

# WATERLOO CITY COUNCIL

## *Regular Meeting Agenda*

Date: January 25, 2016

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 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.
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. 1695 Authorizing the Sale of Surplus Personal Property.
  - B. Consideration and Action on Resolution No. 16-03 Authorizing an Agreement Between the City of Waterloo, IL and Streiler Planning, LLC to Provide Professional Planning Services for Updating of the City's Comprehensive Plan.
11. Unfinished Business.
12. Miscellaneous Business.
  - A. Consideration and Action on a Request from the Monroe County Outreach Group for their Annual Kristina's Race for Peace to be held on May 14, 2016, 6:00 a.m. to 11 a.m., and the Closure of Main Street between Mill and Third Streets.
  - B. Consideration and Action on a Raffle License Request and Waiver of Bond from the Ss Peter and Paul Catholic Church for a Multiple Raffle License.
  - C. Consideration and Action on a Request from Helping Strays for their Annual Mutt-n-Me 5K / 1 Mile Walk to be held on October 1, 2016.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

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### **DATES TO REMEMBER**

- Feb. 02, 2016 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
- Feb. 08, 2016 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
- Feb. 09, 2016 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
- Feb. 10, 2016 – Minister's Meeting, Waterloo City Hall: Second Floor, 8:00 a.m.
- Feb. 10, 2016 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
- Feb. 11, 2016 – Violence Prevention Meeting, Waterloo City Hall: Second Floor, 4:00 p.m.
- Feb. 13 and 15, 2016 – Closed for the President's Day Holiday
- Feb. 16, 2016 – Garden Club Meeting, Waterloo City Hall: Front Conference Room, 6:30 p.m.
- Feb. 16, 2016 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
- Feb. 17, 2016 – Discover Historic Waterloo Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.
- Feb. 18, 2016 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
- Feb. 22, 2016 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.
- Feb. 23, 2016 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.

**MINUTES OF THE  
CITY COUNCIL MEETING  
JANUARY 18, 2016**

1. The meeting was called to order by Mayor Tom Smith.
2. The following Aldermen were present: Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Koerber and Heller.
3. Pledge of Allegiance led by Mayor Smith.
4. Correction or Withdrawal of Agenda Items by Sponsor  
None.
5. Approval of Minutes as Written or Amended  
Motion made by Alderman Darter and seconded by Alderman Frederick to approve January 04, 2016 7:30 p.m. City Council Meeting Minutes. Motion passed unanimously with Aldermen Darter, Frederick, Koerber, Heller, Notheisen, Thomas, Hopkins, and Trantham voting yea.
6. Petitions by Citizens on Non-Agenda Items.  
None.
7. Reports and Communications from the Mayor and other City Officers.
  - A. Report of Collector.  
The report is in the packet. Motion made by Alderman Notheisen and seconded by Alderman Hopkins to accept the report. Motion passed unanimously with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Frederick, Koerber and Heller voting yea.
  - B. Report of Treasurer.  
The report is in the packet. Motion made by Alderman Frederick and seconded by Alderman Heller to accept the report. Motion passed unanimously with Aldermen Frederick, Koerber, Heller, Notheisen, Thomas, Hopkins, Trantham and Darter voting yea.
  - C. Report of Zoning Administrator.  
No report.
  - D. Report of Director of Public Works.  
No report.
  - E. Report of Chief of Police.  
No report.
  - F. Report of City Attorney.  
No report.
  - H. Report and Communication by Mayor.  
No report.
8. Report of Standing Committees.  
Alderman Hopkins stated the Drainage Committee met 01-12-16 and went over the 13-page document and will meet on 01-16-16 to complete their report.
9. Report of Special Committees.  
None.

10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.
  - A. Consideration and Action on Resolution No. 16-01 Urging Members of the United States Congress to Take Steps to Reduce “Dumping” of Foreign Steel Into the United States Market.

Motion made by Alderman Hopkins and seconded by Alderman Notheisen to approve Resolution No. 16-01 Urging Members of the United States Congress to Take Steps to Reduce “Dumping” of Foreign Steel Into the United States Market. Discussion. Mayor Smith explained the issue is to stop the USA from buying cheaper steel from China. Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Frederick Koerber, Heller, Notheisen and Thomas voting yea.
  - B. Consideration and Action on Resolution No. 16-02 Approving the Proclamation and Naming of the City of Waterloo, Illinois as a Purple Heart City.

