

# **WATERLOO CITY COUNCIL**

## **Regular Meeting Agenda**

Location: Waterloo City Hall - Council Chambers  
100 W. Fourth St., Waterloo, IL  
Date: Monday, August 19, 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 Administrator.
  - D. Report of Building Inspector / Code Administrator.
  - E. Report of Code Official.
  - F. Report of Director of Public Works.
  - G. Report of Chief of Police.
  - H. Report of City Attorney.
  - I. Report and Communication by Mayor.
    1. Appointment of Mr. J.R. Landeck as the Director of Public Works effective Monday, September 30, 2024.
    2. Waterloo Beautification Check Presentation in the Amount of \$7,962.50 to Joseph Clayton Schneider for Property Located at 205-209 W. Mill Street.
    3. Presentation of Awards to the Yard of Distinction Contest Winners.
    4. Presentation of Certificate of Commendation to Payton Weber for Placing First in Barrel Racing and Seventh in Pole Bending at the Illinois High School Rodeo Association State Finals, which Qualified her to Compete in the National High School Rodeo Competition.
    5. Presentation of Certificate of Commendation to Kayleigh Luter for Advancing to Compete in Barrel Racing with a Fifth Place Finish at the Illinois High School Rodeo Association State Finals.
    6. Presentation of Certificate of Commendation to Rori Unger for Advancing to Compete in Barrel Racing with a Tenth Place Finish at the Illinois High School Rodeo Association State Finals.
8. Report of Standing Committees.
9. Report of Special Committees.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
11. Unfinished Business.
12. Miscellaneous Business.
  - A. Consideration and Action on Special Event Permit Application from the Vintage Wine Bar for their Annual Fall Festival to be held on Saturday, September 7, 2024, 11 a.m. to 11 p.m., including the closure of the alley south of Third Street and around to the east of Main Street.
  - B. Consideration and Action on Special Event Permit Application from the Vintage Wine Bar for their Annual Back Alley Benefit Concert to be held on Saturday, September 21, 2024, 11 a.m. to 11 p.m., including the closure of the alley south of Third Street and around to the east of Main Street.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

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## **DATES TO REMEMBER**

Aug. 27, 2024 – American Legion Meeting, Waterloo City Hall: 2<sup>nd</sup> Floor Meeting Room, 7:00 p.m.  
Sept. 02, 2024 – City Offices Closed for the Labor Day Holiday.  
Sept. 03, 2024 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Sept. 10, 2024 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.  
Sept. 11, 2024 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.  
Sept. 16, 2024 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Sept. 24, 2024 – American Legion Meeting, Waterloo City Hall: 2<sup>nd</sup> Floor Meeting Room, 7:00 p.m.

**MINUTES OF THE  
CITY COUNCIL MEETING  
AUGUST 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, Charron, Kyle Buettner, and Row.  
Absent: 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 July 15, 2024, City Council Meeting Minutes.  
Motion made by Alderman Matt Buettner and seconded by Alderman Hopkins to approve the July 15, 2024, City Council Meeting Minutes.  
Motion passed unanimously with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Vogt voting 'aye'.
6. Petitions by Citizens on Non-Agenda Items.  
Waterloo resident, Mr. Tom Prost, addressed the council concerning the City's affiliation with the IMEA and the contract extension with IMEA until 2055. Due to Waterloo's membership in the IMEA, Mr. Prost is ineligible to participate in a solar community, as the IMEA regulates the energy supply for Waterloo residents. Mr. Prost stated it was a shame that Waterloo is committed to using coal considering all the pollution it generates. He requested the council to pass a resolution that calls for the IMEA to conduct an integrated resource plan consisting of a comprehensive study of energy options to guide decisions to meet rate payer and electric grid energy needs.
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 Deputy Chief of Police.  
The Monroe County Fair went very well. No citations were issued.
  - F. Report of City Attorney. No report.
  - G. Report and Communication by Mayor.
    1. Promotion of Officer Andrew Dahlem to the rank of Sergeant.
    2. Non-Profit Grant Program Check Presentation to Whiteside Station Chapter NSDAR in the amount of \$5,000.00 for their Project, "America 250! Marker".
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. 24-22 Authorizing the Execution of an Annual Agreement Between the City of Waterloo, IL and MEGSI for the Term of July 1, 2024 through June 30, 2025.  
Motion made by Alderman Hopkins and seconded by Alderman Row to approve Resolution No. 24-22 Authorizing the Execution of an Annual Agreement Between the City of Waterloo, IL and MEGSI for the Term of July 1, 2024 through June 30, 2025.  
Comments: The Chief of Police stated the WPD has collaborated with MEGSI (Metropolitan Enforcement Group of Southwestern Illinois) for many years. MEGSI consists of several law enforcement agencies that work together on drug-related investigations.  
Motion passed unanimously with Aldermen Hopkins, Trantham, Charron, Kyle Buettner, Row, Vogt, and Matt Buettner voting 'aye'.

11. Unfinished Business. None.

12. Miscellaneous Business.

A. Consideration and Action on Warrant No. 640.

Motion made by Alderman Vogt and seconded by Alderman Kyle Buettner to approve Warrant No. 640.

