

WATERLOO CITY COUNCIL

Regular Meeting Agenda

Location: Waterloo City Hall - Council Chambers
100 W. Fourth St., Waterloo, IL
Date: Monday, November 20, 2023
Time: 7:30 p.m.

1. Call to Order.
2. Roll Call.
3. Pledge of Allegiance.
4. Correction or Withdrawal of Agenda Items by Sponsor.
5. Approval of Minutes as Written or Amended.
6. Petitions by Citizens on Non-Agenda Items.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector.
 - B. Report of Treasurer.
 - C. Report of Subdivision and Zoning Administrator.
 - D. Report of Building Inspector / Code Administrator.
 - E. Report of Director of Public Works.
 - F. Report of Chief of Police.
 - G. Report of City Attorney.
 - H. Report and Communication by Mayor.
 1. Promotion of Officer Shawn Wiegand to the rank of Sergeant Effective November 20, 2023.
 2. Appointment of Nathan Krebel as ADA Coordinator.
8. Report of Standing Committees.
9. Report of Special Committees.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
 - A. Consideration and Action on Ordinance No. 1883 Approving the Sale of Miscellaneous Equipment Owned by the City of Waterloo, Illinois.
11. Unfinished Business.
12. Miscellaneous Business.
 - A. Consideration and Action on Approval of the 2024 Regularly Scheduled Meetings and Holiday Dates.
 - B. Consideration and Action on Approval of a Special Event Permit Application from Crafted in the Loo for the Black Friday – Small Business Saturday Sale Event to be held on Saturday, November 24, 2023, 6 a.m. to 3 p.m., including the closure of two parking spaces in front of the store located at 111 N. Main Street.
 - C. Consideration and Action on Billboard Advertising on the Digital Board West of the JB Bridge through Discover Downstate Illinois Tourism Bureau for a One Month Term (December) at a Cost of \$1,900.00 (\$1,615.00 after Tourism Bureau Discount) to be paid out of the Hotel / Motel Tax Fund.
 - D. Consideration and Action on Approval of the Waterloo Commons Final Plat for Lots #7 and #8.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

DATES TO REMEMBER

Nov. 23 and 24, 2023 – City Offices Closed for the Thanksgiving Holidays.

Nov. 28, 2023 – American Legion Meeting, Waterloo City Hall; 2nd Floor, 7:00 p.m.

Dec. 04, 2023 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

Dec. 12, 2023 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.

Dec. 13, 2023 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.

Dec. 18, 2023 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.

Dec. 25 and 26, 2023 – City Offices Closed for the Christmas Holidays.

Dec. 29, 2023 (12 p.m.) and Jan. 01, 2024 – City Offices Closed for the New Year’s Holiday.

**MINUTES OF THE
CITY COUNCIL MEETING
NOVEMBER 06, 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, 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 Row and seconded by Alderman Matt Buettner to approve the October 16, 2023, City Council Meeting Minutes.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye’.
6. Petitions by Citizens on Non-Agenda Items. None.
7. Reports and Communications from the Mayor and other City Officers.
 - A. Report of Collector. No report.
 - B. Report of Treasurer. No report.
 - C. Report of Subdivision and Zoning Administrator. No report.
 - D. Report of Director of Public Works.
Moore Street Phase VII – Asphalt is scheduled for next week, and the road should be open by the first week of December.
 - E. Report of Chief of Police. No report.
 - F. Report of City Attorney. No report.
 - G. Report and Communication by Mayor.
 1. Waterloo Beautification Check Presentation to Oh Sugar.
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. 23-23 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 November 07, 2023 through October 08, 2024; and, to include the temporary closure of Market Street between 1st Street and Fourth Street.
Motion made by Alderman Most and seconded by Alderman Row to accept Resolution No. 23-23 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 November 07, 2023 through October 08, 2024; and, to include the temporary closure of Market Street between 1st Street and Fourth Street.
Comments: The temporary closure of Market Street will occur when there is a large payout. However, there is no set dollar amount for when this will happen. The Chief of Police will decide when Market Street must be closed for safety. In addition, the insurance certificate needed to be modified as Market Street was not specified as a state highway.
Motion passed unanimously with Aldermen Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, and Row voting ‘aye’.

- B. Consideration and Action on Resolution No. 23-24 Authorizing the Execution of an Annual Agreement between the City of Waterloo, IL and MEGSI.
Motion made by Alderman Hopkins and seconded by Alderman Trantham to approve Resolution No. 23-24 Authorizing the Execution of an Annual Agreement between the City of Waterloo, IL and MEGSI.
Motion passed unanimously with Aldermen Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting 'aye'.
 - C. Consideration and Action on Resolution No. 23-25 Approving an Intergovernmental Agreement between Valmeyer Community Unit School District No. 3 and the City of Waterloo, IL regarding Chipping and Easement Transactions.
Motion made by Alderman Kyle Buettner and seconded by Alderman Vogt to approve Resolution No. 23-25 Approving an Intergovernmental Agreement between Valmeyer Community Unit School District No. 3 and the City of Waterloo, IL regarding Chipping and Easement Transactions.
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. 631.
Motion made by Alderman Matt Buettner and seconded by Alderman Hopkins to approve Warrant No. 631.
Motion passed unanimously with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, and Vogt voting 'aye'.
 - B. Consideration and Action on Renewal of Liability and Worker's Compensation, Equipment Breakdown, and Cyber Liability Insurance Coverage with IMLRMA.
Motion made by Alderman Most and seconded by Alderman Matt Buettner to approve the Renewal of Liability and Worker's Compensation, Equipment Breakdown, and Cyber Liability Insurance Coverage with IMLRMA.
Comments: Shawn Kennedy, Collector/Budget Officer, explained that the City went out to bid for insurance and only received a single quote, which was IMLRMA's renewal quote.
Motion passed unanimously with Aldermen Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, and Row voting 'aye'.
 - C. Consideration and Action on Approval of a Special Event Permit Application from FirebirdFest LLC for FirebirdFest 2024 to be held on May 18, 2024 instead of May 08, 2024 as originally approved on October 16, 2023.
Motion made by Alderman Row and seconded by Alderman Hopkins to approve a Special Event Permit Application from FirebirdFest LLC for FirebirdFest 2024 to be held on May 18, 2024 instead of May 08, 2024 as originally approved on October 16, 2023.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting 'aye'.
 - D. Consideration and Action on Approval of a Special Event Permit Application from GLOW for their Annual GLOW In the Dark Lighted Holiday Parade to be held on Saturday, November 25, 2023, 5:30 p.m. to 6:30 p.m. with the Closure of Columbia Avenue, N. Main Street & W. Mill Street along the Parade Route.
Motion made by Alderman Kyle Buettner and seconded by Alderman Charron to approve a Special Event Permit Application from GLOW for their Annual GLOW In the Dark Lighted Holiday Parade to be held on Saturday, November 25, 2023, 5:30 p.m. to 6:30 p.m. with the Closure of Columbia Avenue, N. Main Street & W. Mill Street along the Parade Route.
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting 'aye'.

