

# **WATERLOO CITY COUNCIL**

## **Regular Meeting Agenda**

Location: Waterloo City Hall - Council Chambers  
100 W. Fourth St., Waterloo, IL  
Date: Monday, September 16, 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 Official.
  - E. Report of Building Inspector / Code Administrator.
  - 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. Certificate of Commendation Presented to Joe Dugan in Recognition of Dugan Woodworking's 50<sup>th</sup> Anniversary.
    2. Certificate of Commendation Presented to the Waterloo Piranhas Swim Team for their First Place Finish at the 2024 Kaskaskia Swim League Conference Meet and Finishing the 2024 Regular Season as Undefeated Champions.
    3. Approval of Estimated Travel Expenses for Alderman Trantham to Attend the IML Conference in the Amount of \$2,730.70.
    4. Approval of Estimated Travel Expenses for Alderman Most to Attend the IML Conference in the Amount of \$2,077.04.
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 Full Page Ad to be placed in the 2025 Visitor's Guide in the Amount of \$2,200.00 (discounted 60% with Membership and Advertising Bundle) to be paid out of the Hotel / Motel Tax Fund.
  - B. Consideration and Action on One (1) Year Commitment at the Builder Level of \$10,000.00 to Monroe County, Illinois Economic Development Corporation.
  - C. Consideration and Action on Waterloo Beautification Application from the RWS Group for Waterloo Auto Body, located at 946 Park Street, in the Amount of \$11,840.00.
  - D. Consideration and Action on a Special Event Permit Application for Trunk or Treat to be held on Thursday, October 31, 2024, 5:30 p.m. to 7:30 p.m., to include the Street Closure of Main Street between Third Street and Mill Street.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

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### **DATES TO REMEMBER**

Sept. 19, 2024 – Zoning Board of Appeals 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.  
Oct. 07, 2024 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

**MINUTES OF THE  
CITY COUNCIL MEETING  
SEPTEMBER 03, 2024**

1. The meeting was called to order by Mayor Darter at 7:30 p.m.  
  
The Mayor requested a few moments of silence for all those affected by the tragic accident on Hanover Road this past Saturday.
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.  
Motion made by Alderman Vogt and seconded by Alderman Most to approve the August 19, 2024 City Council Meeting Minutes as presented. Motion passed unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting 'aye'.
6. Petitions by Citizens on Non-Agenda Items. None.
7. Reports and Communications from the Mayor and other City Officers.
  - A. Report of Collector. No report.
  - B. Report of Treasurer. No report.
  - C. Report of Subdivision Administrator. No report.
  - D. Report of Building Official. No report.
  - E. Report of Director of Public Works. No report.
  - F. Report of Chief of Police. No report.
  - G. Report of City Attorney. No report.
  - H. Report and Communication by Mayor.
    1. Certificate of Commendation Presented to Joe Dugan in Recognition of Dugan Woodworking's 50<sup>th</sup> Anniversary.
    2. Chamber of Commerce Week Proclamation.
    3. Direct Professionals Week Proclamation.
    4. Swearing in of Mr. Dave Heine as a new Police Officer.
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. 1893 Amending the City of Waterloo, IL Revised Code of Ordinances, Chapter 24 Motor Vehicle Code, Article VIII: Traffic Schedules, Schedule A: Stop & Through Intersections, for Silvercreek Crossing 1st Addition Phase II.  
Motion made by Alderman Kyle Buettner and seconded by Alderman Hopkins to approve Ordinance No. 1893 Amending the City of Waterloo, IL Revised Code of Ordinances, Chapter 24 Motor Vehicle Code, Article VIII: Traffic Schedules, Schedule A: Stop & Through Intersections, for Silvercreek Crossing 1st Addition Phase II.  
Comments: The Chief of Police and the Subdivision Administrator drove through the new subdivision section and determined the appropriate locations for the stop signs.  
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting 'aye'.
  - B. Consideration and Action on Ordinance No. 1894 Amending the City of Waterloo, IL Revised Code of Ordinances, Chapter 24 Motor Vehicle Code, Article VIII: Traffic Schedules, Schedule A: Stop & Through Intersections, for Remlok Phase VI.  
Motion made by Alderman Most and seconded by Alderman Row to approve Ordinance No. 1894 Amending the City of Waterloo, IL Revised Code of Ordinances, Chapter 24 Motor Vehicle Code, Article VIII: Traffic Schedules, Schedule A: Stop & Through Intersections, for Remlok Phase VI.

Comments: The same procedure as outlined in the comments for agenda item 10A was followed.

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

C. Consideration and Action on Resolution No. 24-23 Approving an Amended Contract between Human Support Services and the City of Waterloo, Illinois for Clean-up of Downtown Waterloo.

Motion made by Alderman Hopkins and seconded by Alderman Charron to approve Resolution No. 24-23 Approving an Amended Contract between Human Support Services and the City of Waterloo, Illinois for Clean-up of Downtown Waterloo.