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

B. Consideration and Action on Annual Membership Dues (Ruby Level) of \$2,500.00 with Discover Downstate Illinois Tourism Bureau to be paid out of the Hotel / Motel Tax Fund.

Motion made by Alderman Charron and seconded by Alderman Vogt to approve Annual Membership Dues (Ruby Level) of \$2,500.00 with Discover Downstate Illinois Tourism Bureau to be paid out of the Hotel / Motel Tax Fund.

Comments: As mentioned, this is for our annual membership dues to the Discover Downstate Illinois Tourism Bureau. Historically, we have renewed at the Ruby Membership Level, which provides us with discounts on advertising.

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

C. Consideration and Action on Annual Renewal of the CBIZ ACA Checkpoint for \$2,930.00.

Motion made by Alderman Hopkins and seconded by Alderman Matt Buettner to approve the Annual Renewal of the CBIZ ACA Checkpoint for \$2,930.00.

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

D. Consideration and Action on Approval of Annual MEGSI Membership Fee in the Amount of \$11,013.00.

Motion made by Alderman Row and seconded by Alderman Vogt on Approval of the Annual MEGSI Membership Fee in the Amount of \$11,013.00.

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

E. Consideration and Action on Approval of Vandevanter Engineering, with the Low Proposal of \$30,100.00, for repair of the Elsie Kolmer Station Vault Valve.

Motion made by Alderman Hopkins and seconded by Alderman Matt Buettner on approval of Vandevanter Engineering, with the Low Proposal of \$30,100.00, for repair of the Elsie Kolmer Station Vault Valve.

Comments: The Director of Public Works mentioned that during the recent rains it was noticed that the vault valve was not working properly. The piping had deteriorated to the point that water was flowing back into the vault

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

F. Consideration and Action on Purchase of a 2024 Ford F-250 XL from Sunset Ford in the Amount of \$54,771.03 for the Deputy Director of Public Works.

Motion made by Alderman Kyle Buettner and seconded by Alderman Charron to approve the Purchase of a 2024 Ford F-250 XL from Sunset Ford in the Amount of \$54,771.03 for the Deputy Director of Public Works.

Comments: The Mayor explained that this is a budget item.

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

G. Consideration and Action on Approval of DitchWitch as Low Bidder in the Amount of \$21,140.00 for a 2024 Pole Trailer as bid on July 31, 2024 at 1:00 p.m.

Motion made by Alderman Row and seconded by Alderman Hopkins on approval of DitchWitch as Low Bidder in the Amount of \$21,140.00 for a 2024 Pole Trailer as bid on July 31, 2024 at 1:00 p.m.

Comments: This too was a budget item. The old pole trailer was over 30 years old and was showing a lot of wear.

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

- H. Consideration and Action on Asphaltting Proposal in the amount of \$17,655.00 from Moore Asphalt Inc. for the Waterloo Police Department Parking Lot and Alley Entrance.

Motion made by Alderman Hopkins and seconded by Alderman Charron to approve the Asphaltting Proposal in the amount of \$17,655.00 from Moore Asphalt Inc. for the Waterloo Police Department Parking Lot and Alley Entrance.

Comments: This pertains to the asphaltting of the new seven-space diagonal parking lot for the Waterloo Police Department.

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

- I. Consideration and Action on Fee Waiver Request in the amount of \$630.20 from HSS for their Interior Remodel Project.

Motion made by Alderman Kyle Buettner and seconded by Alderman Row to approve the Fee Waiver Request in the amount of \$630.20 from HSS for their Interior Remodel Project.

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

- J. Consideration and Action on Purchase of Two Additional digiTicket Licenses and Hardware from digiTicket in the amount of \$4,528.00.

Motion made by Alderman Row and seconded by Alderman Vogt to approve the Purchase of Two Additional digiTicket Licenses and Hardware from digiTicket in the amount of \$4,528.00.

Comments: digiTICKET is an electronic citation system required by the Monroe County Circuit Court to receive ticketing information. The system enables officers to create and submit tickets electronically replacing paper tickets. This equipment will be for the two new officers.

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

- K. Consideration and Action on a Solicitation Request from the Waterloo Fire Department for their Annual Fill the Boot Campaign to be held on Saturday, August 17, 2024, 8:00 a.m. to 2:00 p.m., at the Intersections of Mill / Main and Hamacher / Rogers.

Motion made by Alderman Kyle Buettner and seconded by Alderman Charron on approval of a Solicitation Request from the Waterloo Fire Department for their Annual Fill the Boot Campaign to be held on Saturday, August 17, 2024, 8:00 a.m. to 2:00 p.m., at the Intersections of Mill / Main and Hamacher / Rogers.

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

- L. Consideration and Action on a Special Event Permit Application from Crafted in the Loo for their “Back To School In Style” Event at 111 N. Main Street, on Saturday, August 10, 2024, 9:00 a.m. to 3:00 p.m., including the closure of two front parking spots at that location.

Motion made by Alderman Charron and seconded by Alderman Vogt to approve a Special Event Permit Application from Crafted in the Loo for their “Back To School In Style” Event at 111 N. Main Street, on Saturday, August 10, 2024, 9:00 a.m. to 3:00 p.m., including the closure of two front parking spots at that location.