Motion made by Alderman Darter and seconded by Alderman Frederick to approve Resolution No. 16-02 Approving the Proclamation and Naming of the City of Waterloo, Illinois as a Purple Heart City. Mayor Smith explained a Purple Heart City is where the citizens help others and the Purple Heart monument will be put at Lakeside Park. Roy May spoke to the Council and stated how good it is to have Waterloo as a Purple Heart City. Motion passed unanimously with Aldermen Darter, Frederick, Koerber, Heller, Notheisen, Thomas, Hopkins and Trantham voting yea.
11. Unfinished Business.

None.
12. Miscellaneous Business.
  - A. Consideration and Action on a Trane Service Agreement in the Total Amount of \$18,138.00 for the HVAC System at the Waterloo City Hall.

Motion made by Alderman Hopkins and seconded by Alderman Darter to approve a Trane Service Agreement in the total amount of \$18,138.00 for the HVAC System at the Waterloo City Hall. Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Frederick, Koerber, Heller Notheisen and Thomas voting yea.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.

**Alderman Notheisen** thanked Mayor Smith and all those involved in making the Bicentennial kick off celebration in Hecker a success Saturday with 600 in attendance. He stated the official Bicentennial flower is a maroon petunia.

**Mayor Smith** held a moment of silence honoring the death of George Dunlap, Sarah Duetch’s father.

**Alderman Heller** stated the Sister City membership is dwindling due to security problems all over the world.

August 6, 2016 will be the next Bicentennial celebration.

Saturday, 01-23-16, the Eagle Class room tour will be at the school in Valmeyer and the bald eagle bird sanctuary will be in the American Legion
14. Motion to Adjourn. Motion made by Alderman Notheisen and seconded by Alderman Heller to adjourn. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 7:55 p.m.

**Barbara Pace,  
CITY CLERK**

<b>1/22/2016</b>															
<b>Code Administrator</b>															
<b>2015 YTD</b>															
<b>Rental Inspections Made:</b>															
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
	<b>As of 1/22/16</b>		16											16	
	2015		11	16	15	29	20	26	28	22	21	25	17	17	247
<b>Building Inspector</b>															
<b>2015 YTD</b>															
<b>New Construction Inspections Made (to be made):</b>															
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
	<b>As of 1/22/16</b>		3											3	
	2015		21	16	19	32	19	37	13	47	26	29	19	15	293
<b>Dumpster/POD Permits Issued:</b>															
			Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	
	<b>As of 1/22/16</b>		1											1	
	2015		7	5	9	9	11	6	4	10	6	6	5	6	84

**Code Administrator**

2016 YTD															
Violations Found:	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	2015 Total	
Smoke Detectors	4												4	49	
GFI's	2												2	44	
Electrical Conditions	2												2	30	
General Cleaning	1												1	45	
General Repairs	1												1	49	
Carbon Monoxide Detectors	1												1	47	
Dryer Vents	1												1	18	
Screens/Windows	1												1	19	
Handrails	1												1	21	
Windows/Operation	1												1	11	
W/H Pressure Relief Valve	1												1	11	
Plumbing	0												0	46	
Exterior Doors/Sealed	0												0	9	
Gutters/Downspouts	0												0	14	
Exterior/Weather Tight	0												0	17	
Walls Around Tub/Shower	0												0	27	
Interior Walls	0												0	12	
Flooring Hazards	0												0	17	
Property/Clean	0												0	12	
Receptacles	0												0	25	
Exterior/Maintained	0												0	14	
Out Buildings	0												0	10	
W/H Vented Correctly	0												0	1	
Skirting On Trailers	0												0	1	
Correct Exterior Locks	0												0	5	
W/H Wired Correctly	0												0	3	
Fire Extinguisher	0												0	1	
As Of 1/22/16	Total	16											16		
	2015 Total	35	20	61	57	30	59	72	45	51	43	31	32	536	

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:  
January 25, 2016  
(Date)

2. Description of matter to be placed on agenda:  
Consideration and Action on Ordinance No. 1695 Authorizing the Sale of Surplus  
Personal Property.

3. Relief or action to be requested:  
Approval.

4. Submittal date: 01-15-16  
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. 1695**

**AN ORDINANCE AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY.**

**WHEREAS**, the City of Waterloo, Illinois owns the following equipment:

1. 1986 Model 120 Road Grader
2. 1995 Model 939 Front End Loader

**WHEREAS**, in the judgment of the City Council this equipment is not needed by the City; and

**WHEREAS**, in the judgment of the City it is appropriate that this equipment be sold by the City in a manner subject to its discretion with or without advertising the sale pursuant to 65 ILCS 11-76-4; and

**NOW THEREFORE**, be it ordained by the City Council of the City of Waterloo, Illinois, as follows:

**SECTION ONE.** The above recitals of this Ordinance are hereby adopted as findings of fact.

**SECTION TWO.** The City through its authorized agent, Tim Birk, is authorized to sell the above equipment with or without advertising for bids, at a price set per his discretion.

