waterloo, IL

ATTESTED:

Mechelle Childers, City Clerk
City of Waterloo, IL



NOTICE OF APPOINTMENT OF AUTHORIZED AGENT

IMRF Form 2.20 (Rev. 10/2014)

INSTRUCTIONS

- The governing body of an IMRF employer (including townships) can appoint any qualified party as the employer's IMRF Authorized Agent.
- The governing body makes the appointment by adopting a resolution.
- The clerk or secretary of the governing body must certify the appointment (see Certification below).
- Mail the completed form to the Illinois Municipal Retirement Fund.
- A copy of the completed form should be retained by the employer.
- The new Authorized Agent will need to register for a new User ID on IMRF Employer Access.

EMPLOYER NAME City of Waterloo		EMPLOYER IMRF I.D. NUMBER 00017	
AUTHORIZED AGENT'S SALUTATION <input type="checkbox"/> Dr. <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms.	LAST NAME Craig	FIRST NAME Sarah	MIDDLE INITIAL JR., SR., II, ETC. D
TYPE OF GOVERNING BODY Municipality			
DATE APPOINTMENT MADE (MM/DD/YYYY) 04/15/2024	EFFECTIVE DATE OF APPOINTMENT (MM/DD/YYYY) 04/15/2024	POSITION TITLE Human Resources Coordinator	
Powers and duties delegated to Authorized Agent pursuant to Sec. 7-135 of Illinois Pension Code by governing body (P.A. 97-0328 removed the requirement that the Authorized Agent be a participant in IMRF to file a petition or cast a ballot): To file Petition for Nominations of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No To cast a Ballot for Election of an Executive Trustee of IMRF <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No X SIGNATURE OF AUTHORIZED AGENT NAMED ABOVE 04/15/2024 DATE (MM/DD/YYYY)			
CERTIFICATION I, <u>Mechelle Childers</u> , do hereby certify that I am <u>City Clerk</u> NAME CLERK OR SECRETARY of the <u>City of Waterloo</u> NAME OF EMPLOYER and the keeper of its books and records and the foregoing appointment and delegation were made by resolution duly adopted on the date indicated. SEAL SIGNATURE OF CLERK OR SECRETARY			
BUSINESS ADDRESS All correspondence and communications with the Authorized Agent are to be addressed as follows: NAME (IF DIFFERENT FROM ABOVE) <u>Mrs.</u> <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. Sarah Craig BUSINESS ADDRESS 100 W 4th St. CITY STATE AND ZIP + 4 Waterloo, IL 62298 DAYTIME TELEPHONE NO. (with Area Code) (618) 939-8600 FAX NO. (with Area Code) (618) 939-1190 ALTERNATE TELEPHONE NUMBER (with Area Code) (618) 939-8732 EMAIL ADDRESS scraig@waterloo.il.us			

Illinois Municipal Retirement Fund

2211 York Road Suite 500 Oak Brook, IL 60523-2337

Member Services Representatives 1-800-ASK-IMRF (1-800-275-4673) Fax (630) 706-4289

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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 24-12 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$115,000.00 for Design / Bidding and Construction Services for the Third Street Reconstruction Project.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-11-24

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. 24-12

AUTHORIZING THE SIGNING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, ILLINOIS AND HMG ENGINEERS, INC. IN THE NOT-TO-EXCEED AMOUNT OF \$115,000.00 FOR DESIGN / BIDDING AND CONSTRUCTION SERVICES FOR THE THIRD STREET RECONSTRUCTION PROJECT.

WHEREAS, attached is a Professional Services Agreement between HMG Engineers, Inc. and the City of Waterloo, IL in the not-to-exceed amount of \$115,000.00 for Design / Bidding and Construction Services for the Third Street Reconstruction Project; and,

WHEREAS, the City of Waterloo, IL is in need of the aforementioned services related to the Third Street Reconstruction Project; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL, to approve the signing of said Professional Services Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo, IL does hereby approve signing of a Professional Services Agreement with HMG, Engineering, Inc., in the not-to-exceed amount of \$115,000.00, for design / bidding and construction services related to the Third Street Reconstruction Project as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 15th day of April, 2024.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Stanley T. Darter, Mayor

ATTESTED:

Mechelle Childers, City Clerk



PROFESSIONAL SERVICES AGREEMENT

PROJECT

3rd Street Reconstruction

CLIENT

City of Waterloo, Illinois

PROJECT DESCRIPTION

The project will consist of installing curb & gutter, PCC sidewalk, and drainage improvements along 3rd Street from Moore Street to Library Street. The existing street will be re-profiled and lane slopes will be corrected.