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

- M. Consideration and Action on a Special Event Permit Application from Crafted in the Loo for their “Third Birthday” Event at 111 N. Main Street, on Saturday, August 24, 2024, 9:00 a.m. to 3:00 p.m., including the closure of two front parking spots at that location.

Motion made by Alderman Row and seconded by Alderman Charron to approve a Special Event Permit Application from Crafted in the Loo for their “Third Birthday” Event at 111 N. Main Street, on Saturday, August 24, 2024, 9:00 a.m. to 3:00 p.m., including the closure of two front parking spots at that location.

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

- N. Consideration and Action on a Special Event Permit Application from the Optimist Club of Waterloo for their Annual 5K Walk-Run to be held on Saturday, August 24, 2024 including the closure of Rogers Street between First Street and Country Club Lane from 8:00 a.m. to 9:30 a.m.

Motion made by Alderman Vogt and seconded by Alderman Matt Buettner to approve a Special Event Permit Application from the Optimist Club of Waterloo for their Annual 5K Walk-Run to be held on Saturday, August 24, 2024 including the closure of Rogers Street between First Street and Country Club Lane from 8:00 a.m. to 9:30 a.m.

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

- O. Consideration and Action on a Special Event Permit Application from the Waterloo Chamber of Commerce for their “Chamber of Commerce Week” Celebration to be held on Friday, September 13, 2024, 4:00 p.m. to 9:00 p.m., including the closure of Third Street from Market to Main.

Motion made by Alderman Charron and seconded by Alderman Kyle Buettner to approve a Special Event Permit Application from the Waterloo Chamber of Commerce for their “Chamber of Commerce Week” Celebration to be held on Friday, September 13, 2024, 4:00 p.m. to 9:00 p.m., including the closure of Third Street from Market to Main.

Comments: This is a new event to bring awareness to “Chamber of Commerce Week”

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

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

**Alderman Hopkins** inquired if we could put a time limit on how long a citizen could address the council. The City Attorney commented that without an ordinance specifying a designated time restriction, which the City does not have, no action can be taken to limit how long a citizen addresses the council. However, five (5) minutes is the suggested time limit.

**Alderman Trantham** mentioned that the closure of Third Street, specifically from Market to Main, on Friday, September 13, 2024, from 4:00 p.m. to 9:00 p.m. for the “Chamber of Commerce Week” Celebration could potentially disrupt business at the Monroe County Courthouse, as the Courthouse operates until 4:30 p.m.. The Chief stated the WPD could block Third Street early in the morning to prohibit parking.

**Alderman Charron** commented that she has received complaints about the signal lights being out of sync on Market Street by Circle K.

14. Motion to Adjourn made by Alderman Kyle Buettner and seconded by Alderman Vogt.  
Motion passed with a unanimous voice vote.  
Mayor Darter adjourned the meeting at 8:05 p.m.