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

**PASSED** this 25<sup>th</sup> day of January 2016, pursuant to a roll call vote as follows:

**YEAS:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

**ABSTENTION:** \_\_\_\_\_

**APPROVED** by me this 25th day  
of January, 2016

**ATTESTED** by me this 25<sup>th</sup> day  
of January, 2016

\_\_\_\_\_  
**Thomas G. Smith**, Mayor  
City of Waterloo, Illinois

\_\_\_\_\_  
**Barbara Pace**, City Clerk  
City of Waterloo, 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:  
January 25, 2016  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on Resolution No. 16-03 Authorizing an Agreement  
Between the City of Waterloo, IL and Streiler Planning, LLC to Provide  
Professional Planning Services for Updating of the City's Comprehensive Plan.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_
  
4. Submittal date: 01-18-16  
  
Submitted by:  
Jim Nagel, Subdivision and 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



**RESOLUTION NO. 16-03**

**A RESOLUTION AUTHORIZING THE EXECUTION OF AN AGREEMENT BETWEEN THE CITY OF WATERLOO, IL AND STREILER PLANNING, LLC TO PROVIDE PROFESSIONAL PLANNING SERVICES FOR UPDATING OF THE CITY'S COMPREHENSIVE PLAN.**

**WHEREAS**, attached is a proposed Professional Planning Services Agreement for updating of the City's Comprehensive Plan; and,

**WHEREAS**, it is in the best interest of the City of Waterloo, IL to sign said Agreement for Professional Planning Services.

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council and the Mayor that the City of Waterloo does hereby direct and authorize the Mayor to execute said Agreement as attached.

**PASSED** by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 25<sup>th</sup> day of January, 2016.

**APPROVED:**

\_\_\_\_\_  
Thomas Smith, Mayor

**ATTESTED:**

\_\_\_\_\_  
Barbara Pace, City Clerk

AYES: \_\_\_\_\_

NAYES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

ABSTAINED: \_\_\_\_\_

## **AGREEMENT TO PROVIDE PROFESSIONAL PLANNING SERVICES**

THIS AGREEMENT, made this \_\_\_\_\_ of January in the year 2016.

BY AND BETWEEN the **City of Waterloo, Illinois**, hereinafter called the "Client," and **Streiler Planning, LLC** hereinafter called the "Consultant;"

WHEREAS, the Client desires to secure professional services to update the City's Comprehensive Plan, hereinafter called the "Project;" and

WHEREAS, pursuant to inquiry made by the Client (also known in this Agreement as "City"), and distributed to known professional planners, and after a comprehensive oral review process, Client has selected Consultant to provide professional services for assisting with the completion of the Project.

NOW, THEREFORE, the Client and the Consultant, in consideration of their mutual covenants herein, agree in matters pertaining to performing professional consulting services by the Consultant with respect to the Project and the payment for those services by the Client as set forth below.

### **ARTICLE I CONSULTANT RESPONSIBILITIES**

The Consultant shall perform for or furnish to the Client professional planning and related services in all phases of the Project to which this Agreement applies as hereinafter provided. The Consultant shall serve as the Client's prime Planning Professional on this Project.

The standard of care for all professional planning and related services performed or furnished by the Consultant under this Agreement will be the care and skill ordinarily used by members of the Consultant's profession, practicing under similar conditions at the same time and in the same locality. The Consultant makes no warranties, expressed or implied, under this Agreement or otherwise, in connection with the Consultant's services.

### **ARTICLE II SCOPE OF SERVICES**

The following scope of services was developed in response to the City's request to update the City's Comprehensive Plan. The Consultant will utilize information in the current Comprehensive Plan and other related studies, to the extent the information is relevant, accurate and authorized by the City. The Client shall provide the GIS Mapping files and databases as needed for the project maps. The Consultant will be responsible for providing the following planning services.

#### ***Task 1.0: Project Initiation "How has the City guided growth and development in the past?"***

A Kick-Off meeting will be conducted with the city liaison & advisory committee to review the project schedule, schedule meetings and begin the process of data acquisition. The Consultant will review Waterloo's land use codes, comprehensive plan and functions of the City's decision making bodies to better understand the planning and zoning process.

