

# **WATERLOO CITY COUNCIL**

## ***Regular Meeting Agenda***

Date: September 18, 2017

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.
  11. Unfinished Business.
  12. Miscellaneous Business.
    - A. Consideration and Action on Special Event Permit Application No. 17-019-E from the City of Waterloo for the Annual PumpkinFest Event to be held on October 14, 2017 from 7:30 a.m. to 5:00 p.m. with the closure of Main St. from the south corner of K & D Printing to the alley between Fourth St. and Third St.; Third St. from Market to Main; and, Mill Street from Market to the alley between Main and N. Church St.
    - B. Consideration and Action on Special Event Permit Application No. 17-020-E from the SS Peter & Paul PTO for the PumpkinFest 5K Walk/Run to be held on October 14, 2017 from 7:30 a.m. to 10:30 a.m.
    - C. Consideration and Action on Request by Lutheran Child and Family Services of Illinois, dba Nice Twice, for waiving of building permit and inspection fees for accessory structures to be constructed at 518 Park Street, in the amount of \$107.60.
    - D. Consideration and Action on Façade Grant for Willis Fischer Commercial Property at 116 South Moore Street.
    - E. Consideration and Action on Façade Grant for Nathan Hirsch Commercial Property at 219 West Mill Street.
  13. Discussion of Matters by Council Members Arising After Agenda Deadline.
  14. Motion to Adjourn.
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## **DATES TO REMEMBER**

- Sept. 26, 2017 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.  
Oct. 02, 2017 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Oct. 09, 2017 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Oct. 10, 2017 – Sister Cities Meeting, Waterloo City Hall: Second Floor, 5:00 p.m.  
Oct. 11, 2017 – Minister’s Meeting, Waterloo City Hall: Second Floor, 8:00 a.m.  
Oct. 11, 2017 – Park District Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.  
Oct. 12, 2017 – Violence Prevention Meeting, Waterloo City Hall: Second Floor, 4:00 p.m.  
Oct. 16, 2017 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Oct. 19, 2017 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Oct. 24, 2017 – American Legion Meeting, Waterloo City Hall: Second Floor, 7:00 p.m.

**MINUTES OF THE  
CITY COUNCIL MEETING  
SEPTEMBER 05, 2017**

1. The meeting was called to order by Mayor Tom Smith.
2. The following Aldermen were present: Thomas, Hopkins, Trantham, Darter, Buettner, and Heller. Alderman Notheisen and Alderman Row were absent.
3. Pledge of Allegiance led by Mayor Tom Smith.
4. Correction or Withdrawal of Agenda Items by Sponsor.  
Motion made by Alderman Thomas and seconded by Alderman Heller to withdraw Agenda Item #12E. Motion passed unanimously with Aldermen Thomas, Hopkins, Trantham, Darter, Buettner and Heller voting yea.
5. Approval of Minutes as Written or Amended.  
Motion as made by Alderman Darter and seconded by Alderman Heller to approve the August 21, 2017 City Council Meeting Minutes. Motion passed unanimously with Aldermen Darter, Buettner, Heller, Thomas, Hopkins and Trantham voting yea.
6. Petitions by Citizens on Non-Agenda Items.  
Emily Whelan spoke to the Council and re-introduced live streaming. Mayor Smith will meet with her to discuss the issue.
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 Zoning Administrator.  
No report.
  - D. Report of Director of Public Works.  
Tim Birk reported the Lou Del project will kick off tomorrow morning.
  - E. Report of Chief of Police.  
Chief Douglas reported the WPD new hire Justin Ellis has completed the police academy.
  - F. Report of City Attorney.  
No report.
  - G. Report and Communication by Mayor.  
No report.
8. Report of Standing Committees.  
None.
9. Report of Special Committees.  
None.
10. Presentation of Communications, Petitions, Resolutions, Orders and Ordinances by Aldermen.  
None.
11. Unfinished Business.  
None.