**Minutes respectfully submitted by Mechelle Childers – City Clerk**

**CITY OF WATERLOO, ILLINOIS  
COLLECTION REPORT**

	<b>2023-2024 ACTUAL AMOUNT</b>	<b>2024-2025 BUDGETED AMOUNT</b>	<b>% INCREASE/ DECREASE</b>	<b>2023 JULY</b>	<b>2024 JULY</b>	<b>% INCREASE/ DECREASE</b>	<b>2023-2024 FISCAL YTD</b>	<b>2024-2025 FISCAL YTD</b>	<b>% INCREASE/ DECREASE</b>
ELEC SALES	10,891,328.03	11,570,000.00	6.23%	875,822.66	1,194,325.33	36.37%	2,293,339.66	2,635,542.75	14.92%
ELEC TAX	263,506.28			22,884.76	29,062.48	26.99%	59,311.57	63,208.79	6.57%
ELECT MISC.	810,424.00	493,000.00	39.17%	34,016.00	168,997.00	396.82%	20,705.00	408,554.00	1873.21%
SUBTOTAL	11,965,258.31	12,063,000.00	0.82%	932,723.42	1,392,384.81	49.28%	2,373,356.23	3,107,305.54	30.92%
BEGINNING UNAPPLIED	652,854.28			70,326.59	65,592.65	-6.73%	160,104.83	156,175.57	-2.45%
UNAPPLIED CASH REC'D	171,979.35			11,453.82	13,595.44	18.70%	60,394.12	56,504.53	-6.44%
UNAPPLIED DISBURSED	172,482.33			19,599.64	23,565.23	20.23%	29,997.16	32,162.50	7.22%
ENDING UNAPPLIED	652,351.30			62,180.77	55,622.86	-10.55%	190,501.79	180,517.60	-5.24%
GAS SALES	2,995,484.49	3,921,000.00	30.90%	109,139.28	96,986.90	-11.13%	595,266.50	500,658.98	-15.89%
GAS TAX	67,805.99			2,394.35	2,396.53	0.09%	15,061.01	11,552.60	-23.29%
GAS MISC.	236,573.00	163,500.00	30.89%	11,966.00	49,395.00	312.79%	9,979.00	126,312.00	1165.78%
SUBTOTAL	3,299,863.48	4,084,500.00	23.78%	123,499.63	148,778.43	20.47%	620,306.51	638,523.58	2.94%
WATER SALES	3,810,391.91	4,130,000.00	8.39%	368,670.20	361,053.22	-2.07%	947,515.27	919,226.50	-2.99%
WATER MISC.	88,787.00	81,500.00	-8.21%	7,220.00	28,256.00	291.36%	12,117.00	64,170.00	429.59%
SUBTOTAL	3,899,178.91	4,211,500.00	8.01%	375,890.20	389,309.22	3.57%	959,632.27	983,396.50	2.48%
SEWER SALES	2,215,329.42	2,268,000.00	2.38%	212,579.86	212,370.13	-0.10%	537,863.53	538,133.62	0.05%
SEWER MISC.	155,649.00	160,500.00	3.12%	15,086.00	45,652.00	202.61%	35,400.00	106,416.00	200.61%
SUBTOTAL	2,370,978.42	2,428,500.00	2.43%	227,665.86	258,022.13	13.33%	573,263.53	644,549.62	12.44%
CITY TAX	603,292.89	615,000.00	1.94%	45,982.08	51,364.85	11.71%	134,959.57	133,044.82	-1.42%
MISC.	93,779.00	81,500.00	-13.09%	5,134.00	28,718.00	459.37%	4,851.00	68,036.00	1302.51%
SUBTOTAL	697,071.89	696,500.00	-0.08%	51,116.08	80,082.85	56.67%	139,810.57	201,080.82	43.82%
REFUSE FEE	966,564.61	1,035,750.00	7.16%	79,237.37	91,166.88	15.06%	234,020.64	251,408.71	7.43%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	42,944.00	40,000.00	-6.86%	3,737.00	2,939.00	-21.35%	12,648.00	10,853.00	-14.19%
PERMITS	84,704.00	100,000.00	18.06%	10,407.00	8,049.00	-22.66%	25,614.00	31,227.00	21.91%
INSPECTION FEES	16,525.00	15,000.00	-9.23%	1,500.00	5,000.00	233.33%	3,600.00	10,625.00	195.14%
FRANCHISE FEES	118,103.00	120,000.00	1.61%	-	-		-	-	
LIQUOR LICENSE	20,748.00	25,000.00	20.49%	17,610.00	19,660.00	11.64%	19,833.00	22,300.00	12.44%
INFRASTRUCTURE FEE	131,398.00	130,000.00	-1.06%	10,620.00	10,328.00	-2.75%	32,715.00	82,055.00	150.82%
HOTEL/MOTEL TAX	32,353.00	30,000.00	-7.27%	8,126.00	2,768.00	-65.94%	11,072.00	8,401.00	-24.12%
MISC.	680,117.00	702,105.00	3.23%	49,597.00	46,394.00	-6.46%	139,019.00	151,311.00	8.84%
REPLACEMENT TAX	146,980.00	154,000.00	4.78%	31,354.00	21,106.00	-32.68%	70,137.00	44,695.00	-36.27%
COUNTY TAX	344,328.00	335,100.00	-2.68%	-	-		-	-	
SALES TAX	3,219,742.00	3,300,000.00	2.49%	261,395.00	277,762.00	6.26%	731,265.00	800,330.00	9.44%
BUSINESS DISTRICT TAX	104,726.00	105,000.00	0.26%	9,569.00	9,894.00	3.40%	25,431.00	27,173.00	6.85%
CANNABIS USE TAX	17,090.00	17,200.00	0.64%	1,397.00	1,466.00	4.94%	4,081.00	4,488.00	9.97%
VIDEO GAMING	271,504.00	267,000.00	-1.66%	21,870.00	26,362.00	20.54%	70,409.00	81,358.00	15.55%
INCOME TAX	2,223,664.00	2,348,000.00	5.59%	199,200.00	216,948.00	8.91%	661,175.00	706,028.00	6.78%
SUBTOTAL	8,421,490.61	8,724,155.00	3.59%	705,619.37	739,842.88	4.85%	2,041,019.64	2,232,252.71	9.37%
MOTOR FUEL TAX	520,745.00	520,000.00	-0.14%	78,849.00	42,267.00	-46.40%	157,751.00	172,770.00	9.52%
MISC.	80,748.00	84,500.00	4.65%	6,699.00	7,655.00	14.27%	18,866.00	22,204.00	17.69%
SUBTOTAL	601,493.00	604,500.00	0.50%	85,548.00	49,922.00	-41.64%	176,617.00	194,974.00	10.39%
UTILITY DEPOSITS	93,625.00	-		13,200.00	8,125.00	-38.45%	32,400.00	20,675.00	-36.19%
<b>TOTAL DEPOSITS</b>	31,520,938.97	32,812,655.00	4.10%	2,526,716.38	3,080,062.76	21.90%	6,976,799.87	8,079,262.30	15.80%

August 19, 2024

To: Mayor Stan Darter  
City Attorney  
City Alderpersons

Re: Treasurer's Report

Attached, please find the July 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  
July 31, 2024