**Deliverables**

- Conduct Kick-off Meeting
- Project area base map- including roads and key natural and manmade land use features

**Task 2.0: Inventory and Assessment**

During Task 2 the Consultant will work with City Staff to inventory existing conditions and analyze pertinent land use, transportation, socio-economic and other pertinent background information that would aid in our understanding of the project area. The Consultant will review future transportation and land use development plans, locations of any future public improvements and contact the appropriate agencies and offices to obtain information to help evaluate the environmental, historical and quality of life aspects of the City. The planning team will tour the planning area to assess the visual and physical strengths and weaknesses of the City and its growth areas. Emphasis will be placed on compiling a comprehensive view of the development opportunities and constraints within the City to aid in the production of the Future Plan Use Plan for the City. The Consultant will prepare a summary of the existing conditions, listed below, and present the findings in both written and map form.

- a. Demographic and Census Data: The project team will compare the City's demographic findings to Monroe County, State and National averages.
- b. Existing transportation factors
  - Highways, railroads, parking, pedestrian accessibility, trails, safety, etc.
- c. Limiting physical and cultural features
  - Slope areas, erosive or unstable soils, geology, archaeologically significant areas, historic structures and cultural inventory, stream areas and negative land use externalities resulting from industrial uses, adult uses, blight, crime etc.
  - Major centralized service facilities
  - Public buildings or facilities, institutions, government activity centers, colleges, schools, significant traffic generators, businesses, corporate headquarters, major industry.
- d. Parks and Recreation
  - Deficiencies and/or surpluses in parks and recreation facilities will be identified.
  - Prospective locations for city facilities and parks.
  - Emphasis will be placed on compiling a comprehensive view of the development opportunities and constraints within the City and the production of a future park and recreation map.

**Deliverables**

- Demographic analysis, existing land use map and cultural & physical constraints map

**Task 3.0: Community Involvement**

Under this task, the Consultant will work to engage and educate the community of the Comprehensive Plan Update. The purpose of this Task is to build consensus regarding the future of Waterloo and to establish an effective foundation for the development, adoption, and implementation of the Plan. The following public engagement activities are included under this task:

- a. **Key Stakeholder Interviews-** the Consultant will conduct up to five (5) interviews with

key members of the community to help identify the strengths, weaknesses and threats facing the Waterloo and its planning environs. The interviews shall take place early in the planning process to help the Consultant gain an understanding of the critical issues as defined by the stakeholders. A list of potential stakeholders shall be provided by the Client.

- b. **Town Planning Workshops:** A minimum of four (4) Town Planning Workshops will be conducted. The Workshops may include, but not be limited to, City officials, staff and be open to invited residents. The Town Planning Workshops will help identify the key planning issues and help develop a vision for the future. The information gathered will help formulate identifiable needs, opportunities and constraints as determined by the City's appointed and elected officials.
- c. **Steering Committee Meetings:** Up to six (6) Steering Committee meetings are included as part of the comprehensive planning process. The purpose of the meetings is to present deliverables from each task, educate and build consensus. City Staff, the elected and appointed officials and the general public shall also be invited to attend these meetings as part of the Community Involvement and public outreach efforts.
- d. **Public Hearing:** A Public Hearing will be conducted pursuant to Illinois Statutes Chapter 65, prior to presenting the final comprehensive plan to the Planning Commission for adoption, see also Task 10.

#### **Deliverables**

*Critical Issues Report summarizing the findings of the public engagement efforts.*

#### **Task 4.0: Vision, Goals and Objectives**

This task will include a review of the public engagement summary (Critical Issues Report) to identify areas of consensus and refine the future land use recommendations and implementation strategies. The goals and objectives will consist of policy and mission statements constructed to address specific planning elements identified in the Critical Issue Report/Public Engagement process. The vision, goals and objectives will be used in the development of the future land use plan and implementation strategies. A key focus of this Task is the development of a citizen-defined vision for the future of Waterloo that will help provide the means and motivation necessary to implement plan goals, increase the confidence to invest and promote Waterloo.

#### **Deliverables**

- *Critical Issues Report which will include the vision, goals and objectives*

#### **Task 5.0: Downtown Revitalization Analysis**

The consultant will evaluate Downtown Waterloo and identify opportunities to diversify, grow and improve the Downtown Waterloo experience. This information will assist in determining the amount and types of uses that are supportable and what urban design improvements would have the greatest impact. As a part of this analysis, the Consultant will interview key stakeholders. These interviews will help determine the City's market potential as well as identify shortages and surpluses in the current retail and commercial sector.