12. Miscellaneous Business.

- A. Consideration and Action on Warrant No. 557.  
Motion made by Alderman Darter and seconded by Alderman Heller to approve Warrant No. 557. Motion passed unanimously with Aldermen Darter, Buettner, Heller, Thomas, Hopkins and Trantham voting yea.
- B. Consideration and Action on Special Event Permit Application No. 17-016-E from JV's Downtown Bar & Grill for the Annual Explore Waterloo Block Party to be held on Friday, September 08, 2017 from 6:00 p.m. to 11:00 p.m. with the Closure of Main Street from the Alley South of JV's to just North of JV's.  
Motion made by Alderman Hopkins and seconded by Alderman Heller to approve Special Event Permit Application No. 17-016-E from JV's Downtown Bar & Grill for the Annual Explore Waterloo Block Party to be held on Friday, September 08, 2017 from 6:00 p.m. to 11:00 p.m. with the closure of Main Street from the alley south of JV's to just north of JV's. Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Buettner, Heller and Thomas voting yea.
- C. Consideration and Action on Special Event Permit Application 17-017-E from the WHS Athletic Booster Club for their Annual Homecoming Parade to be held on Wednesday, September 20, 2017 from 6:00 p.m. to 7:00 p.m.  
Motion made by Alderman Heller and seconded by Alderman Darter to approve Special Event Permit Application No. 17-017-E from the WHS Athletic Booster Club for their Annual Homecoming Parade to be held on Wednesday, September 20, 2017 from 6:00 p.m. to 7:00 p.m. Motion passed unanimously with Aldermen Heller, Thomas, Hopkins, Trantham, Darter and Buettner voting yea.
- D. Consideration and Action on Special Event Permit Application No. 17-018-E from Life Church X for Extreme Biker Sunday to be held on October 1, 2017 from 9:00 a.m. to 1:00 p.m. with the Closure of Steining Street from Park Street to alley behind the Church.  
Motion made by Alderman Hopkins and seconded by Alderman Heller to approve Special Event Permit Application No. 17-018-E from Life Church X for Extreme Biker Sunday to be held on October 1, 2017 from 9:00 a.m. to 1:00 p.m. with the closure of Steining Street from Park Street to alley behind the Church. Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Buettner, Heller and Thomas voting yea.
- E. Consideration and Action on Approval of Street Closures: Main St. from the South Corner of K & D Printing to the Alley between Fourth St. and Third St.; Third St. from Market to Main; and, Mill Street from Market to the Alley between Main and N. Church St. for PumpkinFest on Saturday, October 13, 2017.  
Removed from agenda.
- F. Consideration and Action on Solicitation Request from the St. Louis Post-Dispatch for their Annual Old Newsboys Day Fund Raiser to be held on Thursday, November 16, 2017 at the Intersections of Main/Mill, Main/First and Hamacher/Rogers from 6:00 a.m. to 9:00 a.m.  
Motion made by Alderman Darter and seconded by Alderman Thomas to approve the Solicitation Request from the St. Louis Post-Dispatch for their Annual Old Newsboys Day Fund Raiser to be held on Thursday, November 16, 2017 at the intersections of Main/Mill, Main/First and Hamacher/Rogers from 6:00 a.m. to 9:00 a.m. Motion passed unanimously with Aldermen Darter, Buettner, Heller, Thomas, Hopkins, and Trantham voting yea.
- G. Consideration and Action on One (1) Year Commitment at the Builder Level of \$10,000.00 to the Monroe County (Illinois) Economic Development Corporation.  
Motion made by Alderman Thomas and seconded by Alderman Hopkins to approve a one (1) year commitment at the Builder Level of \$10,000.00 to the Monroe County (Illinois) Economic Development Corporation. Motion passed unanimously with Aldermen Thomas, Hopkins, Trantham, Darter, Buettner and Heller voting yea.