Comments: This is an extension to the current contract between Human Support Services and the City of Waterloo, regarding the cleanup of Downtown Waterloo.

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

D. Consideration and Action on Resolution No. 24-24 Approving a Special Event Permit for the SS Peter & Paul Catholic School for a Queen of Hearts Raffle Drawing to be held at Outsiders Bar, Inc., 104 S. Market Street, every Tuesday at 7:00 p.m., beginning on September 03, 2024 through September 16, 2025; and, to include the temporary closure of Market Street between 1st Street and Fourth Street.

Motion made by Alderman Row and seconded by Alderman Vogt to approve Resolution No. 24-24 Approving a Special Event Permit for the SS Peter & Paul Catholic School for a Queen of Hearts Raffle Drawing to be held at Outsiders Bar, Inc., 104 S. Market Street, every Tuesday at 7:00 p.m., beginning on September 03, 2024 through September 16, 2025; and, to include the temporary closure of Market Street between 1st Street and Fourth Street.

Comments: There are no changes in the resolution; it is simply a continuation of the Queen of Hearts Raffle Drawing.

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

E. Consideration and Action on Resolution No. 24-25 Approving a Special Event Permit for the Waterloo High School Homecoming Parade to be held on Wednesday, October 02, 2024, from 5:30 p.m. to 6:30 p.m., and to include the Temporary Closure of Sections of Bellefontaine, First, Market, Main, Fourth and Rogers Streets.

Motion made by Alderman Charron and seconded by Alderman Matt Buettner to approve Resolution No. 24-25 granting a Special Event Permit for the Waterloo High School Homecoming Parade to be held on Wednesday, October 02, 2024, from 5:30 p.m. to 6:30 p.m., and to include the Temporary Closure of Sections of Bellefontaine, First, Market, Main, Fourth and Rogers Streets.

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

F. Consideration and Action on Resolution No. 24-26 Approving a Contract between the City of Waterloo, IL and CERTOP, Inc. for Operation, Maintenance and Management of the Water Supply, Treatment and Storage Facilities, in the amount of \$9,500 per month, for a term beginning October 1, 2024 and ending April 30, 2025.

Motion made by Alderman Kyle Buettner and seconded by Alderman Vogt to accept Resolution No. 24-26 approving a Contract between the City of Waterloo, IL and CERTOP, Inc. for Operation, Maintenance and Management of the Water Supply, Treatment and Storage Facilities, in the amount of \$9,500 per month, for a term beginning October 1, 2024 and ending April 30, 2025.

Comments: Chairman of the Water and Sewer Committee, Alderman Kyle Buettner, stated that the committee unanimously recommended the contract with CERTOP.

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

11. Unfinished Business. None.

12. Miscellaneous Business.

A. Consideration and Action on Warrant No. 641.

Motion made by Alderman Most and seconded by Alderman Row to approve Warrant No. 641. Motion passed unanimously with Aldermen Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, and Row voting ‘aye’.

- B. Consideration and Action on Purchase of a 2025 Ford Explorer, for the New Director of Public Works, from Sunset Ford in the Amount of \$48,431.03.  
Motion made by Alderman Charron and seconded by Alderman Row to approve the Purchase of a 2025 Ford Explorer, for the New Director of Public Works, from Sunset Ford in the Amount of \$48,431.03.  
Comments: The purchase of this vehicle fell within the allocated budget.  
Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.
- C. Consideration and Action on Purchase of a 2024 Chevy Silverado 3500HD, for the Electric Department, from Bob McCosh in the Amount of \$67,743.00.  
Motion made by Alderman Kyle Buettner and seconded by Alderman Charron to approve the Purchase of a 2024 Chevy Silverado 3500HD, for the Electric Department, from Bob McCosh in the Amount of \$67,743.00.  
Comments: This vehicle was included in the budget for the Electric Department.  
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.
- D. Consideration and Action on Approval of the Silvercreek Crossing 1st Addition Phase 2 Final Plat.  
Motion made by Alderman Matt Buettner and seconded by Alderman Row on Approval of the Silvercreek Crossing 1st Addition Phase 2 Final Plat.  
Motion passed unanimously with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, and Vogt voting ‘aye’.
- E. Consideration and Action on Approval of the Remlok Phase VI Final Plat.  
Motion made by Alderman Row and seconded by Alderman Most on approval of the Remlok Phase VI Final Plat.  
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye’.
- F. Consideration and Action on Fee Waiver Request from the Monroe County Board of Commissioners, in the Amount of \$898.00, for a Maintenance Shed Addition.  
Motion made by Alderman Row and seconded by Alderman Kyle Buettner to approve a Fee Waiver Request from the Monroe County Board of Commissioners, in the Amount of \$898.00, for a Maintenance Shed Addition.  
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye’.
- G. Consideration and Action on a Special Event Permit Application from Vintage Wine Bar for “The Bear & The Bird” Anniversary Event to be held on September 28, 2024, from 10 a.m. to 4 p.m., to include closure of the parking spaces in front of 210 and 212 S. Main Street.  
Motion made by Alderman Charron and seconded by Alderman Vogt on approval of a Special Event Permit Application from Vintage Wine Bar for “The Bear & The Bird” Anniversary Event to be held on September 28, 2024, from 10 a.m. to 4 p.m., to include closure of the parking spaces in front of 210 and 212 S. Main Street.  
Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.
- H. Consideration and Action on Approval of a Special Event Permit Application from the SS Peter and Paul Catholic School PTO for their PumpkinFest 5K / ½ Mile Fun Run to be held on Saturday, October 12, 2024, from 7:30 a.m. to 9:15 a.m., to include a police presence on Rogers Street between Rogers Elementary School and south of Country Club Lane.  
Motion made by Alderman Hopkins and seconded by Alderman Matt Buettner to approve a Special Event Permit Application from the SS Peter and Paul Catholic School PTO for their PumpkinFest 5K / ½ Mile Fun Run to be held on Saturday, October 12, 2024, from 7:30 a.m. to 9:15 a.m., to include a police presence on Rogers Street between Rogers Elementary School and south of Country Club Lane.  
Motion passed unanimously with Aldermen Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting ‘aye’.