The consultant will identify downtown revitalization opportunities to facilitate the growth and vitality of Downtown Waterloo and develop and prioritize strategies for immediate implementation. The Consultant will tour the Downtown businesses and adjacent neighborhoods to evaluate connectivity, safety and visual and physical strengths and

weaknesses and illustrate this information in both Map and text format. This hands-on inventory allows for the Consultant to understand both the existing conditions of the downtown area and identify surpluses and voids that may exist in Downtown Waterloo. The following issues will be addressed by the Consultant:

- a. Economic Development Factors to include:
  - Local and regional markets
  - Historic preservation
  - Revitalization of the City's central business district and key transportation corridors
  - Major transportation routes and access to multi-modal facilities
  - Prospective retail, commercial and industrial re-development sites
  - Redevelopment strategies for vacant or underutilized sites
  - Future expansion or relocation plans of local businesses
  - Parking surpluses or shortages and access for bus, van and long-term parking.
- b. The Consultant will review recent and pending development proposals.
- c. The Consultant will factor into its analysis the effects of pedestrian circulation, general vehicular circulation patterns and any proposed or planned adjacent development or capital improvements.

***Deliverables***

- *Downtown Revitalization Analysis Report and Future Land Use Map*

***Task 6.0: Future Transportation & Infrastructure Analysis***

The Consultant will work with City Staff, local transportation officials, and other public service authorities to review existing transportation & infrastructure capacities and future improvements. The Consultant will also work with the City Engineer/Public Works Director/Building Official and emergency service providers (fire, police, water, sewer, etc.) to review existing capacities and service demands. The results of the future transportation and infrastructure analysis will provide the basis for the City's Capital Improvement Program (CIP), future annexations and be used to determine the type, density and location of future growth. Existing and recommended transportation, public facilities and utility improvements will be presented in written and map form.

***Deliverables:***

- *Future Transportation and Public Facilities Summary Report & Maps*

***Task 7.0: Future Land Use & Growth Management Plan***

An important component of this task is to divide the project area into planning sub-areas. The sub-areas will separate the City into development, redevelopment and/or preservation areas to help guide development and implementation efforts. The Consultant will create a multi-colored future land use map that depicts the proposed revitalization sub-areas and identify how they will relate directly to the comprehensive plan and its growth areas. Special consideration will be given to identifying the most effective use of undeveloped land and surrounding land outside the present city limits. The Future Land Use and Growth Management Plan will consider the following:

- a. Past and existing patterns of growth and land use occupancy.
- b. Annexation of key commercial development.
- c. Local and regional demographic trends influencing housing demand and consumer spending.
- d. Population analysis, including population projections.
- e. Consultant will factor into its analysis the findings of the Economic Development Analysis.
- f. The development of a conceptual trail and pedestrian use plan.
- g. The stability and expansion of the City's utility and public services and strategies for expansion.
- h. The utilization of "downtown properties" and access to the City's central business district.

**Deliverables**

- *Future Land Use & Sub Area Map & Plan*

**Task 8.0: Implementation Strategies**

This work component will identify key resources and strategies for implementing the Vision and Goals of the Comprehensive Plan. The consultant will utilize a variety of traditional and non-traditional tools and approaches for guiding community development and revitalization, such as low impact development (LID), place making, cluster subdivisions and other applicable planning and implementation tools and concepts. The following issues will be addressed by the Consultant in the Implementation Strategies:

- a. The Consultant will identify local, state and federal assistance programs that support future public improvements and draft the plan in a manner that increases the City's likelihood of obtaining outside funding and identify steps to take to ensure maximum buy-in of the plan and access to local, state and federal grants.
- b. The Consultant will provide strategies to attract and promote the latest trends in housing, retail development, lakefront land usage and access, tourism, neighborhood stability, active lifestyle and healthy city initiatives;
- c. The Consultant will recommend regulatory updates such as signage standards and other zoning and subdivision code amendments as needed to maintain consistency with the proposed Plan Update.

**Deliverables:**

- *Implementation Strategies & Recommended Regulatory Amendments (Sign, Zoning, etc.)*

**Task 9.0: Formulation of the City of Waterloo Plan Update:**

The final product, the "Waterloo Comprehensive Plan Update", will be the synthesis of efforts and research into providing the client with a workable, sound document, fine tuned to the desired future of the City, and its planning programs. The first draft will be distributed for review by the Steering Committee and later presented to the Planning & Zoning Commission. All suggested revisions and alterations will be completed and presented in the final Plan. The Comprehensive Plan Update will include the following Sections:



- Executive Summary & Introduction
- Existing Conditions
- Critical Issues Report
- Vision, Goals and Objectives
- Transportation & Public Facilities Analysis
- Future Land Use and Sub-Area Plan
- Implementation Program
- Appendix

**Task 10: Public hearing & Plan Finalization** *"If the Citizens own it...they will support it"*

The Consultant will present the Plan Update and answer questions during a public hearing with the Planning Commission. The intent of this task is to raise awareness of the Plan Update and empower City Officials and the community to assist with plan implementation. Following final adoption, any final revisions will be made and the Consultant will provide a final, adopted plan for reproduction in a format compatible with the City's software.