<b>CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
Petty Cash	\$ 485.98	\$ -	\$ -	\$ 485.98
Utility Deposit	25,373.22	8,125.00	12,250.00	21,248.22
General Fund	(806,397.19)	282,342.18	739,242.20	(1,263,297.21)
Motor Fuel Tax	58,625.52	38.05	45,392.90	13,270.67
Water Fund	1,111,787.16	374,205.00	401,750.76	1,084,241.40
Sewer Fund	386,795.34	238,682.63	188,433.96	437,044.01
Gas Fund	294,260.59	110,579.02	169,897.62	234,941.99
Electric Fund	213,708.41	2,262,268.18	2,263,892.90	212,083.69
Capital Improvements	452,508.52	55,258.33	-	507,766.85
D.A.R.E.	204.08	-	-	204.08
Interest	6,086.22	2,050.04	-	8,136.26
Hotel/Motel Tax	160,393.10	2,768.24	3,200.00	159,961.34
Equitable Sharing Funds	26,714.27	-	-	26,714.27
<b>TOTALS:</b>	<b>\$1,930,545.22</b>	<b>\$3,336,316.67</b>	<b>\$3,824,060.34</b>	<b>\$1,442,801.55</b>

<b>INVESTED FUNDS</b>				
Capital Improvements	\$ 2,385,605.32	26,277.41	-	2,411,882.73
Electric	13,753,715.50	147,836.40	1,000,000.00	12,901,551.90
E-Pay Utility Bills	9,572.39	174,333.66	142,312.93	41,593.12
Farm Account Income	21,383.70	54.48	-	21,438.18
Gas	3,838,658.35	42,282.77	-	3,880,941.12
General Fund	7,605,219.81	584,642.08	-	8,189,861.89
Motor Fuel	1,633,598.48	49,883.46	-	1,683,481.94
Pension Reserve	1,712,217.00	363.55	-	1,712,580.55
Sewer	2,235,703.49	24,626.24	-	2,260,329.73
Utility Deposits	332,141.74	3,658.54	-	335,800.28
Water	1,889,320.45	20,810.84	-	1,910,131.29
<b>Total Invested Funds:</b>	<b>\$35,417,136.23</b>	<b>\$1,074,769.43</b>	<b>\$1,142,312.93</b>	<b>\$35,349,592.73</b>
<b>Total All City Funds:</b>	<b>\$37,347,681.45</b>	<b>\$4,411,086.10</b>	<b>\$4,966,373.27</b>	<b>\$36,792,394.28</b>

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

Respectfully Submitted,

*Brad A. Papenberg*

Brad A. Papenberg  
City Treasurer



Building Inspector/Code Administrator Monthly Report 7/31/2024

	January	February	March	April	May	June	July	August	September	October	November	December	Total
New Construction Inspections:													
2024	17	20	23	21	23	24	42						170
2023	18	19	24	39	35	33	20	27	13	32	18	16	294
New Construction Re-Inspections													
2024	3	5	4	2	4	2	7						27
Rental Inspections:													
2024	14	11	11	15	14	13	21						99
2023	13	10	18	20	15	16	12	15	19	12	6	16	172
2022	11	10	8	10	10	25	15	18	9	12	19	10	157
2021	13	15	14	19	18	17	16	18	13	11	12	9	175
2020	21	22	20	16	23	12	14	24	13	15	9	17	206
2019	19	17	26	20	13	15	25	26	17	19	16	21	234
Rental Re-Inspections:													
2024	4	2	2	5	5	3	6						27
Dumpster/POD Permits Issued:													
2024	9	14	9	13	22	10	16						93
2023	10	15	12	16	15	20	16	16	8	13	10	7	158
Motor Vehicle Violation Notices:													
2024	2	0	2	2	1	0	0						7
2023	3	2	0	4	0	2	3	6	1	4	0	1	26
Property Violation Notices:													
2024	8	6	7	7	10	8	6						52
2023	3	5	8	10	10	11	19	9	9	6	2	4	96
Ordinance Violation Tickets Issued:													
2024	1	0	1	1	4	0	1						8

## Zoning Department Monthly Report 7-31-2024

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>Residential Building Permits Issued:</b>													
<b>2024</b>	1	1	3	4	2	8	0						<b>19</b>
2023	1	4	2	4	6	2	1	2	0	2	4	2	30
2022	7	3	5	5	2	5	5	2	5	2	4	1	46
2021	5	4	3	2	5	5	9	2	3	9	3	5	55
2020	2	6	3	5	6	5	4	5	5	9	6	6	62
2019	2	3	9	5	5	1	2	5	2	1	2	2	39
<b>Accessory/Addition Building Permits Issued:</b>													
<b>2024</b>	6	3	13	6	9	15	3						<b>55</b>
2023	4	3	11	7	3	8	4	10	3	15	3	6	77
2022	1	2	9	7	8	6	5	16	7	2	4	3	70
2021	3	4	11	12	10	6	8	10	6	7	6	3	86
2020	2	2	4	9	10	12	10	9	2	6	5	1	72
2019	0	2	5	15	7	13	3	9	3	4	5	2	68
<b>Commercial/Industrial Building Permits Issued:</b>													
<b>2024</b>	1	3	1	2	3	2	3						<b>15</b>
2023	3	3	4	2	0	0	4	2	3	1	0	8	30
2022	2	4	2	2	1	2	1	3	1	0	2	2	22
2021	1	2	3	2	2	2	0	5	6	1	1	0	25
2020	3	1	0	0	2	1	1	0	1	3	5	2	19
2019	5	4	2	3	1	1	6	1	3	3	1	3	33
<b>Excavation Permits Issued:</b>													
<b>2024</b>	8	3	3	2	4	4	1						<b>25</b>
2023	1	1	0	3	2	2	4	3	1	7	7	3	34
2022	3	2	3	5	2	1	3	3	0	3	3	1	29
2021	0	1	4	5	4	3	8	6	0	5	1	4	41
<b>Sign Permits Issued:</b>													
<b>2024</b>	2	1	1	4	2	3	0						<b>13</b>
2023	4	2	8	1	1	2	0	0	0	0	0	2	20
2022	2	2	0	5	0	0	0	2	2	0	4	0	17
2021	1	0	1	1	3	0	1	1	1	1	2	2	14
												<b>TOTAL</b>	<b>130</b>