- E. Consideration and Action on Approval of a Special Event Permit Application from Waterloo Citizens for a Pool for their Annual 5K Run / Walk to be held on March 16, 2024, 9 a.m. to 10:30 a.m., with the Closure of Third Street between Market Street and Main Street.
Motion made by Alderman Hopkins and seconded by Alderman Most to approve a Special Event Permit Application from Waterloo Citizens for a Pool for their Annual 5K Run / Walk to be held on March 16, 2024, 9 a.m. to 10:30 a.m., with the Closure of Third Street between Market Street and Main Street.
Motion passed unanimously with Aldermen Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, Vogt, and Matt Buettner voting ‘aye’.
- F. Consideration and Action on Approval of a Special Use Permit for a Home Occupation at 135 Links Lane as Requested by Owners, Daniel & Alysia Brinkmann.
Motion made by Alderman Row and seconded by Alderman Kyle Buettner to approve a Special Use Permit for a Home Occupation at 135 Links Lane as Requested by Owners, Daniel & Alysia Brinkmann.
Comments: The Zoning Administrator commented that both the Planning Commission and the Zoning Board of Appeals gave a favorable recommendation for the permit. Alysia Brinkman addressed the Council stating that all work is done in the basement of her home, and the business is printing and embroidery of shirts. People come to the house to pick up shirts from a cabinet on her porch. She has no business signage and tries to remain inconspicuous.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye’.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
Alderman Hopkins hopes to see everyone at the Veterans Day Ceremony at Gibault Catholic High School.
Alderman Charron wanted to inform the Council that her email is messed up, which is why you have not heard back from her.
Mayor Darter invited everyone to attend the Veterans Day programs. In addition, several members of the Police Department are participating in a charity event called “No-Shave November”.
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 7:48 p.m.