**ARTICLE III  
SCHEDULE**

The Consultant will perform the services described in the Scope of Services for Tasks 1-10 within twelve (12) months of the Kick-Off Meeting; if the circumstances delay the completion date, consultant will perform the service to completion.

**ARTICLE IV  
COMPENSATION**

The Client shall compensate the Consultant in the amount of Forty-five-thousand dollars (\$45,000.00), excluding indirect expenses, for performing the work elements described in Article II Scope of Services. Additional services may be provided as directed by the City and mutually agreed upon by the Consultant and Client.

Hourly services, if any, may be provided beyond the fee and scope, as directed by the Client and agreed upon by the Consultant. Any work done beyond Article II shall be authorized by the Client, in writing, before the additional work commences. Should the Consultant perform additional services as directed by the Client beyond those specified in Article II, compensation will be billed on an hourly basis. The Consultant, as a condition to payment of additional hourly services shall first notify the Client that the services requested or contemplated by the Client falls outside the scope of services in Article II, and provide the Client a reasonable estimate of the cost of the work so requested. Mr. Streiler's 2016 rate is \$120.00/hour for general Planning Advisory Services.

A statement shall be submitted to the Client every 30 days including the services performed and other expenses for work specifically requested by the City and outlined in Article II. Payment is due no later than 30 days after the date of the Consultant's statement. If payment is not made in a timely manner, the Consultant reserves the right to discontinue work until payment is received. The Consultant shall own the reports, opinions, or materials which result from the assignment until paid for by client.

The Consultant shall report to and serve at the will of the Mayor and Planning Commission and shall receive compensation for services as provided herein. The Client may retain the Consultant for additional professional services as needed subject to the terms of this



Agreement

ARTICLE V
MISCELLANEOUS PROVISIONS

This Agreement shall be effective until the 31st day of December, 2017 or upon project completion, whichever comes last; PROVIDED, HOWEVER, the City may terminate this Agreement at any time and for any reason by giving to the Consultant a notice in writing.

This Agreement shall be governed by the laws of the State of Illinois. The Consultants only liability for performance of this assignment shall be limited to claims directly attributable to the failure of the Consultant to exercise the degree of skill and performance normally exercised by qualified persons performing similar functions.

The Consultant agrees to defend, indemnify and hold harmless the City, its elected and appointed officials, employees and volunteers from and against any and all liability for damages arising from injuries to persons or damage to property occasioned by any acts or omission of the Consultant, its subcontractors, agents, servants or employees.

The Consultant agrees not to subcontract any of the work required by this contract without prior written notice to the City.

CONSULTANT:

CLIENT:

Streiler Planning, LLC

City of Waterloo, Illinois

Date:
Todd M. Streiler, AICP, LEED AP

Date:
Tom Smith, Mayor

ATTEST

Date:
Barbara Pace, City Clerk



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:  
January 25, 2016  
(Date)

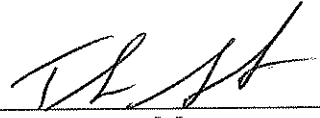
2. Description of matter to be placed on agenda:  
Consideration and Action on a Request from the Monroe County Outreach Group  
for their Annual Kristina's Race for Peace to be held on May 14, 2016, 6:00 a.m. to  
11 a.m., and the Closure of Main Street between Mill and Third Streets.

3. Relief or action to be requested:  
Approval.

4. Submittal date: 01-18-16  
  
Submitted by:  
Chief of Police, Jim Trantham  
Kay Clements, Chairman – Monroe County Outreach

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

Dear Mayor Smith,

On \_\_\_\_\_ I would like to hold the \_\_\_\_\_ annual Kristina's Race for Peace. We are requesting that 3<sup>rd</sup> street, by the Band Stand be shut down for the hours of 6 A.M – 11 A.M. We would also like to run the race starting on 3<sup>rd</sup> street, heading towards Library, turn right onto Veterans Drive, right on Moore, right at Columbia, left at James to Betty Drive, do the circle and coming back to James, turn left, go to Kolmer, right, then right on Evansville, left at Chester following Chester around to where it turns into Waterloo Drive, go to Columbia and go left here, then right on Main street, where race will end on Main street in front of the ~~band stand~~. We will have signs helping to direct people and also people standing at all of the main corners. We also would like Main Street shut down only during the race from Mill to 3<sup>rd</sup> Street and for the start 3<sup>rd</sup> and Main. We would also like to put up signs in front of the court house about walking in their shoes and a informational table on Domestic Violence. Thank you for your continued support.