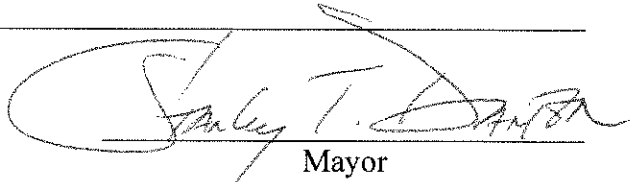
AGENDA REQUEST

(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:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Appointment of Mr. J.R. Landeck as the Director of Public Works effective  
Monday, September 30, 2024.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
4. Submittal date: 08-15-24  
  
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


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:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Waterloo Beautification Check Presentation in the Amount of \$7,962.50 to Joseph Clayton Schneider for Property Located at 205-209 W. Mill Street.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
4. Submittal date: 08-06-24  
  
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



**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:** JOSEPH CLAYTON SCHNEIDER + JEFF RODENBERG  
Name Telephone #

**Applicant Address:**  
No. Street  
City State Zip Code

**Name of Business:** A+W INSURANCE + REPUBLIC-TIMES

**Business Description:** INSURANCE + NEWSPAPER

**Business Address:** 209 W MILL ST Business Phone # 205 W MILL ST  
No. Street

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



Total project cost: \$16,850.00

Funds requested: \$7962.50

( \$15,000.00 maximum reimbursement - see matching reimbursement rules)

Start date: ASAP

Completion date: ASAP

Project :

#### PROJECT DESCRIPTION

- |   |   |
|---|---|
| I affirm that I am the person who will improve the City of Waterloo and understand the attached document - Waterloo Beautification Program, under which matching funds may be provided. | <ol style="list-style-type: none"><li>1) Pressure wash and cover existing brown colored walls with white paint.</li><li>2) Paint all doors and shutters black.</li><li>3) Remove old awnings and replace with new black awnings.</li><li>4) Re-tuckpoint and repair west steps.</li><li>5) Remove existing steps in front of A &amp; W Insurance and replace, making 3-equal steps with 5 1/2 inch rise.</li><li>6) Install new hand rails at A &amp; W Insurance entrance.</li><li>7) Remove broken window at A &amp; W Insurance, and replace with new white Anderson twin picture window with low-E glass and argon. Window will be trimmed with white vinyl boards.</li></ol> |
|---|---|

Applicant Signature

Date

Recipient's Name to be on Reimbursement Check: JOSEPH CLAYTON SCHNEIDER

#### FOR OFFICE USE ONLY

APPROVED - BUILDING INSPECTOR

Authorized signature

Date

APPROVED - BEAUTIFICATION COMMITTEE

Authorized signature

Date



**AFFIDAVIT OF COMPLIANCE WITH PREVAILING WAGE ACT**

**WHEREAS,** Joseph Schneider, has been awarded a "facade grant" by the City of Waterloo, Illinois; and,

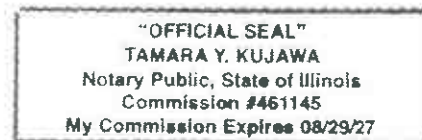
**WHEREAS,** the Prevailing Wage Act of the State of Illinois and judicial interpretation thereof, requires that recipients of municipal grants pay laborers, mechanics and other workers the general prevailing rate of hourly wages for work performed on projects financed by municipalities (see 820 ILCS 130, Prevailing Wage Act); and,

**WHEREAS,** Joseph Schneider, now seeks reimbursement for work performed pursuant to the "facade grant" program; and,

**WHEREAS,** it is necessary before reimbursement is made that the recipient of the grant affirm that wages were paid pursuant to the Prevailing Wage Act of the State of Illinois:

**THEREFORE,** Joseph Schneider, being first duly sworn states that he/she paid laborers, mechanics and other workers who performed on the project for which a "facade grant" reimbursement is sought, pursuant to the Prevailing Wage Act of the State of Illinois and according to the most recent Monroe County Prevailing Wages (list attached hereto but subject to change from time to time)

Joseph Clayton Schneider  
Grantee



Subscribed and sworn to before me this 19<sup>th</sup> day of July, 2024 in Monroe County, Illinois.