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

CITY OF WATERLOO, ILLINOIS
COLLECTION REPORT

	2022-2023	2023-2024	%			%	2022-2023	2023-2024	%
	ACTUAL	BUDGETED	INCREASE/	2022	2023	INCREASE/	FISCAL	FISCAL	INCREASE/
	AMOUNT	AMOUNT	DECREASE	OCT	OCT	DECREASE	YTD	YTD	DECREASE
ELEC SALES	10,848,137.04	11,390,000.00	4.99%	1,119,136.98	1,314,526.35	17.46%	6,015,009.58	5,811,845.43	-3.38%
ELEC TAX	265,144.28			27,745.69	31,231.48	12.56%	149,349.20	145,275.33	-2.73%
ELEC MISC.	<u>360,074.00</u>	<u>262,000.00</u>	<u>27.24%</u>	<u>21,873.00</u>	<u>75,794.00</u>	<u>246.52%</u>	<u>(146,035.00)</u>	<u>160,722.00</u>	<u>210.06%</u>
SUBTOTAL	11,473,355.32	11,652,000.00	1.56%	1,168,755.67	1,421,551.83	21.63%	6,018,323.78	6,117,842.76	1.65%
BEGINNING UNAPPLIED	696,363.28			71,640.50	46,807.05	-34.66%	320,677.29	322,014.52	0.42%
UNAPPLIED CASH REC'D	180,143.31			14,266.72	6,284.96	-55.95%	97,495.26	82,509.55	-15.37%
UNAPPLIED DISBURSED	<u>193,443.19</u>			<u>12,369.89</u>	<u>12,296.04</u>	<u>-0.60%</u>	<u>69,041.62</u>	<u>73,497.39</u>	<u>6.45%</u>
ENDING UNAPPLIED	683,063.40			73,537.33	40,795.97	-44.52%	349,130.93	331,026.68	-5.19%
GAS SALES	3,537,645.77	3,671,000.00	3.77%	129,464.07	95,333.84	-26.36%	1,074,866.06	869,886.41	-19.07%
GAS TAX	71,517.14			1,847.91	1,674.61	-9.38%	20,948.25	19,984.27	-4.60%
GAS MISC.	<u>123,806.00</u>	<u>106,700.00</u>	<u>13.82%</u>	<u>9,398.00</u>	<u>27,287.00</u>	<u>190.35%</u>	<u>(54,106.00)</u>	<u>30,819.00</u>	<u>156.96%</u>
SUBTOTAL	3,732,968.91	3,777,700.00	1.20%	140,709.98	124,295.45	-11.67%	1,041,708.31	920,689.68	-11.62%
WATER SALES	2,783,427.40	3,420,000.00	22.87%	252,212.84	372,814.09	47.82%	1,432,613.43	2,028,660.45	41.61%
WATER MISC.	<u>803,982.00</u>	<u>73,000.00</u>	<u>-90.92%</u>	<u>6,627.00</u>	<u>7,653.00</u>	<u>15.48%</u>	<u>733,568.00</u>	<u>31,648.00</u>	<u>-95.69%</u>
SUBTOTAL	3,587,409.40	3,493,000.00	-2.63%	258,839.84	380,467.09	46.99%	2,166,181.43	2,060,308.45	-4.89%
SEWER SALES	1,964,383.08	2,165,000.00	10.21%	182,626.45	219,448.94	20.16%	1,038,611.06	1,154,939.93	11.20%
SEWER MISC.	<u>151,485.00</u>	<u>165,500.00</u>	<u>9.25%</u>	<u>21,647.00</u>	<u>8,495.00</u>	<u>-60.76%</u>	<u>67,140.00</u>	<u>51,283.00</u>	<u>-23.62%</u>
SUBTOTAL	2,115,868.08	2,330,500.00	10.14%	204,273.45	227,943.94	11.59%	1,105,751.06	1,206,222.93	9.09%
CITY TAX	580,493.06	663,000.00	14.21%	48,793.09	56,549.28	15.90%	277,087.24	292,468.93	5.55%
MISC.	<u>42,624.00</u>	<u>42,000.00</u>	<u>-1.46%</u>	<u>2,773.00</u>	<u>12,564.00</u>	<u>353.08%</u>	<u>-4,459.00</u>	<u>20,159.00</u>	<u>552.10%</u>
SUBTOTAL	623,117.06	705,000.00	13.14%	51,566.09	69,113.28	34.03%	272,628.24	312,627.93	14.67%
REFUSE FEE	891,938.68	989,750.00	10.97%	75,313.58	85,989.40	14.18%	446,829.69	477,020.32	6.76%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	36,524.00	37,000.00	1.30%	2,495.00	1,877.00	-24.77%	20,913.00	21,587.00	3.22%
PERMITS	100,480.00	115,000.00	14.45%	12,334.00	3,163.00	-74.36%	62,197.00	41,695.00	-32.96%
INSPECTION FEES	15,100.00	15,000.00	-0.66%	1,025.00	1,125.00	9.76%	7,900.00	7,050.00	-10.76%
FRANCHISE FEES	125,916.00	120,000.00	-4.70%	-	-		23,994.00	23,994.00	0.00%
LIQUOR LICENSE	23,612.00	25,000.00	5.88%	25.00	158.00	532.00%	20,349.00	20,178.00	-0.84%
INFRASTRUCTURE FEE	136,307.00	135,000.00	-0.96%	11,517.00	10,511.00	-8.73%	67,623.00	66,193.00	-2.11%
HOTEL/MOTEL TAX	16,839.00	15,000.00	-10.92%	2,149.00	50.00	-97.67%	8,606.00	17,502.00	103.37%
MISC.	454,779.00	361,005.00	-20.62%	48,082.00	38,016.00	-20.94%	164,797.00	268,986.00	63.22%
REPLACEMENT TAX	204,223.00	143,200.00	-29.88%	42,242.00	25,988.00	-38.48%	120,743.00	101,180.00	-16.20%
COUNTY TAX	320,919.00	341,000.00	6.26%	51,349.00	-	-100.00%	51,349.00	-	-100.00%
SALES TAX	2,944,634.00	2,900,000.00	-1.52%	227,161.00	282,397.00	24.32%	1,435,622.00	1,549,371.00	7.92%
BUSINESS DISTRICT TAX	103,095.00	105,000.00	1.85%	9,323.00	9,696.00	4.00%	51,383.00	53,153.00	3.44%
CANNABIS USE TAX	17,340.00	19,700.00	13.61%	1,306.00	1,350.00	3.37%	8,829.00	8,229.00	-6.80%
VIDEO GAMING	257,376.00	250,000.00	-2.87%	19,288.00	19,907.00	3.21%	122,363.00	136,545.00	11.59%
INCOME TAX	<u>2,227,915.00</u>	<u>2,163,000.00</u>	<u>-2.91%</u>	<u>211,465.00</u>	<u>226,102.00</u>	<u>6.92%</u>	<u>1,196,316.00</u>	<u>1,153,127.00</u>	<u>-3.61%</u>
SUBTOTAL	7,876,997.68	7,734,655.00	-1.81%	715,074.58	706,329.40	-1.22%	3,809,813.69	3,945,810.32	3.57%
MOTOR FUEL TAX	564,457.00	495,000.00	-12.31%	39,354.00	43,352.00	10.16%	342,510.00	281,320.00	-17.87%
MISC	<u>56,731.00</u>	<u>40,000.00</u>	<u>-29.49%</u>	<u>5,042.00</u>	<u>6,697.00</u>	<u>32.82%</u>	<u>17,919.00</u>	<u>39,382.00</u>	<u>119.78%</u>
SUBTOTAL	621,188.00	535,000.00	-13.87%	44,396.00	50,049.00	12.73%	360,429.00	320,702.00	-11.02%
UTILITY DEPOSITS	97,400.00	-		6,575.00	5,950.00	-9.51%	55,075.00	53,475.00	-2.91%
TOTAL DEPOSITS	30,308,447.76	30,227,855.00	-0.27%	2,604,457.33	2,991,984.95	14.88%	14,927,405.77	15,020,188.62	0.62%

November 20, 2023

To: Mayor Stan Darter
City Attorney
City Alderpersons

Re: Treasurer's Report

Attached, please find the October 31, 2023 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
October 31, 2023

CHECKING ACCOUNT	BEGINNING BALANCE	RECEIPTS	DISBURSEMENTS	ENDING BALANCE
Petty Cash	\$ 497.98	\$ -	\$ 3.00	\$ 494.98
Utility Deposit	38,851.66	5,950.00	9,575.00	35,226.66
General Fund	(558,503.22)	230,931.29	944,178.86	(1,271,750.79)
Motor Fuel Tax	62,964.33	44.65	29,304.22	33,704.76
Water Fund	2,027,912.37	2,551,164.78	2,475,544.12	2,103,533.03
Sewer Fund	584,171.96	222,948.96	239,200.32	567,920.60
Gas Fund	(69,694.91)	105,077.09	224,355.97	(188,973.79)
Electric Fund	396,436.95	1,363,424.73	1,142,400.82	617,460.86
Capital Improvements	274,117.35	59,628.30	-	333,745.65
D.A.R.E.	1,460.26	-	-	1,460.26
Interest	1,852.74	1,364.14	-	3,216.88
Hotel/Motel Tax	158,369.67	50.25	-	158,419.92
TOTALS:	\$2,918,437.14	\$4,540,584.19	\$5,064,562.31	\$2,394,459.02