UCC Church

Any questions please feel free to contact Kay Clements

Kay Clements

Chair of the Race

VPC Board Member

Chair of Monroe County Outreach Group

Put the yellow tan  
arrow signs at each  
corner showing direction  
of run. Thanks,

W216

Friday night/Sat. Morning

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:  
January 25, 2016  
(Date)

2. Description of matter to be placed on agenda:  
Consideration and Action on a Raffle License Request and Waiver of Bond from  
the Ss Peter and Paul Catholic Church for a Multiple Raffle License.

3. Relief or action to be requested:  
Approval.

4. Submittal date: 01-18-16

Submitted by:  
Staci Wittenauer, Raffle Manager  
Ss Peter and Paul Catholic Church

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

Thomas G. Smith, Mayor

# APPLICATION FOR RAFFLE LICENSE

License No.	<u>386</u>
Date	<u>01-25-16</u>
Fee	<u>\$35.00</u>

Organization Name: Ss. Peter and Paul Catholic Church

Address: 204 West Mill Street; Waterloo IL 62298

Type of Organization: Charitable/Religious/Non-Profit

Length of Existence of Organization: 100+ years

If organization is incorporated, what is the date and state of incorporation?

Date: \_\_\_\_\_ State: \_\_\_\_\_

List organization's presiding officer, secretary, raffle manager, and any other members responsible for the conduct and operation of the raffle:

Administrator

~~PRESIDENT~~: Rev. Osang F. Idagbo, C.M.

Address: 204 West Mill Street; Waterloo IL 62298

Phone #: 618-939-6426 ext. 17

Parish Business Manager

~~SECRETARY~~: Teresa M Meyer

Address: 204 West Mill Street; Waterloo IL 6298

Phone #: 618-939-6426 ext. 20

RAFFLE MANAGER: Staci Wittenauer

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_



CITY OFFICES  
 100 West Fourth Street  
 Waterloo, Illinois 62298  
 618.939.8600

Thomas G. Smith, Mayor

\_\_\_\_\_ This is a request for a single raffle license

XX This is a request for a multiple raffle license

If a multiple raffle license is requested, list on Exhibit 1, as attached, the date, time, and location for each raffle to be held within a one (1) year period of time from the date of the issuance of the license.

Aggregate Retail Value of Prizes	Fee
Less than \$500	\$5
\$500 or more, but less than \$1,000	\$15
\$1,000 or more, but less than \$10,000	\$25
\$10,000 or more, but less than \$100,000	\$35
More than \$100,000	\$50

The Application Fee is non-refundable even if the application is denied by the Waterloo City Council.

The Aggregate retail value of all prizes to be awarded: \$ 33,000.00

Maximum retail value of each prize to be awarded: \$ 15,000.00

Maximum price charged for each raffle chance issued or sold: \$ 100

Maximum number of raffle chances to be issued or sold: # 16,000

The area or areas in which raffle chances will be issued or sold: \_\_\_\_\_

Church and school grounds

Time period in which raffle chances will be issued or sold: February 2016 through \_\_\_\_\_

October 2016

The date, time, and location at which winning chances will be determined:

See Exhibit A

\_\_\_\_\_

Date

Time

Location



### SWORN STATEMENT

The following officers attest to the not-for-profit character of the applicant organization.

Ss. Peter & Paul Catholic Church

Name of Organization

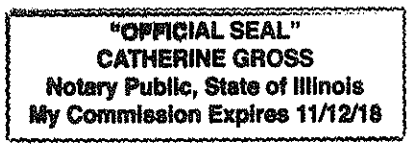
Dated this 20<sup>th</sup> day of January, 2016.

[Signature]  
PRESIDING OFFICER

[Signature]  
SECRETARY

STATE OF Illinois )  
COUNTY OF Monroe ) SS.

Signed and sworn to before me this 20<sup>th</sup> day of January, 2016.



[Signature]  
NOTARY PUBLIC

My Commission Expires: 11.12.2018

### CERTIFICATION

I, Osang F. Idagbo, of the Ss. Peter & Paul Catholic Church  
Presiding Officer Organization

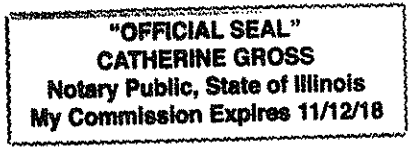
do hereby certify that the information contained in this application is true and correct.

Dated this 20<sup>th</sup> day of January, 2016.

[Signature]  
PRESIDING OFFICER

STATE OF Illinois )  
COUNTY OF Monroe ) SS.

Signed and sworn to before me this 20<sup>th</sup> day of January, 2016.



[Signature]  
NOTARY PUBLIC

My Commission Expires: 11.12.2018



## EXHIBIT 1

The following is the date, time, and location at which winning chances will be determined for multiple raffles to be held within a maximum period of one (1) year from the date of the issuance of this raffle license.