SCOPE OF SERVICES

Design & Bidding Phase Services

1. Perform topographic survey.
2. Design of proposed improvements.
3. Construction plans & specifications.
4. Bidding documents & bid assistance.

Construction Phase Services

1. Construction contract administration.
2. Construction guidance.
3. Submittal and pay application review.
4. Resident construction observation.

PROJECT SCHEDULE

Work on the project will be completed during the 2024 calendar year for 2025 construction.

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:	\$60,000.00
Construction Phase:	\$55,000.00

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

ADDITIONAL SERVICES

In the event services beyond those specified in the Scope of Services and not included in the compensation above are required, CLIENT may authorize Additional Services verbally and pay HMG on an hourly basis according to HMG's current Rate Schedule, or CLIENT may request a formal contract amendment prior to HMG providing Additional Services.

CITY OF WATERLOO, ILLINOIS

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

DATE: _____

ADDRESS: _____

CONTACT: _____

EMAIL: _____

HMG ENGINEERS, INC.

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

TITLE: Vice President

ATTEST: Brian F. Buchheit, P.E., BCEE

TITLE: Secretary-Treasurer/COO

DATE: _____

PROJECT OFFICE (COMMUNICATIONS):

9360 Holy Cross Lane, Breese, IL 62230

CORPORATE OFFICE (NOTICES & PAYMENTS):

9360 Holy Cross Lane, Breese, IL 62230

CONTACT:

Brandon M. Ratermann, P.E., PTOE

EMAIL: bratermann@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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 24-13 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$112,000.00 for Design / Bidding and Construction Services for the Fourth Street Rehabilitation Project.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-11-24

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. 24-13

AUTHORIZING THE SIGNING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, ILLINOIS AND HMG ENGINEERS, INC. IN THE NOT-TO-EXCEED AMOUNT OF \$112,000.00 FOR DESIGN / BIDDING AND CONSTRUCTION SERVICES FOR THE FOURTH STREET REHABILITATION PROJECT.

WHEREAS, attached is a Professional Services Agreement between HMG Engineers, Inc. and the City of Waterloo, IL in the not-to-exceed amount of \$112,000.00 for Design / Bidding and Construction Services for the Fourth Street Rehabilitation Project; and,

WHEREAS, the City of Waterloo, IL is in need of the aforementioned services related to the Fourth Street Rehabilitation Project; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL, to approve the signing of said Professional Services Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo, IL does hereby approve signing of a Professional Services Agreement with HMG, Engineering, Inc., in the not-to-exceed amount of \$112,000.00, for design / bidding and construction services related to the Fourth Street Rehabilitation Project as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 15th day of April, 2024.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Stanley T. Darter, Mayor

ATTESTED:

Mechelle Childers, City Clerk



PROFESSIONAL SERVICES AGREEMENT

PROJECT

4th Street Rehabilitation

CLIENT

City of Waterloo, Illinois

PROJECT DESCRIPTION

The project will consist of removing and installing new HMA pavement between the existing concrete curb & gutter and sidewalk. New drainage improvements will be installed where possible. It may be required to install spot curb & sidewalk repairs, or to adjust elevations. It will begin just east of the intersection with 4th Street and Moore Street and extend to the intersection with Church. Intersection improvements at the intersection with Library Street are included.

SCOPE OF SERVICES

Design & Bidding Phase Services

1. Perform topographic survey.
2. Design of proposed improvements.
3. Construction plans & specifications.
4. Bidding documents & bid assistance.

Construction Phase Services

1. Construction contract administration.
2. Construction guidance.
3. Submittal and pay application review.
4. Resident construction observation.

