

**MINUTES OF THE
CITY COUNCIL MEETING
OCTOBER 02, 2023**

1. The meeting was called to order by Mayor Darter at 7:30 p.m.
2. The following Aldermen were present: Vogt, Matt Buettner, Hopkins, Trantham, Kyle Buettner, Row, and Most.
Absent: Charron.
3. Pledge of Allegiance led by Mayor Stan Darter.
4. Correction or Withdrawal of Agenda Items by Sponsor. None.
5. Approval of Minutes as Written or Amended.
Motion made by Alderman Row and seconded by Alderman Kyle Buettner to approve the September 18, 2023, City Council Meeting Minutes.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Kyle Buettner voting ‘aye’.
6. Petitions by Citizens on Non-Agenda Items. None.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector. No report.
 - B. Report of Treasurer. No report.
 - C. Report of Subdivision and Zoning Administrator.
 - Remlok Phase 5 – The bridge structure is in place for Remlok Phase 5. This is the bridge for crossing the creek to a two-lot development.
 - Remlok Phase 6 – The same bridge structure will be ordered for Remlock Phase 6.
 - Silvercreek Crossing – There are a few more tasks to complete before the contractor starts work on the streets.
 - D. Report of Director of Public Works. No report.
 - E. Report of Chief of Police. No report.
 - F. Report of City Attorney. No report.
 - G. Report and Communication by Mayor.
 1. Presentation of a Plaque to Chris Frank in Recognition of his Retirement and 23 Years of Service to the City of Waterloo.
 2. Proclamation of October 2023 as Domestic Violence Awareness Month.
 3. Beautification Check Presentation to BJH Properties for Mill Street Treasures located at 125 West Mill Street.
8. Report of Standing Committees. None.
9. Report of Special Committees. None.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Resolution No. 23-22 Approving Invoice Cloud Biller Agreement to allow for Electronic Billing and Payment Processes.
Motion made by Alderman Row and seconded by Alderman Vogt to accept Resolution No. 23-22 Approving Invoice Cloud Biller Agreement to allow for Electronic Billing and Payment Processes.

Comments: Shawn Kennedy, Collector/Budget Officer, explained that Invoice Cloud is a software payment platform that will provide a portal for customers to pay their utility bill online using multiple payment methods including online banking. The system can be set up to allow for autopay, text message payment options, and invoice reminders, which will make it easier for customers to pay their utility bills.

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

- B. Consideration and Action on Ordinance No. 1882 Amending the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 6 Building Regulations, Article V: Residential Code for One and Two Family Dwellings, Section 6-5-2, by the Addition of “R507 Exterior Decks”.

Motion made by Alderman Kyle Buettner and seconded by Alderman Row to approve Ordinance No. 1882 Amending the City of Waterloo, Illinois Revised Code of Ordinances, Chapter 6 Building Regulations, Article V: Residential Code for One and Two Family Dwellings, Section 6-5-2, by the Addition of “R507 Exterior Decks”.

Comments: The Zoning Administrator stated that “R507 Exterior Decks” provides prescriptive requirements for the design and construction of exterior decks by the American Wood Council. The International Residential Code does not include any deck codes. The addition of “R507” will add value and strengthen our ordinance.

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

11. Unfinished Business. None.

12. Miscellaneous Business.

- A. Consideration and Action on Warrant No. 630.

Motion made by Alderman Most and seconded by Alderman Kyle Buettner to approve Warrant No. 630.

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

- B. Consideration and Action on Approval of a Change Order in the amount of \$652.00 for the purchase of City of Waterloo Booklet-style Brochures (10,000 quantity), for a total amount not to exceed of \$2,700.00, to be paid out of the Hotel/Motel Tax Fund.

Motion made by Alderman Hopkins and seconded by Alderman Matt Buettner to approve a Change Order in the amount of \$652.00 for the purchase of City of Waterloo Booklet-style Brochures (10,000 quantity), for a total amount not to exceed of \$2,700.00, to be paid out of the Hotel/Motel Tax Fund.

Comments: Sarah Deutch, Community Relations Coordinator, reported that the original bid was incorrect. The printer provided a quote for a two-fold event brochure versus a 12-page booklet-style brochure. The error was uncovered when the brochures were ordered. The correct bid is \$652.00 over the amount approved at the June 19, 2023, City Council Meeting.

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

- C. Consideration and Action on Approval of a Change Order in the amount of \$30,577.00 for the Asphaltting of the City Hall Parking Lot, for a total amount of \$71,877.00.

Motion made by Alderman Hopkins and seconded by Alderman Row to approve a Change Order in the amount of \$30,577.00 for the Asphaltting of the City Hall Parking Lot, for a total amount of \$71,877.00.