INVESTED FUNDS				
Capital Improvements	\$ 1,980,994.85	10,431.47	-	1,991,426.32
Electric	12,606,495.90	66,382.94	-	12,672,878.84
E-Pay Utility Bills	19,775.29	208,989.95	174,835.99	53,929.25
Farm Account Income	244,737.91	623.58	-	245,361.49
Gas	4,038,959.81	21,268.25	-	4,060,228.06
General Fund	6,873,770.58	604,729.38	-	7,478,499.96
Motor Fuel	1,385,373.51	50,004.37	-	1,435,377.88
Pension Reserve	1,709,007.01	362.87	-	1,709,369.88
Sewer	1,549,104.57	8,157.23	-	1,557,261.80
Utility Deposits	316,078.72	1,664.40	-	317,743.12
Water	640,997.30	3,375.34	-	644,372.64
Total Invested Funds:	\$31,365,295.45	\$975,989.78	\$174,835.99	\$32,166,449.24
Total All City Funds:	\$34,283,732.59	\$5,516,573.97	\$5,239,398.30	\$34,560,908.26

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

Respectfully Submitted,

Brad A. Papenberg

Brad A. Papenberg
City Treasurer

Zoning Department Monthly Report 10-31-2023

	January	February	March	April	May	June	July	August	September	October	November	December	Total
Residential Building Permits Issued:													
2023	1	4	2	4	6	2	1	2	0	2			24
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
Accessory/Addition Building Permits Issued:													
2023	4	3	11	7	3	8	4	10	3	15			68
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
Commercial/Industrial Building Permits Issued:													
2023	3	3	4	2	0	0	4	2	3	1			22
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
Excavation Permits Issued:													
2023	1	1	0	3	2	2	4	3	1	7			24
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
Sign Permits Issued:													
2023	4	2	8	1	1	2	0	0	0	0			18
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
Demolition Permits Issued:													
2023	0	0	0	0	1	0	0	2	0	1			4
2022	1	1	0	0	0	0	1	0	0	0	0	1	4
2021	0	0	0	4	0	0	1	0	0	0	0	0	5
Outside Dining Permits Issued:													
2023	0	0	1	0	0	1	1	0	0	0			3
2022	0	0	1	0	0	0	0	0	0	0	0	0	1
Mobile Food Vendor													
2023	0	0	0	0	0	0	0	0	0	0			0
2022	0	0	0	0	0	0	0	0	0	0	0	1	1
												TOTAL	163

Building Inspector/Code Administrator Monthly Report 10/31/2023													
	January	February	March	April	May	June	July	August	September	October	November	December	Total
New Construction Inspections:													
2023	18	19	24	39	35	33	20	27	13	32			260
2022	12	25	33	21	49	31	30	38	28	33	27	12	339
New Construction Re-Inspections													
2023	3	5	6	5	4	5	3	6	4	5			46
Rental Inspections:													
2023	13	10	18	20	15	16	12	15	19	12			150
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
2018	17	12	16	15	10	26	14	31	19	21	23	10	214
Rental Re-Inspections:													
2023	5	3	4	5	3	4	2	4	3	4			37
Dumpster/POD Permits Issued:													
2023	10	15	12	16	15	20	16	16	8	13			141
2022	6	5	20	17	9	15	20	21	16	9	7	8	153
Motor Vehicle Violation Notices:													
2023	3	2	0	4	0	2	3	6	1	4			25
2022	0	3	4	4	2	1	3	1	5	2	2	2	29
Property Violation Notices:													
2023	3	5	8	10	10	11	19	9	9	6			90
2022	1	0	5	14	7	4	5	5	4	4	10	4	63
Ordinance Violation Tickets Issued:													
2023	0	1	0	5	1	1	2	0	6	2			18

Agenda Item No. 7H1

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:
November 20, 2023
(Date)
2. Description of matter to be placed on agenda:
Promotion of Officer Shawn Wiegand to the rank of Sergeant Effective November 20, 2023.

3. Relief or action to be requested:
Approval.

4. Submittal date: 11-16-23

Submitted by: _____
Jeff Prosise, Chief of Police

DISPOSITION

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



Mayor

Agenda Item No. 7H2

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:

November 20, 2023

(Date)

2. Description of matter to be placed on agenda:

Appointment of Nathan Krebel as ADA Coordinator.

3. Relief or action to be requested:

Appointment.

4. Submittal date: 11-16-23

Submitted by:

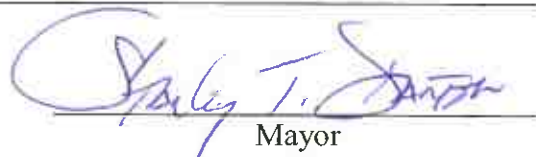
Mayor Stanley T. Darter

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:

November 20, 2023

(Date)

2. Description of matter to be placed on agenda;

Consideration and Action on Ordinance No. 1883 Approving the Sale of
Miscellaneous Equipment Owned by the City of Waterloo, Illinois.

3. Relief or action to be requested:

Approval.

4. Submittal date: 11-15-23

Submitted by:

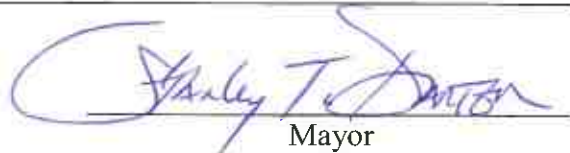
Tim Birk, Director of Public Works

DISPOSITION

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

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

 Matter referred to


Mayor

ORDINANCE NO. 1883

AN ORDINANCE APPROVING THE SALE OF MISCELLANEOUS EQUIPMENT OWNED BY THE CITY OF WATERLOO, ILLINOIS.