- H. Consideration and Action on Renewal of Group Health Insurance Coverage with Blue Cross Blue Shield of Illinois Effective October 01, 2017.  
Motion made by Alderman Thomas and seconded by Alderman Hopkins to approve renewal of Group Health Insurance Coverage with Blue Cross Blue Shield of Illinois effective October 01, 2017. Motion passed unanimously with Aldermen Thomas, Hopkins, Trantham, Darter, Buettner and Heller voting yea.
- I. Consideration and Action on Renewal of Dental Insurance with Delta Dental for a 15-Month Period from October 01, 2017 through December 31, 2018.  
Motion made by Alderman Thomas to approve renewal of Dental Insurance with Delta Dental for a 15-month period from October 01, 2017 through December 31, 2018. Motion passed unanimously with Aldermen Thomas, Hopkins, Trantham, Darter, Buettner and Heller voting yea.
- J. Consideration and Action on Renewal of Life Insurance with Pro Tec Insurance Company for a 15-Month Period from October 01, 2017 through December 31, 2018.  
Motion made by Alderman Thomas and seconded by Alderman Heller to approve renewal of Life Insurance with Pro Tec Insurance Company for a 15-month period from October 01, 2017 through December 31, 2018. Motion passed unanimously with Aldermen Thomas, Hopkins, Trantham, Darter, Buettner and Heller voting yea.
- K. Consideration and Action on Signing of 1) Software as a Service Agreement, 2) Software Support & Maintenance Agreement, and 3) Master Purchase, License & Service Agreement, between the City of Waterloo, IL and Landis+Gyr Technology, Inc. for Implementation of an Advanced Metering Infrastructure System.  
Motion made by Alderman Darter and seconded by Alderman Heller to approve the signing of 1) Software as a Service Agreement, 2) Software Support & Maintenance Agreement, and 3) Master Purchase, License & Services Agreement between the City of Waterloo, IL and Landis+Gyr Technology, Inc. for implementation of an Advanced Metering Infrastructure System. Motion passed unanimously with Aldermen Darter, Buettner, Heller, Thomas, Hopkins and Trantham voting yea.
- L. Consideration and Action on Approval of a Request by Lutheran Child and Family Services of Illinois, dba Nice Twice, located at 518 Park Street, for the Replacement of a Non-Conforming Structure with a new a larger Non-Conforming Structure as Allowed in the City of Waterloo Zoning Code Section 40-13-3(B).  
Motion made by Alderman Hopkins and seconded by Alderman Darter to approve a request by Lutheran Child and Family Services of Illinois, dba Nice Twice, located at 518 Park Street, for the replacement of a non-conforming structure with a new larger non-conforming structure as allowed in the City of Waterloo Zoning Code Section 40-13-3(B). Motion passed unanimously with Aldermen Hopkins, Trantham, Darter, Buettner, Heller and Thomas voting yea.
- M. Consideration and Action on Approval of Estimated Travel Expenses for the 2017 IML Convention and Acceptance of the Illinois Sister City of the Year Award.  
Motion made by Alderman Thomas and seconded by Alderman Darter to approve the estimated travel expenses for the 2017 IML Convention and acceptance of the Illinois Sister City of the Year Award. Motion passed unanimously with Aldermen Darter, Buettner, Heller, Thomas, Hopkins and Trantham voting yea.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.  
**Alderman Thomas** stated it was good to see the meter reader software and maintenance agreement in place,  
**Alderman Hopkins** reminded the council of the Morrison-Talbott Public Library Open House on September 17, 2017 from 1-3 p.m.
14. Motion to Adjourn. Motion made by Alderman Thomas and seconded by Alderman Darter to adjourn. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:08 p.m.