- I. Consideration and Action on a Solicitation Request from the Monroe County Shriners for their Annual Paper Drive to be held at the intersections of Main/Mill and Rogers/Hamacher on Friday, September 20, 2024 from 3 p.m. to 9 p.m. and on Saturday, September 21, 2024 from 7 a.m. to noon.

Motion made by Alderman Most and seconded by Alderman Charron to approve a Solicitation Request from the Monroe County Shriners for their Annual Paper Drive to be held at the intersections of Main/Mill and Rogers/Hamacher on Friday, September 20, 2024 from 3 p.m. to 9 p.m. and on Saturday, September 21, 2024 from 7 a.m. to noon.

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

13. Discussion of Matters by Council Members Arising After Agenda Deadline. None.
14. Motion to Adjourn made by Alderman Vogt and seconded by Alderman Matt Buettner.  
Motion passed with a unanimous voice vote.  
Mayor Darter adjourned the meeting at 7:54 p.m.

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

**CITY OF WATERLOO, ILLINOIS  
COLLECTION REPORT**

	<b>2023-2024</b>	<b>2024-2025</b>	<b>%</b>			<b>%</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>%</b>
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>INCREASE/</b>	<b>2023</b>	<b>2024</b>	<b>INCREASE/</b>	<b>FISCAL</b>	<b>FISCAL</b>	<b>INCREASE/</b>
	<b>AMOUNT</b>	<b>AMOUNT</b>	<b>DECREASE</b>	<b>AUG</b>	<b>AUG</b>	<b>DECREASE</b>	<b>YTD</b>	<b>YTD</b>	<b>DECREASE</b>
ELEC SALES	10,891,328.03	11,570,000.00	6.23%	1,152,205.18	1,129,008.72	-2.01%	3,445,544.84	3,764,551.47	9.26%
ELEC TAX	263,506.28			29,217.14	26,122.72	-10.59%	88,528.71	89,331.51	0.91%
ELECT MISC.	810,424.00	493,000.00	39.17%	119,587.00	240,792.00	101.35%	140,292.00	649,346.00	362.85%
SUBTOTAL	11,965,258.31	12,063,000.00	0.82%	1,301,009.32	1,395,923.44	7.30%	3,674,365.55	4,503,228.98	22.56%
BEGINNING UNAPPLIED	652,854.28			62,180.77	55,622.86	-10.55%	222,285.60	211,798.43	-4.72%
UNAPPLIED CASH REC'D	171,979.35			9,225.05	9,721.10	5.38%	69,619.17	66,225.63	-4.87%
UNAPPLIED DISBURSED	172,482.33			18,483.95	14,959.79	-19.07%	48,481.11	47,122.29	-2.80%
ENDING UNAPPLIED	652,351.30			52,921.87	50,384.17	-4.80%	243,423.66	230,901.77	-5.14%
GAS SALES	2,995,484.49	3,921,000.00	30.90%	99,632.59	77,676.65	-22.04%	694,899.09	578,335.63	-16.77%
GAS TAX	67,805.99			1,805.93	1,586.75	-12.14%	16,866.94	13,139.35	-22.10%
GAS MISC.	236,573.00	163,500.00	30.89%	12,162.00	206,725.00	1599.76%	22,141.00	333,037.00	1404.16%
SUBTOTAL	3,299,863.48	4,084,500.00	23.78%	113,600.52	285,988.40	151.75%	733,907.03	924,511.98	25.97%
WATER SALES	3,810,391.91	4,130,000.00	8.39%	409,099.37	344,215.07	-15.86%	1,356,614.64	1,263,441.57	-6.87%
WATER MISC.	88,787.00	81,500.00	-8.21%	2,805.00	22,801.00	712.87%	14,922.00	86,971.00	482.84%