Whereas, in the opinion of the Corporate Authorities of the City of Waterloo, it is no longer necessary or useful to or in the best interest of the City of Waterloo to retain miscellaneous equipment; and,

Whereas, sealed bids for the purchase of the miscellaneous equipment were received; and

Whereas, the best bids for the aforementioned equipment were from the hereinafter mentioned bidders for the amounts indicated for each piece of equipment:

ITEM NO.	ITEM DESCRIPTION	BID AMOUNT	BID AWARD
1	SanDisk Clip Sport Plus Wearable MP3 Player	\$10.00	\$10.00
2	Samsung Galaxy Note 8.0	\$50.00	\$50.00
3	Single Axle Dump Truck 1998 -- International Model 4900 Vin #1HTSDAAN6WH535019 4,962 hours	\$9,119.00	\$9,119.00
4	Ford Explorer 2004 (bad transmission -- NO reverse) Vin #1FMZU73K242A31247 132,828 miles	\$251.00	\$251.00
5	Chevy Impala 2016 Vin #2G1WD5E31G1149538 80,746 miles	\$3,889.00	\$3,889.00
6	Chevy Impala 2013 Vin #2G1WD5E37D1222651 95,896 miles	\$2,299.00	\$2,299.00
7	Chevy Impala 2016 Vin #2G1WD5E3XG1156214 91,887 miles	\$3,599.00	\$3,599.00
8	Chevy 1500 4x4 Pickup Truck 2005 Vin #1GCEK14V95Z233065 149,621 miles	\$1,500.51	\$1,500.51
9	Chevy 1500 4x4 Pickup Truck 2005 Vin #1GCEK14V65Z281543 86,159 miles	\$1,500.51	\$1,500.51

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

SECTION ONE. Pursuant to Section 11-76-4 of the Illinois Municipal Code, 65 ILCS 5/11-76-4, the Corporate Authorities find that the aforementioned equipment now owned by the City of Waterloo is no longer necessary or useful to the City of Waterloo and the best interest of the City of Waterloo will be served by its sale.

SECTION TWO. That the aforementioned equipment shall be sold to the persons and for the amounts as shown above.

SECTION THREE. This ordinance shall be in full force and effect from and after its passage and approval in the manner provided by law.

NOVEMBER 15, 2023

EQUIPMENT SALE – BID SHEET

ITEM NO.	ITEM DESCRIPTION	BID AMOUNT
1	SanDisk Clip Sport Plus Wearable MP3 Player <i>John Miller</i>	10.00
2	Samsung Galaxy Note 8.0 <i>Randy Schultheis</i>	50.00
3	Single Axle Dump Truck 1998 – International Model 4900 4,962 Hours Vin #1HTSDAAN6WH535019 <i>Jason Niebruegge</i>	9,119.00
4	Ford Explorer 2004 (bad transmission – NO Reverse) 132,828 miles Vin #1FMZU73K242A31247 <i>John Miller</i>	251.00
5	Chevy Impala 2016 80,746 miles Vin #2G1WD5E31G1149538 <i>Auto Solutions</i>	3,889.00
6	Chevy Impala 2013 95,896 miles Vin #2G1WD5E37D1222651 <i>Auto Solutions</i>	2,299.00
7	Chevy Impala 2016 91,887 miles Vin #2G1WD5E3XG1156214 <i>Auto Solutions</i>	3,599.00
8	Chevy 1500 4x4 Pickup Truck 2005 149,621 miles Vin #1GCEK14V95Z233065 <i>William Carner</i>	1,500.51
9	Chevy 1500 4x4 Pickup Truck 2005 86,159 miles Vin #1GCEK14V65Z281543 <i>William Carner</i>	1,500.51

ALL BIDS MUST BE SUBMITTED TO CITY OF WATERLOO, 100 WEST FOURTH STREET, WATERLOO, IL 62298, PRIOR TO THE BID OPENING ON WEDNESDAY, NOVEMBER 15TH AT 10:00 A.M. BIDS SHOULD BE SUBMITTED IN A SEALED ENVELOPED MARKED "EQUIPMENT SALE".

EACH ITEM IS SOLD "AS IS" AND IS FINAL. PAYMENT IS NON-REFUNDABLE.

PURCHASER MUST REMOVE THE ITEM FROM CITY PROPERTY WITHIN 30 DAYS NOTIFICATION OF BID AWARD. BIDS ON ITEMS NOT REMOVED WITHIN 30 DAYS WILL BECOME NULL AND VOID.

NAME (Please Print)

SIGNATURE

ADDRESS

PHONE NUMBER

ITEM #1

SANDISK CLIP SPORT PLUS WEARABLE MP3 PLAYER

Name

Bid Amount

1. William Carner

\$ 1.01

2. John Miller

10.00

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

ITEM #2

SAMSUNG GALAXY NOTE 8.0

Name

Bid Amount

1. William Carner

5.00

2. John Miller

40.00

3. Randy Schultze

50.00

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

ITEM #3

SINGLE AXLE DUMP TRUCK 1998

Name

Bid Amount

1.	William Carner	2,579.51
2.	Mark Degener	3,600.00
3.	Leon DeMond	925.00
4.	Joel Niebruegge	9,119.00
5.	John Miller	4,501.00
6.	Randy Schuttheis	1,500.00
7.		
8.		
9.		
10.		
11.		
12.		

ITEM #4

FORD EXPLORER 2004

Name

Bid Amount

1. William Carver

150.51

2. Leon DeMond

125.00

3. John Miller

251.00

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____

11. _____

12. _____

ITEM #5

CHEVY IMPALA 2016 (80,746 MILES)

<u>Name</u>	<u>Bid Amount</u>
1. AtoZ Car LLC	1,500.00
2. William Carner	1,500.51
3. Auto Solutions	3,882.00
4. Robert Horn	2,700.00
5. Ringwood Motors	1,280.00
6. John Miller	451.00
7.	
8.	
9.	
10.	
11.	
12.	

ITEM #6

CHEVY IMPALA 2013

Name

Bid Amount

- | | | |
|-----|-----------------|----------|
| 1. | A + 2 Car LLC | 1,000.00 |
| 2. | William Corner | 1,500.51 |
| 3. | Auto Solutions | 2,299.00 |
| 4. | Ringwood Motors | 1,080.00 |
| 5. | John Miller | 451.00 |
| 6. | | |
| 7. | | |
| 8. | | |
| 9. | | |
| 10. | | |
| 11. | | |
| 12. | | |

ITEM #7

CHEVY IMPALA 2016 (91,887 MILES)

<u>Name</u>	<u>Bid Amount</u>
1. A to Z Car Care	1,500.00
2. William Carner	1,500.51
3. Auto Solutions	3,599.00
4. Ringwood Motors	1,280.00
5. Jason Niebruegge	3,101.00
6. John Miller	451.00
7.	
8.	
9.	
10.	
11.	
12.	