**CITY OF WATERLOO, ILLINOIS  
COLLECTION REPORT**

	2016-2017 ACTUAL AMOUNT	2017-2018 BUDGETED AMOUNT	% INCREASE/ DECREASE	2016 AUG	2017 AUG	% INCREASE/ DECREASE	2016-2017 FISCAL YTD	2017-2018 FISCAL YTD	% INCREASE/ DECREASE
ELEC SALES	10,928,682.18	11,485,000.00	5.09%	1,375,224.24	1,247,569.26	-9.28%	3,587,022.95	3,816,206.01	6.39%
ELEC TAX	267,262.30			33,195.51	29,264.53	-11.84%	88,824.28	91,328.02	2.82%
ELECT MISC.	249,779.00	165,000.00	-33.94%	12,273.00	28,345.00	130.95%	89,697.00	88,701.00	-1.11%
SUBTOTAL	11,445,723.48	11,650,000.00	1.78%	1,420,692.75	1,305,178.79	-8.13%	3,765,544.23	3,996,235.03	6.13%
BEGINNING UNAPPLIED	452,042.85			34,921.10	33,349.59	-4.50%	167,300.15	134,644.44	-19.52%
UNAPPLIED CASH REC'D	121,448.56			8,994.94	4,966.14	-44.79%	40,028.15	31,103.74	-22.30%
UNAPPLIED DISBURSED	130,190.08			13,116.04	8,792.24	-32.97%	48,357.13	31,967.71	-33.89%
ENDING UNAPPLIED	443,301.33			30,800.00	29,523.49	-4.14%	158,971.17	133,780.47	-15.85%
GAS SALES	2,226,705.93	2,919,000.00	31.09%	97,966.04	94,252.05	-3.79%	577,016.68	603,603.54	4.61%
GAS TAX	61,558.14			2,047.89	2,282.19	11.44%	14,891.08	16,122.79	8.27%
GAS MISC.	158,757.00	70,400.00	-55.66%	-4,584.00	17,748.00	487.17%	40,055.00	47,332.00	18.17%
SUBTOTAL	2,447,021.07	2,989,400.00	22.16%	95,429.93	114,282.24	19.76%	631,962.76	667,058.33	5.55%
WATER SALES	2,146,492.75	2,363,000.00	10.09%	226,162.70	256,124.97	13.25%	736,930.57	836,348.40	13.49%
WATER MISC.	88,822.00	82,000.00	-7.68%	-965.00	16,775.00	1838.34%	31,438.00	46,604.00	48.24%
SUBTOTAL	2,235,314.75	2,445,000.00	9.38%	225,197.70	272,899.97	21.18%	768,368.57	882,952.40	14.91%
SEWER SALES	1,692,984.08	1,767,000.00	4.37%	175,701.53	178,832.87	1.78%	584,222.78	613,659.74	5.04%
SEWER MISC.	219,335.00	176,200.00	-19.67%	1,160.00	38,608.00	3228.28%	78,052.00	108,003.00	38.37%
SUBTOTAL	1,912,319.08	1,943,200.00	1.61%	176,861.53	217,440.87	22.94%	662,274.78	721,662.74	8.97%
CITY TAX	483,286.24	504,000.00	4.29%	49,212.87	45,633.10	-7.27%	151,551.76	159,377.27	5.16%
MISC.	27,895.00	31,700.00	13.64%	-786.00	7,177.00	1013.10%	11,567.00	17,146.00	48.23%
SUBTOTAL	511,181.24	535,700.00	4.80%	48,426.87	52,810.10	9.05%	163,118.76	176,523.27	8.22%
REFUSE FEE	712,392.25	750,450.00	5.34%	60,772.70	60,398.19	-0.62%	236,724.92	248,773.45	5.09%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	50,963.00	50,000.00	-1.89%	4,704.00	7,417.00	57.67%	16,543.00	26,665.00	61.19%
PERMITS	124,114.00	90,000.00	-27.49%	2,950.00	14,516.00	392.07%	36,648.00	55,753.00	52.13%
INSPECTION FEES	17,400.00	20,000.00	14.94%	1,650.00	1,425.00	-13.64%	7,425.00	5,175.00	-30.30%
FRANCHISE FEES	129,254.00	130,000.00	0.58%	18,479.00	17,587.00	-4.83%	36,081.00	35,302.00	-2.16%
LIQUOR LICENSE	7,030.00	7,000.00	-0.43%	30.00	250.00	733.33%	6,693.00	7,160.00	6.98%
INFRASTRUCTURE FEE	252,166.00	245,000.00	-2.84%	20,981.00	21,505.00	2.50%	83,645.00	82,801.00	-1.01%
HOTEL/MOTEL TAX	24,205.00	22,000.00	-9.11%	3,321.00	2,241.00	-32.52%	7,937.00	8,752.00	10.27%
MISC.	143,122.00	98,020.00	-31.51%	7,416.00	12,006.00	61.89%	64,307.00	73,582.00	14.42%
REPLACEMENT TAX	64,357.00	52,900.00	-17.80%	1,220.00	464.00	-61.97%	21,342.00	20,376.00	-4.53%
COUNTY TAX	348,623.00	395,000.00	13.30%	-	-		-	-	
SALES TAX	2,216,796.00	2,250,000.00	1.50%	187,304.00	180,635.00	-3.56%	722,534.00	711,528.00	-1.52%
BUSINESS DISTRICT TAX	91,643.00	90,000.00	-1.79%	7,838.00	8,239.00	5.12%	29,868.00	30,645.00	2.60%
VIDEO GAMING	83,455.00	84,000.00	0.65%	6,692.00	8,382.00	25.25%	25,061.00	35,422.00	41.34%
INCOME TAX	1,173,839.00	1,239,000.00	5.55%	18,780.00	108,976.00	480.28%	428,848.00	515,777.00	20.27%
SUBTOTAL	5,439,359.25	5,523,370.00	1.54%	342,137.70	444,041.19	29.78%	1,723,656.92	1,857,711.45	7.78%
MOTOR FUEL TAX	261,867.00	265,000.00	1.20%	22,446.00	22,678.00	1.03%	80,933.00	83,235.00	2.84%
MISC	3,103.00	2,700.00	-12.99%	198.00	676.00	241.41%	744.00	2,401.00	222.72%
SUBTOTAL	264,970.00	267,700.00	1.03%	22,644.00	23,354.00	3.14%	81,677.00	85,636.00	4.85%
UTILITY DEPOSITS	123,425.00	-		11,800.00	11,100.00	-5.93%	55,025.00	47,125.00	-14.36%
<b>TOTAL DEPOSITS</b>	<b>24,500,762.43</b>	<b>25,354,370.00</b>	<b>3.48%</b>	<b>2,352,185.42</b>	<b>2,446,073.30</b>	<b>3.99%</b>	<b>7,891,656.17</b>	<b>8,466,007.96</b>	<b>7.28%</b>