1/50 Raffle erstmarkt	1.	Date: <u>2/28/2016</u>	Time: <u>11 am to 5 pm</u>
		Location: <u>217 Third Street; Waterloo IL 62298 (school gym)</u>	
old Rush ,000.00 nic Raffle ue: \$1,500.00	2.	Date: <u>June 10 &amp; 11, 2016</u>	Time: <u>Noon to Midnight</u>
		Location: <u>204 West Mill Street; Waterloo IL 62298</u>	
old Rush 000.00	3.	Date: <u>July 15, 2016</u>	Time: <u>4:00 pm</u>
		Location: <u>204 West Mill Street; Waterloo IL 62298</u>	
old Rush 1,000.00	4.	Date: <u>August 15, 2016</u>	Time: <u>4:00 pm</u>
		Location: <u>204 West Mill Street; Waterloo IL 62298</u>	
Gold Rush \$1,000.00	5.	Date: <u>September 15, 2016</u>	Time: <u>4:00 pm</u>
		Location: <u>204 West Mill Street; Waterloo IL 62298</u>	
Gold Rush \$20,000	6.	Date: <u>October 1, 2016</u>	Time: <u>10:00 pm</u>
		Location: <u>217 West Third Street; Waterloo IL 62298</u>	
	7.	Date: _____	Time: _____
		Location: _____	
	8.	Date: _____	Time: _____
		Location: _____	
	9.	Date: _____	Time: _____
		Location: _____	
	10.	Date: _____	Time: _____
		Location: _____	
	11.	Date: _____	Time: _____
		Location: _____	
	12.	Date: _____	Time: _____
		Location: _____	

AGENDA REQUEST

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1. Request is made for placement on the agenda for meeting to be held on:  
January 25, 2016  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on a Request from Helping Strays for their Annual  
Mutt-n-Me 5K / 1 Mile Walk to be held on October 1, 2016.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_
  
4. Submittal date: 01-19-16  
  
Submitted by:  
Alice Imhof  
Helping Strays  
\_\_\_\_\_

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



## Tammy Kujawa

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**From:** Alice Imhof <[alice.imhof@helpingstrays.org](mailto:alice.imhof@helpingstrays.org)>  
**Sent:** Wednesday, January 20, 2016 11:31 AM  
**To:** Tammy Kujawa  
**Subject:** Fwd: Permission for the Mutt & Me 2016

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Thanks for your help, Tammy!  
Alice Imhof  
Helping Strays

----- Forwarded message -----

**From:** Alice Imhof <[alice.imhof@helpingstrays.org](mailto:alice.imhof@helpingstrays.org)>  
**Date:** Tue, Jan 19, 2016 at 3:09 PM  
**Subject:** Permission for the Mutt & Me 2016  
**To:** [mayorsmith@waterloo.il.us](mailto:mayorsmith@waterloo.il.us)

Hi Mayor Smith,

I am writing on behalf of Helping Strays, the Humane Society of Monroe County, requesting to have our annual Mutt & Me 5K/1 mile walk in downtown Waterloo again this year. We received permission this morning from the Monroe County Commissioners to once again use the Courthouse yard on October 1, 2016, for the event. We would use the same route as in October 2015, which is also the same route as the Life Network run/walk. If you would need more information, please contact me and I will be happy to provide.

Thank you,  
Alice Imhof  
Helping Strays Volunteer and Board Member  
Mutt & Me chair



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Runners Route - total miles 3.1

- Start at the corner of Third and Main
- Follow Third – (west)
- R on S. Library – (north)
- L on Veterans – (west)
- R on N. Moore – (north)
- R on Columbia Ave. – (east)
- L on James – (north)
- L on Betty – (west)
- Go around circle drive cul de sac
- L on James – (north)
- R on Kolmer Ave. – (east)
- R on Evansville Ave. – (south)
- L on Chester Ave. – (east)
- R on Waterloo Dr. – (south)
- L on Columbia Ave. – (east)
- R on N. Main – (south)
- End in front of Monroe County court House

Walkers Route – 1.8 miles

- Start at the corner of Third and Main
- Follow Third – (west)
- R on S. Library – (north)
- L on Veterans – (west)
- R on N. Moore – (north)
- R on Columbia Ave. – (east)
- R on N. Main – (south)
- End in front of Monroe County court House

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**Business Office:** 1329 N. Illinois Route 3, Suite 1, Waterloo, IL 62298 - 618.939.PETZ (7389)

**Animal Shelter:** 4172 S. Illinois Route 3, Red Bud, IL 62278 - 618.282.PETS (7387)