SUBTOTAL	3,899,178.91	4,211,500.00	8.01%	411,904.37	367,016.07	-10.90%	1,371,536.64	1,350,412.57	-1.54%
SEWER SALES	2,215,329.42	2,268,000.00	2.38%	226,002.33	195,659.47	-13.43%	763,865.86	733,793.09	-3.94%
SEWER MISC.	155,649.00	160,500.00	3.12%	7,376.00	23,956.00	224.78%	42,776.00	130,372.00	204.78%
SUBTOTAL	2,370,978.42	2,428,500.00	2.43%	233,378.33	219,615.47	-5.90%	806,641.86	864,165.09	7.13%
CITY TAX	603,292.89	615,000.00	1.94%	54,902.95	48,413.23	-11.82%	189,862.52	181,458.05	-4.43%
MISC.	93,779.00	81,500.00	-13.09%	9,350.00	28,118.00	200.73%	14,201.00	96,154.00	577.09%
SUBTOTAL	697,071.89	696,500.00	-0.08%	64,252.95	76,531.23	19.11%	204,063.52	277,612.05	36.04%
REFUSE FEE	966,564.61	1,035,750.00	7.16%	85,561.71	82,682.17	-3.37%	319,582.35	334,090.88	4.54%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	42,944.00	40,000.00	-6.86%	3,431.00	6,102.00	77.85%	16,079.00	16,955.00	5.45%
PERMITS	84,704.00	100,000.00	18.06%	7,378.00	3,525.00	-52.22%	32,992.00	34,752.00	5.33%
INSPECTION FEES	16,525.00	15,000.00	-9.23%	975.00	2,100.00	115.38%	4,575.00	12,725.00	178.14%
FRANCHISE FEES	118,103.00	120,000.00	1.61%	-	-		-	-	
LIQUOR LICENSE	20,748.00	25,000.00	20.49%	-	-		19,833.00	22,300.00	12.44%
INFRASTRUCTURE FEE	131,398.00	130,000.00	-1.06%	11,884.00	10,382.00	-12.64%	44,599.00	92,437.00	107.26%
HOTEL/MOTEL TAX	32,353.00	30,000.00	-7.27%	163.00	4,935.00	2927.61%	11,235.00	13,336.00	18.70%
MISC.	680,117.00	702,105.00	3.23%	44,877.00	101,760.00	126.75%	183,896.00	253,071.00	37.62%
REPLACEMENT TAX	146,980.00	154,000.00	4.78%	5,055.00	3,937.00	-22.12%	75,192.00	48,632.00	-35.32%
COUNTY TAX	344,328.00	335,100.00	-2.68%	-	-		-	-	
SALES TAX	3,219,742.00	3,300,000.00	2.49%	268,104.00	273,930.00	2.17%	999,369.00	1,074,260.00	7.49%
BUSINESS DISTRICT TAX	104,726.00	105,000.00	0.26%	9,224.00	9,671.00	4.85%	34,655.00	36,844.00	6.32%
CANNABIS USE TAX	17,090.00	17,200.00	0.64%	1,488.00	1,457.00	-2.08%	5,569.00	5,945.00	6.75%
VIDEO GAMING	271,504.00	267,000.00	-1.66%	22,963.00	23,828.00	3.77%	93,372.00	105,186.00	12.65%
INCOME TAX	2,223,664.00	2,348,000.00	5.59%	142,102.00	154,808.00	8.94%	803,277.00	860,836.00	7.17%
SUBTOTAL	8,421,490.61	8,724,155.00	3.59%	603,205.71	679,117.17	12.58%	2,644,225.35	2,911,369.88	10.10%
MOTOR FUEL TAX	520,745.00	520,000.00	-0.14%	39,302.00	41,796.00	6.35%	197,053.00	214,566.00	8.89%
MISC.	80,748.00	84,500.00	4.65%	7,060.00	7,797.00	10.44%	25,926.00	30,001.00	15.72%
SUBTOTAL	601,493.00	604,500.00	0.50%	46,362.00	49,593.00	6.97%	222,979.00	244,567.00	9.68%
UTILITY DEPOSITS	93,625.00	-		6,150.00	9,425.00	53.25%	38,550.00	30,100.00	-21.92%
<b>TOTAL DEPOSITS</b>	<b>31,520,938.97</b>	<b>32,812,655.00</b>	<b>4.10%</b>	<b>2,789,088.25</b>	<b>3,092,930.88</b>	<b>10.89%</b>	<b>9,765,888.12</b>	<b>11,172,193.18</b>	<b>14.40%</b>