ITEM #8

CHEVY 1500 4X4 PICKUP TRUCK 2005

VIN #1GCEK14V95Z233065

Name

Bid Amount

1.	A to Z Car LLC	1,000.00
2.	William Currier	1,500.51
3.	John Miller	1,251.00
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

ITEM #9

CHEVY 1500 4X4 PICKUP TRUCK 2005

VIN #1GCEK14V65Z281543

Name

Bid Amount

1.	A to Z Car LLC	1,500.00
2.	William Garner	1,500.51
3.	John Miller	1,351.00
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

2023
MISC EQUIPMENT SALE
BID OPENING
NOVEMBER 15TH @ 10:00 A.M.
ATTENDANCE SHEET

NAME (PLEASE PRINT)

PHONE #

Kelli Face

618-939-8734

Shawn Kennedy

618-939-8687

Agenda Item No. 12A

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:
November 20, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Approval of the 2024 Regularly Scheduled Meetings
and Holiday Dates.

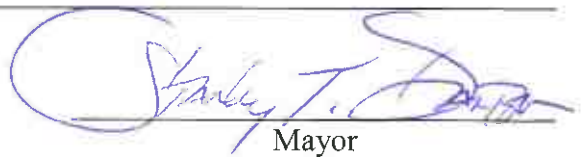
3. Relief or action to be requested:
Approval.

4. Submittal date: 11-15-23

Submitted by: _____
City Clerk's Office

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

WATERLOO CITY COUNCIL
Regularly Scheduled Meeting Dates
for
Calendar Year 2024

PLACE: Waterloo City Hall
TIME: 7:30 P.M.

JANUARY

Tuesday, January 02, 2024
(City Offices closed for NYDay)
Tuesday, January 16, 2024
(City Offices closed for MLK Day)

FEBRUARY

Monday, February 05, 2024
Tuesday, February 20, 2024
(City Offices closed for President's Day)

MARCH

Monday, March 4, 2024
Monday, March 18, 2024

APRIL

Monday, April 01, 2024
Monday, April 15, 2024

MAY

Monday, May 06, 2024
Monday, May 20, 2024

JUNE

Monday, June 03, 2024
Monday, June 17, 2024

JULY

Monday, July 01, 2024
Monday, July 15, 2024

AUGUST

Monday, August 05, 2024
Monday, August 19, 2024

SEPTEMBER

Tuesday, September 03, 2024
(City Offices closed for Labor Day)
Monday, September 16, 2024

OCTOBER

Monday, October 07, 2024
Monday, October 21, 2024

NOVEMBER

Monday, November 04, 2024
Monday, November 18, 2024

DECEMBER

Monday, December 02, 2024
Monday, December 16, 2024

WATERLOO CITY HALL
Regularly Scheduled Holidays for Office Closure
Calendar Year 2024

Friday, December 29, 2023 (at 12 noon)		
Monday, January 01, 2024	-	New Year's Holidays
Monday, January 15, 2024	-	Martin Luther King Holiday
Monday, February 19, 2024	-	President's Day
(Sunday, March 10, 2024	-	Daylight Savings Time Begins)
Friday, March 29, 2024	-	Good Friday
Monday, May 27, 2024	-	Memorial Day
Thursday, July 04, 2024	-	Independence Day
Monday, September 02, 2024	-	Labor Day
(Sunday, November 03, 2024	-	Daylight Savings Time Ends)
Monday, November 11, 2024	-	Veteran's Day
Thursday, November 28, 2024	-	Thanksgiving Holiday
Friday, November 29, 2024		
Tuesday, December 24, 2024		
Wednesday, December 25, 2024	-	Christmas Holidays
Tuesday, December 31, 2024 (at 12 noon)		
Wednesday, January 01, 2025	-	New Year's Holidays

PLANNING COMMISSION
Regularly Scheduled Meeting Dates
For
Calendar Year 2024

PLACE: Waterloo City Hall
TIME: 7:00 p.m.

JANUARY

Monday, January 08, 2024

JULY

Monday, July 08, 2024

FEBRUARY

Monday, February 12, 2024

AUGUST

Monday, August 12, 2024

MARCH

Monday, March 11, 2024

SEPTEMBER

Monday, September 09, 2024

APRIL

Monday, April 08, 2024

OCTOBER

Monday, October 14, 2024

MAY

Monday, May 13, 2024

NOVEMBER

Tuesday, November 12, 2024
(Monday, Nov. 11th – Veteran's Day)

JUNE

Monday, June 10, 2024

DECEMBER

Monday, December 09, 2024

ZONING BOARD OF APPEALS
Regularly Scheduled Meeting Dates
For
Calendar Year 2024

PLACE: Waterloo City Hall

TIME: 7:30 p.m.

JANUARY

Thursday, January 18, 2024

JULY

Thursday, July 18, 2024

FEBRUARY

Thursday, February 15, 2024

AUGUST

Thursday, August 15, 2024

MARCH

Thursday, March 21, 2024

SEPTEMBER

Thursday, September 19, 2024

APRIL

Thursday, April 18, 2024

OCTOBER

Thursday, October 17, 2024

MAY

Thursday, May 16, 2024

NOVEMBER

Thursday, November 21, 2024

JUNE

Thursday, June 20, 2024

DECEMBER

Thursday, December 19, 2024

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:

November 20, 2023

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Approval of a Special Event Permit Application from
Crafted in the Loo for the Black Friday – Small Business Saturday Sale Event to be
held on Saturday, November 24, 2023, 6 a.m. to 3 p.m., including the closure of two
parking spaces in front of the store located at 111 N. Main Street.

3. Relief or action to be requested:

Approval.