Tamara Y. KuJawa  
Notary Public

205 & 209 West Mill  
Final Pictures 7-18-2024











**Clayton Schneider - 205 & 209 West Mill****FIRST RECEIPT SUBMITTAL - 7-19-2024**

Vendor	Description of Work	Amount
Traube Awning & Shade	Three new awning recovers	\$4,300.00
Russell Services	Paint exterior	\$4,180.00
Russell Services	New A&W window	\$5,200.00
Taylor Masonry	Work over two steps in front and stone	\$3,170.00
		<b>TOTAL \$16,850.00</b>
<b>Total Receipts</b>		
Tier 1 Reimbursement (\$0K - \$15K)	50% Reimbursement	\$7,500.00
Tier 2 Reimbursement (\$15K - \$45K)	25% Reimbursement	\$462.50
<b>Total Reimbursement</b>		<b>\$7,962.50</b>

## BIDS

Traube Awning & Shade .....	4300.00
Russell Services      total paint job .....	4180.00
Russell Services      A & W glass window.....	5200.00
Taylor Masonry Inc.    1 set steps & tuckpoint, Removal and make new steps with 5 ½ inch rise, handrails @ A & W, Fix stone that has fallen on front .....	3170.00
TOTAL .....	\$16,850.00



Traube Awning

PO Box 798  
Columbia, IL 62236

# Invoice

Date	Invoice #
4/2/2024	03132041

Bill To
C & J Properties

P.O. No.	Terms	Project

Quantity	Description	Rate	Amount
1	5'3"x2'x3' Awning Installed	1,600.00	1,600.00
1	28'7"x3'x3' Awning Installed	2,700.00	2,700.00
<i>50% down print</i> <i>2150.00 PD 3-26-24</i> <i>Balance 2150.00 PD 6-28-24</i> <i>ck #1037</i> <i>ck #1052</i> <i>\$4300.00</i>			
<b>Total</b>			<b>\$4,300.00</b>

# STATEMENT

July 11, 2024

Clayton Schneider

Job Location – Mill Street Building

Repainted front of building in white with a primer sealer coat finish: \$4,180

Installed new white Anderson twin picture window in the A & W Office with Low-E glass and argon. Trimmed outside with white vinyl boards and trimmed inside with white trim: \$5,200

Total Job: \$9,380

Paid Down: (4,000)

**Remaining Balance: \$5,380**

Please Return To:  
Russell Services  
Russell Walster  
1524 State Rt 156  
Waterloo, IL 62298  
618-779-4976

Thank You - Russell

*Paid in Full*  
*4-1-24 +*  
*7-15-24*  
*Check # 1059*



*4000.00*  
*5380.00*  
*9380.00*

☐ Invoice ☐ Estimate

## Taylor Masonry, Inc.

P.O. Box 1152 • Columbia, IL 62236 • Phone/Cell: 618-444-6648



Date MARCH 14, 2021 Customer Name: CLAYTON SCUFFLING  
Address:

City: \_\_\_\_\_ State: SL Zip Code: \_\_\_\_\_

Notes: PRICES DO NOT INCLUDE REMOVAL OR  
INSTALL OF HANDRAILS

Service	Description	Time	Rate	Total
	<u>AMT. STEPS</u>			
-	<u>RETOUCHPOINT AND FIX STEPS AS</u> <u>THEY ARE RISE AND TREAD</u>			<u>\$1,100</u>
-	<u>REMOVAL OF OLD STEPS AND</u> <u>MAKE 3 EQUAL STEPS WITH</u> <u>A 5 1/2" RISE.</u>			<u>2,050</u>
-	<u>FIX STONE THAT HAVE FALLEN</u>			<u>200</u>

Od 4-30-24  
check # 1044

Subtotal

Sales Tax

Miscellaneous

LABOR +  
MATERIALS

Total

\$3,170

Remit To:

Taylor Masonry, Inc.

P.O. Box 1152

Columbia, IL 62236

Thank you for your business!



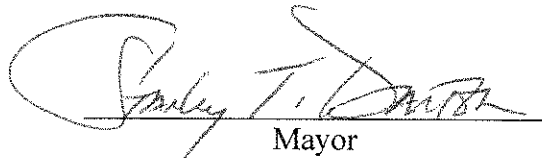
**AGENDA REQUEST**

(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:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Presentation of Awards to Yard of Distinction Contest Winners.
3. Relief or action to be requested:  
Presentation of Awards.
4. Submittal date: July 25, 2024  
  
Submitted by:  
Sarah Deutch/Carol Raeber

**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:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Certificate of Commendation to Payton Weber for Placing First in Barrel Racing  
And Seventh in Pole Bending at the Illinois High School Rodeo Association State  
Finals, which Qualified her to Compete in the National High School Rodeo  
Competition.
3. Relief or action to be requested:  
Presentation of Commendation.
4. Submittal date: August 12, 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:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Certificate of Commendation to Kayleigh Luter for Advancing to Compete in  
Barrel Racing with a Fifth Place Finish at the Illinois High School Rodeo  
Association State Finals.  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Presentation of Commendation.  
\_\_\_\_\_
4. Submittal date: August 12, 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:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Certificate of Commendation to Rori Unger for Advancing to Compete in Barrel  
Racing with a Tenth Place Finish at the Illinois High School Rodeo Association  
State Finals.
3. Relief or action to be requested:  
Presentation of Commendation.
4. Submittal date: August 12, 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:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Consideration and Action on Special Event Permit Application from the Vintage  
Wine Bar for their Annual Fall Festival to be held on Saturday, September 7, 2024,  
11 a.m. to 11 p.m., including the closure of the alley south of Third Street and around  
to the east of Main Street.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
4. Submittal date: 08-05-24  
  