September 16, 2024

To: Mayor Stan Darter  
City Attorney  
City Alderpersons

Re: Treasurer's Report

Attached, please find the August 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  
August 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	21,248.22	9,425.00	9,700.00	20,973.22
General Fund	(1,263,297.21)	291,061.94	901,760.18	(1,873,995.45)
Motor Fuel Tax	13,270.67	75,020.68	65,595.99	22,695.36
Water Fund	1,084,241.40	351,683.97	2,302,781.40	(866,856.03)
Sewer Fund	437,044.01	201,580.79	355,714.14	282,910.66
Gas Fund	234,941.99	248,539.80	226,227.17	257,254.62
Electric Fund	212,083.69	1,274,340.04	1,369,973.68	116,450.05
Capital Improvements	507,766.85	52,480.15	18.33	560,228.67
D.A.R.E.	204.08	-	-	204.08
Interest	8,136.26	1,435.13	-	9,571.39
Hotel/Motel Tax	159,961.34	4,935.10	3,525.00	161,371.44
Equitable Sharing Funds	26,714.27	7,985.25		34,699.52
<b>TOTALS:</b>	<b>\$1,442,801.55</b>	<b>\$2,518,487.85</b>	<b>\$5,235,295.89</b>	<b>-\$1,274,006.49</b>

<b>INVESTED FUNDS</b>				
Capital Improvements	\$ 2,411,882.73	25,375.18	-	2,437,257.91
Electric	12,901,551.90	135,735.95		13,037,287.85
E-Pay Utility Bills	41,593.12	126,860.94	154,561.30	13,892.76
Farm Account Income	21,438.18	54.62	-	21,492.80
Gas	3,880,941.12	40,830.99	-	3,921,772.11
General Fund	8,189,861.89	495,004.61	-	8,684,866.50
Motor Fuel	1,683,481.94	49,572.39	75,000.00	1,658,054.33
Pension Reserve	1,712,580.55	363.63	-	1,712,944.18
Sewer	2,260,329.73	23,780.71	-	2,284,110.44
Utility Deposits	335,800.28	3,532.92	-	339,333.20
Water	1,910,131.29	20,096.30	-	1,930,227.59
	<b>\$35,349,592.73</b>	<b>\$921,208.24</b>	<b>\$229,561.30</b>	<b>\$36,041,239.67</b>
<b>Total All City Funds:</b>	<b>\$36,792,394.28</b>	<b>\$3,439,696.09</b>	<b>\$5,464,857.19</b>	<b>\$34,767,233.18</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



# Zoning Department Monthly Report 8/31/2024

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b><u>Residential Building Permits Issued:</u></b>													
<b>2024</b>	<b>1</b>	<b>1</b>	<b>3</b>	<b>4</b>	<b>3</b>	<b>8</b>	<b>0</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>21</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><u>Accessory/Addition Building Permits Issued:</u></b>													
<b>2024</b>	<b>6</b>	<b>3</b>	<b>13</b>	<b>6</b>	<b>9</b>	<b>15</b>	<b>3</b>	<b>9</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>64</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><u>Commercial/Industrial Building Permits Issued:</u></b>													
<b>2024</b>	<b>1</b>	<b>3</b>	<b>1</b>	<b>2</b>	<b>3</b>	<b>2</b>	<b>3</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>18</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><u>Excavation Permits Issued:</u></b>													
<b>2024</b>	<b>8</b>	<b>3</b>	<b>3</b>	<b>2</b>	<b>4</b>	<b>4</b>	<b>1</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>28</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><u>Sign Permits Issued:</u></b>													
<b>2024</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>4</b>	<b>2</b>	<b>3</b>	<b>0</b>	<b>3</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>16</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><u>Miscellaneous Permits(Demolition, Outside Dining, Mobile Food Vendors) Issued:</u></b>													
<b>2024</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>2</b>
<b>2023</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>2</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>1</b>	<b>8</b>
<b>2022</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	<b>6</b>
												<b>TOTAL:</b>	<b>149</b>

<b>Building Inspector/Code Administrator Monthly Report 8/31/2024</b>													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>New Construction Inspections:</b>													
<b>2024</b>	17	20	23	21	23	24	42	<b>27</b>					<b>197</b>
<b>2023</b>	18	19	24	39	35	33	20	27	13	32	<b>18</b>	<b>16</b>	<b>294</b>
<b>New Construction Re-Inspections</b>													
<b>2024</b>	3	5	4	2	4	2	7	<b>4</b>					<b>31</b>
<b>Rental Inspections:</b>													
<b>2024</b>	14	11	11	15	14	13	21	<b>17</b>					<b>116</b>
2023	13	10	18	20	15	16	12	15	19	12	6	16	<b>172</b>
2022	11	10	8	10	10	25	15	18	9	12	19	10	<b>157</b>
2021	13	15	14	19	18	17	16	18	13	11	12	9	<b>175</b>
2020	21	22	20	16	23	12	14	24	13	15	9	17	<b>206</b>
2019	19	17	26	20	13	15	25	26	17	19	16	21	<b>234</b>
<b>Rental Re-Inspections:</b>													
<b>2024</b>	4	2	2	5	5	3	6	<b>2</b>					<b>29</b>
<b>Dumpster/POD Permits Issued:</b>													
<b>2024</b>	9	14	9	13	22	10	16	<b>14</b>					<b>107</b>
2023	10	15	12	16	15	20	16	16	8	13	10	7	<b>158</b>
<b>Motor Vehicle Violation Notices:</b>													
<b>2024</b>	2	0	2	2	1	0	0	<b>1</b>					<b>8</b>
2023	3	2	0	4	0	2	3	6	1	4	0	1	<b>26</b>
<b>Property Violation Notices:</b>													
<b>2024</b>	8	6	7	7	10	8	6	<b>13</b>					<b>65</b>
2023	3	5	8	10	10	11	19	9	9	6	2	4	<b>96</b>
<b>Ordinance Violation Tickets Issued:</b>													
<b>2024</b>	1	0	1	1	4	0	1	<b>2</b>					<b>10</b>