Comments: Tim Birk, Director of Public Works, explained that the asphalt in the southwest corner of the upper parking lot, and against the west wall of the lower parking lot, was 6 to 7 inches thicker than the rest of the parking lot. It is believed these areas are probably soft spots and to level these lower areas out with the rest of the parking lot, more asphalt was needed.

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

- D. Consideration and Action on Approval of Proposal from Diewald Utility Services for Directional Boring Assistance in the East Ridge Subdivision in the amount of \$25,500.00.

Motion made by Alderman Kyle Buettner and seconded by Alderman Most to approve the Proposal from Diewald Utility Services for Directional Boring Assistance in the East Ridge Subdivision in the amount of \$25,500.00.

Comments: Tim Birk, Director of Public Works, stated that using Diewald Utility Services for directional boring assistance will assist in the overhaul of electric service in the East Ridge Subdivision. With directional boring, yard damage will be reduced.

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

- E. Consideration and Action on the Waiver of Building Permit and Inspection Fees for the Waterloo Park District Splash Pad Project in the amount of \$4,339.50.

Motion made by Alderman Kyle Buettner and seconded by Alderman Row to approve the Waiver of a Building Permit and Inspection Fees for the Waterloo Park District Splash Pad Project in the amount of \$4,339.50.

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

- F. Consideration and Action on the Waiver of Building Permit and Inspection Fees for the Monroe County Sheriff’s Department Building Addition in the amount of \$2,950.60.

Motion made by Alderman Most and seconded by Alderman Matt Buettner to approve the Waiver of a Building Permit and Inspection Fees for the Monroe County Sheriff’s Department Building Addition in the amount of \$2,950.60.

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

- G. Consideration and Action on Approval of the Gateway Business Park, Phase 2, Preliminary Plat.

Motion made by Alderman Row and seconded by Alderman Vogt on Approval of the Gateway Business Park, Phase 2, Preliminary Plat.

Comments: The Zoning Administrator mentioned that the City has been in discussion with the property owner and TWM. Phase 2 will include four (4) lots in addition to a public connector street from Illinois Route 3 to Lakeview Drive.

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

- H. Consideration and Action on Approval of the Waterloo Beautification Grant Application from Petri Insurance for their property located at 119 W. Mill Street.

Motion made by Alderman Hopkins and seconded by Alderman Vogt to approve the Waterloo Beautification Grant Application from Petri Insurance for their property located at 119 W. Mill Street.

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

- I. Consideration and Action on Approval of the Waterloo Beautification Grant Application from Salt + Honey Bistro & Event Space for their property located at 610 S. Market Street.

Motion made by Alderman Matt Buettner and seconded by Alderman Hopkins to approve the Waterloo Beautification Grant Application from Salt + Honey Bistro & Event Space for their property located at 610 S. Market Street.

Comments: The Zoning Administrator stated that this is the old Town & County building. The grant will assist with new windows, painting the brick, tuck-pointing, and overhead doors.

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

- J. Consideration and Action on Approval of the Waterloo Beautification Grant Application from Pound 4 Pound Inc. / Heartland Women’s Health for their property located at 725 & 723 Station Crossing.
Motion made by Alderman Row and seconded by Alderman Most to approve the Waterloo Beautification Grant Application from Pound 4 Pound Inc. / Heartland Women’s Health for their property located at 725 & 723 Station Crossing.
Comments: The Zoning Administrator explained that Pound 4 Pound Inc. and Heartland Women’s Health are in the same building, but the owner built the Heartland Women’s Health to match the Pound 4 Pound entrance.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Kyle Buettner voting ‘aye’.
- K. Consideration and Action on Approval of a Special Event Permit Application from Crafted in the Loo for “Witches Night Out” to be held on Thursday, October 19, 2023 from 4 p.m. to 9 p.m. with the closure of parking spaces in front of the store located at 111 N. Main Street.
Motion made by Alderman Hopkins and seconded by Alderman Kyle Buettner on Approval of a Special Event Permit Application from Crafted in the Loo for “Witches Night Out” to be held on Thursday, October 19, 2023 from 4 p.m. to 9 p.m. with the closure of parking spaces in front of the store located at 111 N. Main Street.
Motion passed unanimously with Aldermen Hopkins, Trantham, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting ‘aye’.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
Alderman Hopkins wanted to know when North Market will be closed for the Queen of Hearts Drawing in order to ensure the safety of patrons and traffic.
Chief Prorise stated he would contact RuAnna Stumpf from IDOT and request permission to close the street.
Mayor Darter, Alderman Kyle Buettner and Alderman Row thanked Chris Frank for his 23 years of service to the City of Waterloo.
14. Motion to Adjourn made by Alderman Vogt and seconded by Alderman Row.
Motion passed with a unanimous voice vote.
Mayor Darter adjourned the meeting at 7:58 p.m.

Mechelle Childers - City Clerk