Submitted by: \_\_\_\_\_  
Justin Schmidt, Vintage Wine 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

City Clerk's Office  
(618) 939-8739

Date: 8/5/24

## 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.

- Event Name/Type: Vintage Wine Bar Fall Festival  
Location of Event: 212 South Main St Waterloo IL 62298
- Set-Up Date/Time: 9/6/24 6:00am Clean-Up Date/Time: 9/7/24 1:00pm
- Event Start Date/Time: 9/7/24 11:00am Event End Date/Time: 9/7/24 1:00pm
- Organization Name: Vintage Wine Bar  
Mailing Address: 212 South Main St Waterloo IL 62298  
Phone Number: \_\_\_\_\_  
Email Address: vintagewinebar17@gmail.com  
Not For Profit Status: ☐ Yes ☒ No ID#: \_\_\_\_\_
- Person in Charge of Event: Justin Schmidt  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- Secondary Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_



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

A. Narrative of Event:

We will block off 1st Madison Bank Parking Lot and both alley ways coming from 3rd Street and Main St 3rd St and Main St will stay open just as before.

B. Number of People Expected:

Music will last from Noon to 11:30pm  
200

C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans/dumpsters, sanitary facilities, barricades and street closures. ☐ Attached

D. Will there be inflatable jumpers/bounce houses or amusement rides?

☐ Yes ☒ No If yes, Proof of Liability Insurance must include inflatables

E. Liquor License information for beer sales:

Hours of sale: 11am - 12am License No.: 1A-1136015

F. Special Needs (i.e. Police, Street Dept., Electric - outlets, sound system):

None

**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: [Signature] Date: 8/5/24

**FOR OFFICE USE ONLY**

Approved by City Council: ☐ Yes ☐ No Date: \_\_\_\_\_

☐ Zoning Department ☐ Mayor's Office ☐ Police Department

☐ DPW / Street Department ☐ Electric Department

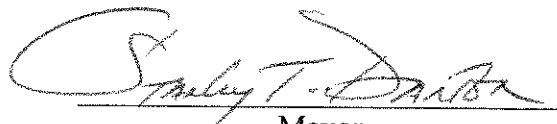
AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:  
August 19, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Consideration and Action on Special Event Permit Application from the Vintage  
Wine Bar for their Annual Back Alley Benefit Concert to be held on Saturday,  
September 21, 2024, 11 a.m. to 11 p.m., including the closure of the alley south of  
Third Street and around to the east of Main Street.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
4. Submittal date: 08-05-24  
  
Submitted by:  
Justin Schmidt, Vintage Wine 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

Date: 8/5/24

City Clerk's Office  
(618) 939-8739

## 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.

- Event Name/Type: Back Alley Benefit Concert  
Location of Event: 212 South Main St Waterloo IL 62298
- Set-Up Date/Time: 9/20/24 6:00AM Clean-Up Date/Time: 9/21/24 11:00PM
- Event Start Date/Time: 9/21/24 11:00AM Event End Date/Time: 9/21/24 11:00PM
- Organization Name: Vintage Wine Bar  
Mailing Address: 212 South Main St Waterloo IL 62298  
Phone Number: \_\_\_\_\_  
Email Address: vintagewinebar1@icloud.com  
Not For Profit Status: ☐ Yes ☒ No ID#: \_\_\_\_\_
- Person in Charge of Event: Justin Schmidt  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- Secondary Contact Person: \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_



**THE FOLLOWING INFORMATION MUST BE PROVIDED BEFORE APPLICATION WILL BE PROCESSED:**

A. Narrative of Event:

We will block off 1st National Bank Parking Lot and both alley ways coming from 3rd Street and Main St 3rd St and Main St will stay open just as before

B. Number of People Expected:

Music will last from Noon to 11:30pm  
200

C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans/dumpsters, sanitary facilities, barricades and street closures. ☐ Attached

D. Will there be inflatable jumpers/bounce houses or amusement rides?

☐ Yes ☒ No If yes, Proof of Liability Insurance must include inflatables

E. Liquor License information for beer sales:

Hours of sale: 11am - 12am License No.: 1A-1136015

F. Special Needs (i.e. Police, Street Dept., Electric - outlets, sound system):

Need 300 ft of cones and barricades / Electric

**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: [Signature] Date: 8/5/24

**FOR OFFICE USE ONLY**

Approved by City Council: ☐ Yes ☐ No Date: \_\_\_\_\_

☐ Zoning Department ☐ Mayor's Office ☐ Police Department

☐ DPW / Street Department ☐ Electric Department