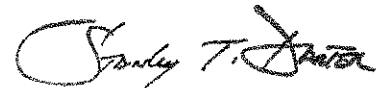
AGENDA REQUEST

(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:  
September 16, 2024  
(Date)
  
2. Description of matter to be placed on agenda:  
Certificate of Commendation Presented to Joe Dugan in Recognition of Dugan  
Woodworking's 50<sup>th</sup> Anniversary.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Presentation.  
\_\_\_\_\_
  
4. Submittal date: 08-30-24  
  
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

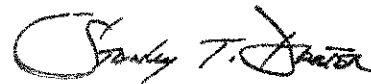
**AGENDA REQUEST**

(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:  
September 16, 2024  
(Date)
2. Description of matter to be placed on agenda:  
Certificate of Commendation to the Waterloo Piranhas Swim Team  
for their First Place Finish at the 2024 Kaskaskia Swim League Conference  
Meet and finishing the 2024 Regular Season as Undefeated Champions.
3. Relief or action to be requested:  
Presentation of Commendation.
4. Submittal date: September 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

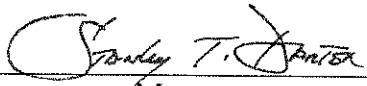
AGENDA REQUEST

(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:  
September 16, 2024  
(Date)
  
2. Description of matter to be placed on agenda:  
Approval of Estimated Travel Expenses for Alderman Trantham to Attend the IML Conference in the Amount of \$2,730.70.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Submittal date: 09-10-24  
  
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

**CITY OF WATERLOO**

**ESTIMATED TRAVEL EXPENSE FORM**

NAME OF OFFICER OR EMPLOYEE: James Trantham

TITLE/POSITION OF OFFICER OR EMPLOYEE: Alderman, Ward II

NAME AND DATE OF ACTIVITY/EVENT: IML Convention 9-19 through 9-22

DESCRIPTION OF THE PURPOSE OF THE EXPENSE: Education & Training

**EXPENSES (ESTIMATED COSTS)**

Registration Fee: \$325.00 Mileage: \$444.88 (664 x .67 a mile)

Meals: \$360.00 (\$120 a day) Airfare: \_\_\_\_\_

Hotel/Lodging: \$1,348.82 (3 nights) Parking: \$252.00 (\$84 a day)

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

Total: \$2,730.70

EMPLOYEE'S/OFFICER'S SIGNATURE Alderman Trantham / tk

DATE: 09-06-24

MAYOR/SUPERVISOR/  
FINANCE CHAIRMAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**REIMBURSEMENT OF EXPENSES (ACTUAL COSTS WITH RECEIPTS)**

Attach Travel Expense Voucher – Yellow Form

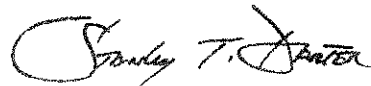
AGENDA REQUEST

(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:  
September 16, 2024  
(Date)
  
2. Description of matter to be placed on agenda:  
Approval of Estimated Travel Expenses for Alderman Most to Attend the IML  
Conference in the Amount of \$2,077.04.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_
  
4. Submittal date: 09-10-24  
  
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

**CITY OF WATERLOO**

**ESTIMATED TRAVEL EXPENSE FORM**

NAME OF OFFICER OR EMPLOYEE: Gary Most

TITLE/POSITION OF OFFICER OR EMPLOYEE: Alderman, Ward IV

NAME AND DATE OF ACTIVITY/EVENT: IML Convention 9-19 through 9-21

DESCRIPTION OF THE PURPOSE OF THE EXPENSE: Education & Training

**EXPENSES (ESTIMATED COSTS)**

Registration Fee: \$325.00 Mileage: \$444.88 (664 x .67 a mile)

Meals: \$240.00 (\$120 a day) Airfare: \_\_\_\_\_

Hotel/Lodging: \$899.16 (2 nights) Parking: \$168.00 (\$84 a day)

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

Total: \$2,077.04

EMPLOYEE'S/OFFICER'S SIGNATURE Alderman Most / tk

DATE: 09-06-24

MAYOR/SUPERVISOR/  
FINANCE CHAIRMAN SIGNATURE: \_\_\_\_\_

DATE: \_\_\_\_\_

**REIMBURSEMENT OF EXPENSES (ACTUAL COSTS WITH RECEIPTS)**

Attach Travel Expense Voucher – Yellow Form



**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:  
September 16, 2024

(Date)

2. Description of matter to be placed on agenda:  
Consideration and Action on Full Page Ad to be placed in the 2025 Visitor's Guide  
in the amount of \$2,200.00 (discounted 60% with membership and advertising  
Bundle) to be paid out of the Hotel/Motel Tax Fund.