PROJECT SCHEDULE

Work on the project will be completed during the 2024 calendar year for 2025 construction.

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:	\$60,000.00
Construction Phase:	\$52,000.00

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

ADDITIONAL SERVICES

In the event services beyond those specified in the Scope of Services and not included in the compensation above are required, CLIENT may authorize Additional Services verbally and pay HMG on an hourly basis according to HMG's current Rate Schedule, or CLIENT may request a formal contract amendment prior to HMG providing Additional Services.

CITY OF WATERLOO, ILLINOIS

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

DATE: _____

ADDRESS: _____

CONTACT: _____

EMAIL: _____

HMG ENGINEERS, INC.

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

TITLE: _____ Vice President

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

TITLE: _____ Secretary-Treasurer/COO

DATE: _____

PROJECT OFFICE (COMMUNICATIONS):

_____ 9360 Holy Cross Lane, Breese, IL 62230

CORPORATE OFFICE (NOTICES & PAYMENTS):

9360 Holy Cross Lane, Breese, IL 62230

CONTACT:

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

EMAIL: _____ bratermann@hmgengineers.com

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

- April 15, 2024

(Date)

- Consideration and Action on Resolution No. 24-14 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$95,000.00 for Design / Bidding and Construction Services for the Flower Street Reconstruction Project.

- Approval.

- Submitted by:

Tim Birk, Director of Public Works

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

Matter referred to

Mayor

RESOLUTION NO. 24-14

AUTHORIZING THE SIGNING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, ILLINOIS AND HMG ENGINEERS, INC. IN THE NOT-TO-EXCEED AMOUNT OF \$95,000.00 FOR DESIGN / BIDDING AND CONSTRUCTION SERVICES FOR THE FLOWER STREET RECONSTRUCTION PROJECT.

WHEREAS, attached is a Professional Services Agreement between HMG Engineers, Inc. and the City of Waterloo, IL in the not-to-exceed amount of \$95,000.00 for Design / Bidding and Construction Services for the Flower Street Reconstruction Project; and,

WHEREAS, the City of Waterloo, IL is in need of the aforementioned services related to the Flower Street Reconstruction Project; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL, to approve the signing of said Professional Services Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo, IL does hereby approve signing of a Professional Services Agreement with HMG, Engineering, Inc., in the not-to-exceed amount of \$95,000.00, for design / bidding and construction services related to the Flower Street Reconstruction Project as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 15th day of April, 2024.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Stanley T. Darter, Mayor

ATTESTED:

Mechelle Childers, City Clerk



PROFESSIONAL SERVICES AGREEMENT

PROJECT

Flower Street Reconstruction

CLIENT

City of Waterloo, Illinois

PROJECT DESCRIPTION

The project will consist of the reconstruction of Flower Street from the intersection with Rau Street to the intersection with Church Street.

SCOPE OF SERVICES

Design & Bidding Phase Services

1. Perform topographic survey.
2. Design of proposed improvements.
3. Construction plans & specifications.
4. Bidding documents & bid assistance.

Construction Phase Services

1. Construction contract administration.
2. Construction guidance.
3. Submittal and pay application review.
4. Resident construction observation.

PROJECT SCHEDULE

HMG expects to begin work on Design & Bidding Phase Services within 30 days and be complete within 90 days after beginning work.

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:	\$47,000.00
Construction Phase:	\$48,000.00

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

ADDITIONAL SERVICES

In the event services beyond those specified in the Scope of Services and not included in the compensation above are required, CLIENT may authorize Additional Services verbally and pay HMG on an hourly basis according to HMG's current Rate Schedule, or CLIENT may request a formal contract amendment prior to HMG providing Additional Services.