4. Submittal date: 11-13-23

Submitted by:

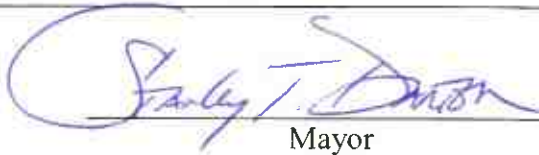
Summer Jackson, Crafted in the Loo

DISPOSITION

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

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

 Matter referred to


Mayor



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

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

SPECIAL EVENT PERMIT APPLICATION

Instructions to Applicant:

- The following information must be completed and submitted to the City Clerk's Office at the Waterloo City Hall.
- **Application Fee: None**
- Special Event Permit Applications **must be submitted sixty (60) days prior to the date of requested event** to allow for proper 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: Black Friday / Small Business Saturday Sale
Location of Event: Crafted in the Loo 111 N. Main St.
2. Set-Up
Date / Time: 11/24/23 5:00 AM Clean-Up
Date / Time: 11/25/23 3:00
3. Event Beginning
Date / Time: 11/24/23 6:00 AM Event Ending
Date / Time: 11/24/23 3:00 pm
4. Organization Name: Crafted in the Loo
Mailing Address: 111 N. Main St Waterloo, IL 62298
Phone Number: _____ Email Address: craftedintheloo@gmail.com
Not For Profit Status: Yes _____ No ☒ ID # _____
5. Person in Charge of Event: Summer Jackson
Mailing Address: 111 N. Main St Waterloo, IL 62298
Cell Phone Number: _____ Email Address: craftedintheloo@gmail.com
6. Secondary Contact Person: Kim Racine-Hart
Mailing Address: 111 N. Main St Waterloo IL 62298
Cell Phone Number: _____ Email Address: craftedintheloo@gmail.com

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

A. Narrative of Event:	Pop up tents in the front 2 parking spots in front of Crafted in the Loo. Tents will be used for Crafted in the Loo vendors to display and sell products.
B. Number of People Expected:	
C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans / dumpster, sanitary facilities, barricades and street closures. Attached <input checked="" type="checkbox"/>	
D. Will there be inflatable jumpers/bounce houses or amusement rides: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> • If yes, Proof of Liability Insurance must include inflatables.	
E. Liquor License information for beer sales (hours of sale and license number):	N/A
F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system):	Electric – if not available we can bring a generator.

Proof of Liability Insurance must be provided 14 days after approval or 14 days prior to the event whichever is sooner. If the event is held on City property, the City of Waterloo **MUST** be named as an additional insured with Comprehensive General Liability limits of not less than \$1,000,000 combined single limit, each occurrence / \$2,000,000 aggregate.

Received Date _____

Special Event Organizer(s) must also provide for the sanitary collection of all refuse, litter, and garbage generated by patrons attending the event, and removal of all such waste materials from the location of the event and surrounding areas, including Courthouse trash cans if applicable, on the day of the event.

Signage: As part of the approval of this Special Event Permit, temporary signs for said Special Event shall be permitted as provided for in the City Sign Ordinance.

I agree to abide by the rules and certify that I, on behalf of the applicant or organization, am also authorized to commit that organization, and therefore agree to be financially responsible for any cost and fees that may be incurred by or on behalf of the event to the City of Waterloo. I also understand that acceptance of application should in no way be construed as a final approval/confirmation of this request.

Signature of person in charge of event

Date of Submission

For office use only

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

Approved by City Council: Yes ☐ No ☐ Date _____

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

AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:
November 20, 2023
(Date)
2. Description of matter to be placed on agenda:
Consideration and Action on Billboard Advertising on the Digital Board West
of the JB Bridge through Discover Downstate Illinois Tourism Bureau for a One
Month Term (December) at a Cost of \$1,900.00 (\$1,615.00 after Tourism
Bureau Discount) to be paid out of the Hotel/Motel Tax Fund.
3. Relief or action to be requested:
Approval.
4. Submittal date: November 15, 2023

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

DIGITAL OUTDOOR ADVERTISING SALES AGREEMENT
Permanent Billboard

1. This Agreement is effective upon complete execution by and between the following parties:
Is the advertiser information the same as billing information?

ADVERTISER: Discover Downstate Illinois for
City of Waterloo
Representative: Christine Orr
Address: 4387 North Illinois St.
Swansea, IL 62226
Telephone: 618-257-1488
E-Mail: corr@downstateil.org

Agency:

Billing Contact Name:
Billing Address:

Billing Contact Phone:
Billing E-mail:

DDI: DDI Media

Sales Representative: Mark Gehrs
8315 Drury Industrial Parkway
St. Louis, MO 63114
Telephone: (314) 423-5040

2. Subject to the terms and conditions of this Agreement, DDI agrees to post Advertiser's display as follows:

- A. Location of Billboard: **0050AD I-255 0.2 mi W/O Jefferson Barracks Bridge SS (W/F)**
- B. Billboard Size/Viewing: 14 x 48 with 1200 10 second spots per day.
- C. Production: DDI will format artwork and implement into advertisement within one (1) business day after receipt from Advertiser. Quoted rate includes an unlimited number of copy changes.
- D. Commencement Date: 11/27/2023

3. Terms of Payment:

A. For the designated services, Advertiser agrees to pay DDI One Thousand Nine Hundred Dollars (\$1,900.00), net to DDI, per ad cycle (each four (4) week period) beginning on the Commencement Date for a term 1.25 ad cycles.

B. Payment is due at DDI's address on or before the first day of the applicable ad cycle and shall be considered delinquent if not paid within fifteen (15) days after the due date. Interest at the rate of one and one-half percent (1.5%) per month will be charged on delinquent amounts from the due date until paid.

- C. Please select your payment method:

☐

I will pay via ACH. If checked, DDI will send Advertiser the form for completion.

☐

I will pay via credit card at ddimedia.net.

☐

I will pay via check. PAYMENTS ARE TO BE DELIVERED TO DDI AT 8315 DRURY INDUSTRIAL PARKWAY, ST. LOUIS, MISSOURI 63114.

D. Advertiser's failure to make any payment before delinquent or to fulfill any other obligation required of Advertiser, under this Agreement or any other agreement between DDI and Advertiser, shall constitute a breach of this Agreement by Advertiser. If Advertiser breaches this Agreement, the balance for the remainder of the term shall immediately become due and payable, DDI shall have the right to remove the advertisement at any time and Advertiser shall pay all of DDI's cost of enforcing or terminating this Agreement and all costs of collection, including reasonable attorneys' fees.

E. ☐ Check here to receive invoices by e-mail. Invoices will be delivered to Advertiser's Billing e-mail address in Section 1.

SUBJECT TO ADDITIONAL TERMS AND CONDITIONS ON FOLLOWING PAGE(S).