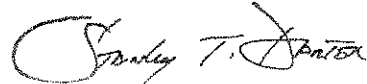
3. Relief or action to be requested:  
Approval.

4. Submittal date: September 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



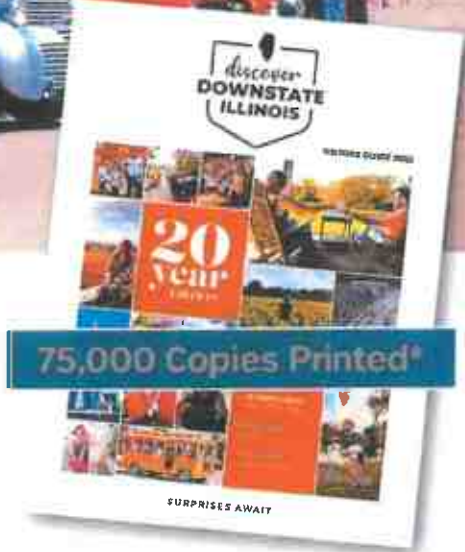
          
Mayor



# Visitors Guide

## Promote your business, organization or community!

The Visitors Guide is distributed throughout the year at Tourist Information Centers, area Visitor Centers, lodging facilities, trade shows, attractions, community centers, SAFB and beyond.



*\*Quantities Subject to Change.*

## Advertising Rates

Digital ad campaign included in advertising rates. A portion of the price will go towards a Digital Ad Campaign that will be distributed through multiple platforms throughout the year.

1/4 Page 3.605" x 4.7942"	1/2V Page 3.605" x 9.75"	1/2H Page 7.375" x 4.782"	Full Page 7.375" x 9.75"	Back Cover 7.6" x 7"
<b>\$1,950</b>	<b>\$3,175</b>	<b>\$3,175</b>	<b>\$5,500</b>	<b>\$11,500</b>

## INTERESTED IN BUNDLING?

Purchase 2 or more ads in our Tourism Times publication for an additional 5% off each ad.

Purchase a minimum of 1 Tourism Times ad and an ad in the Visitors Guide for an additional 10% off each ad.

*\*Invoicing will be done per publication.*

## Advertising Deadlines

**Space Deadline:** October  
**Copy Deadline:** November  
**Publication Date:** January

## Membership Exclusives

All members receive a discount on the mentioned rates as well as FREE design services for your ad.



**FREE DESIGN**  
 Includes up to 3 revisions  
 Additional revisions - \$50 each

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:  
September 16, 2024  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on One (1) Year Commitment at the Builder Level of  
\$10,000.00 to Monroe County, Illinois Economic Development Corporation.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval  
\_\_\_\_\_
  
4. Submittal date: 9/13/24  
  
Submitted by:  
Stanley T. Darter, Mayor  
\_\_\_\_\_  
\_\_\_\_\_

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:  
September 16, 2024  
(Date)

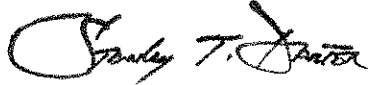
2. Description of matter to be placed on agenda:  
Consideration and Action on Waterloo Beautification Application from the RWS  
Group for Waterloo Auto Body, located at 946 Park Street, in the Amount of  
\$11,840.00.

3. Relief or action to be requested:  
Approval.

4. Submittal date: 09-09-24  
Submitted by:  
Nathan Krebel, Subdivision 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.

<b>Applicant Name:</b>	RWS GROUP LLC		
	<small>Name</small>		<small>Telephone #</small>
<b>Applicant Address:</b>			
	<small>No.</small>	<small>Street</small>	
	WATERLOO	IL	62298
	<small>City</small>	<small>State</small>	<small>Zip Code</small>
<b>Name of Business:</b>	WATERLOO AUTO BODY		
<b>Business Description:</b>	AUTO BODY REPAIR		
			<small>Business Phone #</small>
<b>Business Address:</b>	946 PARK ST		
	<small>No.</small>	<small>Street</small>	

Please check "Yes" or "No" for each question below:	Yes	No
Are you or your business delinquent on any fee obligations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Are you or your business delinquent on any tax obligations?	<input type="checkbox"/>	<input checked="" type="checkbox"/>



*\$11,840.00* *NAFC*

Total project cost: 532360

Funds requested: ~~15000~~  
( \$15,000.00 maximum reimbursement – see matching reimbursement rules)