CITY OF WATERLOO, ILLINOIS

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

DATE: _____

ADDRESS: _____

CONTACT: _____

EMAIL: _____

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: _____

PROJECT OFFICE (COMMUNICATIONS):

9360 Holy Cross Lane, Breese, IL 62230

CORPORATE OFFICE (NOTICES & PAYMENTS):

9360 Holy Cross Lane, Breese, IL 62230

CONTACT:

Brandon M. Ratermann, P.E., PTOE

EMAIL: bratermann@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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 24-15 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$51,000.00 for Design / Bidding and Construction Services for the Columbia Avenue Resurfacing Project.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-11-24

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. 24-15

AUTHORIZING THE SIGNING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, ILLINOIS AND HMG ENGINEERS, INC. IN THE NOT-TO-EXCEED AMOUNT OF \$51,000.00 FOR DESIGN / BIDDING AND CONSTRUCTION SERVICES FOR THE COLUMBIA AVENUE RESURFACING PROJECT.

WHEREAS, attached is a Professional Services Agreement between HMG Engineers, Inc. and the City of Waterloo, IL in the not-to-exceed amount of \$51,000.00 for Design / Bidding and Construction Services for the Columbia Avenue Resurfacing Project; and,

WHEREAS, the City of Waterloo, IL is in need of the aforementioned services related to the Columbia Avenue Resurfacing Project; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL, to approve the signing of said Professional Services Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo, IL does hereby approve signing of a Professional Services Agreement with HMG, Engineering, Inc., in the not-to-exceed amount of \$51,000.00, for design / bidding and construction services related to the Columbia Avenue Resurfacing Project as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 15th day of April, 2024.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Stanley T. Darter, Mayor

ATTESTED:

Mechelle Childers, City Clerk



PROFESSIONAL SERVICES AGREEMENT

PROJECT

Columbia Avenue Resurfacing

CLIENT

City of Waterloo, Illinois

PROJECT DESCRIPTION

The project will consist of spot repairs, mill & overlay of Columbia Avenue from North Moore Street to the intersection with North Market Street. Previously designed drainage improvements at the intersection with Monroe Street will be incorporated into the plans.

SCOPE OF SERVICES

Design & Bidding Phase Services

1. Design of proposed improvements.
2. Construction plans & specifications.
3. Bidding documents & bid assistance.

Construction Phase Services

1. Construction contract administration.
2. Construction guidance.
3. Submittal and pay application review.
4. Resident construction observation.

PROJECT SCHEDULE

HMG expects to complete Design & Bidding Phase Services within 60 days after authorization.

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:	\$23,000.00
Construction Phase:	\$28,000.00

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

ADDITIONAL SERVICES

In the event services beyond those specified in the Scope of Services and not included in the compensation above are required, CLIENT may authorize Additional Services verbally and pay HMG on an hourly basis according to HMG's current Rate Schedule, or CLIENT may request a formal contract amendment prior to HMG providing Additional Services.

CITY OF WATERLOO, ILLINOIS**BY:** _____**TITLE:** _____**ATTEST:** _____**TITLE:** _____**DATE:** _____**ADDRESS:** _____

CONTACT: _____**EMAIL:** _____**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:** _____**PROJECT OFFICE (COMMUNICATIONS):**9360 Holy Cross Lane, Breese, IL 62230**CORPORATE OFFICE (NOTICES & PAYMENTS):**9360 Holy Cross Lane, Breese, IL 62230**CONTACT:**Brandon M. Ratermann, P.E., PTOE**EMAIL:** bratermann@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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Resolution No. 24-16 Authorizing the Signing of a Professional Services Agreement between the City of Waterloo, IL and HMG Engineers, Inc. in the Not-To-Exceed Amount of \$115,000.00 for Design & Bidding Phase Services for the HH Road STP Resurfacing Project.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-11-24

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. 24-16

AUTHORIZING THE SIGNING OF A PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF WATERLOO, ILLINOIS AND HMG ENGINEERS, INC. IN THE NOT-TO-EXCEED AMOUNT OF \$115,000.00 FOR DESIGN & BIDDING PHASE SERVICES FOR THE HH ROAD STP RESURFACING PROJECT.

WHEREAS, attached is a Professional Services Agreement between HMG Engineers, Inc. and the City of Waterloo, IL in the not-to-exceed amount of \$115,000.00 for Design & Bidding Phase Services for the HH Road STP Resurfacing Project; and,

WHEREAS, the City of Waterloo, IL is in need of the aforementioned services related to the HH Road STP Resurfacing Project; and,

WHEREAS, it is in the best interest of the City of Waterloo, IL, to approve the signing of said Professional Services Agreement.