ACCEPTED AND AGREED TO BY:

ADVERTISER:

Discover Downstate Illinois for City of Waterloo

DDI:

DDI Media

BY: _____

Christine Orr

BY: _____

PATRICK S. MCLAUGHLIN
S.V.P. & GENERAL MANAGER

PRINT NAME: _____

TITLE: Sales/Marketing Director

DATE: _____

Mark/contract/Waterloo50AD 11-14-23

DATE: _____



www.waterloo.il.us



[cityofwaterlooil](https://www.facebook.com/cityofwaterlooil)



[waterlooil](https://www.instagram.com/waterlooil)

discover **DOWNSTATE**
ILLINOIS

enjoy
illinois

AGENDA REQUEST

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

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

November 20, 2023

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Approval of the Waterloo Commons Final Plat for Lots #7 and #8.

3. Relief or action to be requested:

Approval.

4. Submittal date: 11-16-23

Submitted by:

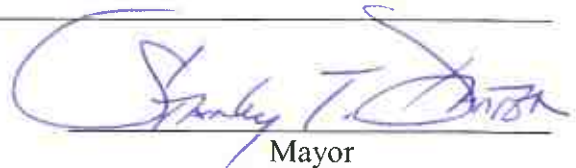
Nathan Krebel, Subdivision & Zoning Administrator

DISPOSITION

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

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

 Matter referred to


Mayor

STANLEY T DARTER, Mayor
MECHELLE CHILDERS, Clerk
BRAD A. PAPENBERG, Treasurer



Nathan Krebel
Zoning Administrator
Subdivision Administrator
100 West Fourth Street
Waterloo, Illinois 62298
(618) 939-8730

Memorandum

To: Mayor Darter & City Council
From: Nathan Krebel
Date: 11-06-2023
Re: Waterloo Commons Final Plat

The Desco Group is requesting approval from City Council to approve Waterloo commons final plat for lots 7 & 8. Currently there is a purchaser for approximately .89 acres of the 1.32 acre lot thus requiring a new final plat to split the lot into two lots.

At the October 9th Planning Commission meeting, the members gave a favorable **recommendation** for the final plat (please see the attached meeting minutes). At the October 31st Public Works plat review meeting a favorable recommendation was given with the condition that a 10' utility easement be added on each side of Lot 7 & 8 (please see the final plat) and Planning Committee gave a favorable **recommendation** at the November 6th meeting.

The proposed final plat meets all zoning requirements therefore I recommend the proposed final plat

Respectfully,

Nathan Krebel
Zoning/Subdivision Administrator

MINUTES OF THE PLANNING COMMISSION
MEETING HELD ON October 9, 2023

The meeting was called to order by Rau at 7:00pm.

Roll call was taken: **Present:** Rau, Hicks, Pittman

Rau asked if there were any additions or corrections to the minutes from September 11, 2023 Planning Commission meeting. There were none. A motion was made by Hicks and seconded by Pittman to approve the minutes of the September 11, 2023, meeting minutes. **Motion carried.**

Rau asked if there were any citizens to address the Planning Commission. There were none.

Rau asked if there were any corrections or deletions to the agenda. There were none.

PETITIONS:

P-23-10-01 Review and Comment on a Final Plat for Waterloo Commons Lot 7 Part of Parcel No. 07-24-265-099-000.

Kelly Long from the Desco Group (owners of the subject property) was present to represent the petition. Taco Bell is interested in purchasing 1 acre of the approximately 1.47 acre lot. Desco originally wanted Taco Bell to purchase the entire 1.47 acres, however the end result was to split off 1 acre for Taco Bell. In order to proceed with the purchase a final plat needs to be approved by the City of Waterloo.

The Zoning Administrator reviewed the proposed final plat. The 1 acre for Taco Bell meets all zoning requirements but was concerned if the leftover lot could be successfully used in the future and requested Desco to provide some conceptual plans to see what type of business would fit the .47 acre leftover lot. The property is zoned B-3 and the no minimum lot size and the only setback is a 20' rear. There is an easement on the south property line that is used for a gas main and primary underground electric.

Mr. Rau asked Ms. Long if the leftover property would be viable and she commented that there are coffee kiosk and ATM's that utilizes less than .47 acres just like stated in the submitted conceptual plans. Mr. Hicks and Mr. Pittman stated that if the leftover lot meets zoning requirements and a potential business could use the lot then they are good with it.

Recommendation: A motion was made by Pittman and seconded by Hicks for a favorable recommendation on the Waterloo Commons Lot 7 Final Plat.

Members voted as follows:

YES –Rau, Hicks, Pittman

Z-23-10-03 Review and Comment on a Petition for a Special Use Permit for a home occupation (Custom T-shirt Embroidery) to be located at 135 Links Lane Parcel No. 08-19-450-021-000.

The petitioners, Daniel & Alysia Brinkman was present to represent the petition. The Brinkmann's recently moved to 135 Links Lane and work out of their basement printing and embroidering shirts. There was a complaint call regarding people coming and going from this residence picking up packages therefore the Zoning Administrator requested the homeowners to file a petition for a special use to operate a home occupation.

Mr. Rau asked Mrs. Brinkman what is the square footage of the business in the basement because the machines needed for this type of business would take up some space. The reply was that the machines do not take up much space and the room is 12'wide. Mr. Rau asked what is your typical volume of pick up. She replied that it

can be anywhere from one to fifteen per day and the complaint possibly came from their business and they are also remodeling the kitchen and bathroom so there are construction vehicles present. It was also noted that the petitioners have many personal vehicles that are in the garage, driveway, and street. Mr. Hicks mentioned that he understands why the neighbors may be upset with all the vehicles but they are not breaking any ordinances. Mr. Rau recently did a drive by and he noted that nothing seemed out of the ordinary. The petitioners submitted a picture to the Planning Commission showing the front porch where there is a cabinet to store items for pick up. Mr. Pittman stated that he doesn't see a line item where their home occupation use violates the code and Mr. Rau stated that no one came to the meeting tonight to protest this petition.

Recommendation: A motion was made by Hicks and seconded by Pittman for a favorable recommendation on the Special Use Permit for a home occupation.

Members voted as follows:

YES –Rau, Hicks, Pittman

OLD BUSINESS: Review and Comment on updates to the 2018 Comprehensive Plan (Ward 3).

The Commission decided to defer discussion on Ward 3 until more members are present.

COMMENTS: None.

Motion to adjourn the meeting at 7:31 PM was made by Hicks and seconded by Pittman. Motion carried.
Minutes submitted by Nathan Krebel.