Start date: 8-1-2024

Completion date: 10-1-2024

**Project description:** (attach additional pages if necessary)

*Will be adding a window, door, and awning to front office and having the exterior redone in stucco.*

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

*Robert Skemp*  
Applicant Signature

7/10/2024  
Date

Recipient's Name to be on Reimbursement Check: \_\_\_\_\_

**FOR OFFICE USE ONLY**

**APPROVED – BUILDING INSPECTOR**

*Nath Huber*  
Authorized signature

9-3-24  
Date

**APPROVED – BEAUTIFICATION COMMITTEE**

*Lina Chauhan*  
Authorized signature

9/3/24  
Date

Waterloo Auto Body – 946 Park Street

9-03-2024









# BKB

Exteriors INC

Job Name: Waterloo Autobody

Job Location: 946 Park Street, Waterloo, IL 62298

Submitted To: Rodney Cissell

Date: 06/21/2024

WE HEREBY SUBMIT SPECIFICATIONS AND ESTIMATES FOR:

Fabrication and installation of 2 – 4ft standing seam awnings and 1 – 6ft standing seam awning
Installation of concrete pad
Preparation of window and door openings
Installation of window and door

WE PROPOSE HEREBY TO FURNISH MATERIAL & LABOR IN ACCORDANCE WITH ABOVE SPECIFICATIONS FOR SUM: \$22,860.00

Payable to: BKB EXTERIORS INC. 2950 Brandt Road, Fufts, IL 62244

### ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and hereby accepted. BKB Exteriors INC. is authorized to do the work as specified. Payment will be made as outlined above.

Authorized By: \_\_\_\_\_  
Printed Name Signature

Company Representative Signature: \_\_\_\_\_ Estimated Completion: \_\_\_\_\_

# ESTIMATE

W. Newark Construction, LLC | [info@wncnyc.com](mailto:info@wncnyc.com)  
312 100 St  
Watertown, IL 62298

11450 Wood Ave North - Rodney Grassl  
RRT 24  
140 Park St, Watertown, IL 62298

## Estimate details

Estimate no.: 201  
Estimate date: 06/26/2024

Item #	Description of Work	Quantity	Unit	Amount
1	Apply dryvit backstop to smooth concrete block on front of building	1	SqYd	\$0.00
2	Install 1 inch EPS Foam board over backstop waterproofing on smooth concrete block	1	SqYd	\$1.00
3	Control joint layout to be determined by building owner	1	SqYd	\$0.00
4	Apply dryvit primus base coat with 4oz dryvit mesh imbedded into base coat	1	SqYd	\$0.00
5	Apply dryvit finish over base coat - texture and color to be determined by building owner	1	SqYd	\$0.00
6	Services	1		\$9,500.00

Total

**\$9,500.00**

## Note to customer

Thank you for your business.

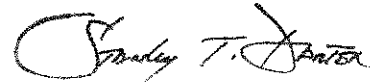
AGENDA REQUEST

(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:  
September 16, 2024  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on a Special Event Permit Application for Trunk or Treat  
to be held on Thursday, October 31, 2024, 5:30 p.m. to 7:30 p.m., to include the  
Street Closure of Main Street between Third Street and Mill Street.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Submittal date: 09-05-24  
  
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

Date: 09/05/24

*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.

1. Event Name/Type: Trunk or Treat  
Location of Event: Downtown Waterloo
2. Set-Up Date/Time: 10/31/2024 5pm Clean-Up Date/Time: 10/31/2024 8pm
3. Event Start Date/Time: 10/31/2024 5:30pm Event End Date/Time: 10/31/2024 7:30pm
4. Organization Name: City of Waterloo  
Mailing Address: 100 West Fourth Street, Waterloo, IL 62298  
Phone Number: 618-939-8600  
Email Address: sdeutch@waterloo.il.us  
Not For Profit Status:  Yes  No ID#: \_\_\_\_\_
5. Person in Charge of Event: Mayor Stan Darter  
Mailing Address: 100 West Fourth Street, Waterloo, IL 62298  
Cell Phone Number: 618-939-8600  
Email Address: sdarter@waterloo.il.us
6. Secondary Contact Person: Sarah Deutch, Community Relations Coordinator  
Mailing Address: 100 West Fourth Street, Waterloo, IL 62298  
Cell Phone Number: 618-939-8709  
Email Address: sdeutch@waterloo.il.us



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

- A. Narrative of Event:  
Annual trick or treating event. Anyone who wants to participate can park along Main Street and hand out goodies to trick-or-treaters. Main Street from Third to Mill will need to be closed from 5-9pm.
- B. Number of People Expected: 1,000
- 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: \_\_\_\_\_ License No.: \_\_\_\_\_
- F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system):  
Street Dept and Police to assist with closing of the street. Electric for those that would like to plug in lights.

**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: Sarah Deutch Date: 9/5/24

**FOR OFFICE USE ONLY**

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

- Zoning Department  Mayor's Office  Police Department
- DPW / Street Department  Electric Department