NOW, THEREFORE, BE IT RESOLVED, by the City Council and the Mayor that the City of Waterloo, IL does hereby approve signing of a Professional Services Agreement with HMG, Engineering, Inc., in the not-to-exceed amount of \$115,000.00, for design & bidding phase services related to the HH Road STP Resurfacing Project as attached.

PASSED by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 15th day of April, 2024.

AYES: _____

NAYES: _____

ABSENT: _____

ABSTAINED: _____

APPROVED:

Stanley T. Darter, Mayor

ATTESTED:

Mechelle Childers, City Clerk



PROFESSIONAL SERVICES AGREEMENT

PROJECT

HH Road STP Resurfacing – Design & Bidding Phase Services

CLIENT

City of Waterloo, Illinois

PROJECT DESCRIPTION

The project will consist of widening and reprofiling HH road beginning at the western City limits and extending east to the improvements at State Route 3.

SCOPE OF SERVICES

Design & Bidding Phase Services

1. Perform topographic & ROW survey.
2. IDOT Environmental Processing.
3. Project Development Report (PDR), IDOT Local Roads.
4. Design of proposed improvements.
5. Construction plans, specifications, and estimates for IDOT letting.

PROJECT SCHEDULE

Environmental coordination will be completed within 30 days of a Notice to Proceed. Field survey & PDR processing will take place during the summer of 2024. Final PS&E will be dependent upon when IDOT Local Roads allows the City to set the letting date.

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 \$ **115,000.00**.

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

ADDITIONAL SERVICES

In the event services beyond those specified in the Scope of Services and not included in the compensation above are required, CLIENT may authorize Additional Services verbally and pay HMG on an hourly basis according to HMG's current Rate Schedule, or CLIENT may request a formal contract amendment prior to HMG providing Additional Services.

CITY OF WATERLOO, ILLINOIS

BY: _____

TITLE: _____

ATTEST: _____

TITLE: _____

DATE: _____

ADDRESS:

CONTACT:

EMAIL: _____

HMG ENGINEERS, INC.

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

_____  _____

TITLE: _____ Vice President

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

_____  _____

TITLE: _____ Secretary-Treasurer/COO

DATE: _____

PROJECT OFFICE (COMMUNICATIONS):

_____ 9360 Holy Cross Lane, Breese, IL 62230

CORPORATE OFFICE (NOTICES & PAYMENTS):

9360 Holy Cross Lane, Breese, IL 62230

CONTACT:

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

EMAIL: _____ bratermann@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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Approval of Huebner Concrete as Low Bidder in the Amount of \$184,933.00 for the 2024 Street, Curb & Sidewalk Improvement Program as Bid on March 26, 2024 at 9:00 a.m.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-11-24

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



CITY OF WATERLOO, IL – BID OPENING RESULTS

NAME OF PROJECT: 2024 STREET, CURB & SIDEWALK IMPROVEMENT PROGRAM

BID OPENING DATE: March 26, 2024 9:00 A.M.

NAME OF BIDDER:

AMOUNT OF BID:

1. Henke

\$ 188,611.50

2. Huebner

\$ 184,933.00

3. _____

\$ _____

4. _____

\$ _____

5. _____

\$ _____

6. _____

\$ _____

7. _____

\$ _____

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:

April 15, 2024

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Approval of Purchase of License Plate Reader (LPR)
Software from Axon in the amount of \$28,106.10, over the period of Two Years, for
the Waterloo Police Department.

3. Relief or action to be requested:

Approval.

4. Submittal date: 04-12-24

Submitted by: _____

Dane Luke, Chief of Police

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

AXON License Plate Reader Software

COST OVERVIEW – ALPR ADDON

CONTRACT LENGTH	
Program Length	25 months
BILLING SCHEDULE	
May 1 2024	\$14,053.05
June 1 2025 (in sync w/ main Fleet contract)	\$14,053.05
TOTAL – \$3k discount applied to incentivize bundle of projects	
Total Program Cost	\$28,106.10