September 18, 2017

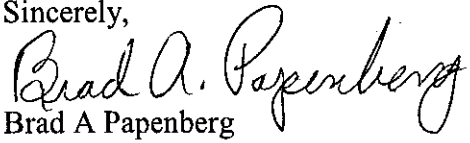
To: Mayor Tom Smith  
City Attorney  
City Aldermen

Re: Treasurer's Report

Attached, please find the August 31, 2017 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 of Waterloo weekdays from 8:00 AM – 5:00 PM. The phone number is 618-939-7194.

Sincerely,

  
Brad A Papenberg  
City Treasurer

**TREASURER'S REPORT  
CITY OF WATERLOO**

For the month ending  
August 31, 2017

<b>CHECKING ACCOUNT</b>	<b>BEGINNING BALANCE</b>	<b>RECEIPTS</b>	<b>DISBURSEMENTS</b>	<b>ENDING BALANCE</b>
Petty Cash	\$ 497.98	\$ -	\$ -	\$ 497.98
Utility Deposit	67,071.72	11,100.00	11,300.00	66,871.72
General Fund	(1,321,547.42)	211,234.23	529,311.94	(1,639,625.13)
Motor Fuel Tax	85,860.19	46.09	45,269.14	40,637.14
Water Fund	424,061.61	271,790.58	165,055.38	530,796.81
Sewer Fund	271,193.92	216,964.96	135,136.53	353,022.35
Gas Fund	852,264.76	108,568.61	165,878.38	794,954.99
Electric Fund	1,101,422.48	1,304,148.54	1,068,807.51	1,336,763.51
Capital Improvements	259,469.78	49,290.49	-	308,760.27
D.A.R.E.	1,175.95	-	-	1,175.95
Interest	7,258.33	1,592.73	-	8,851.06
Hotel/Motel Tax	118,197.79	2,491.28	3,826.51	116,862.56
<b>TOTALS:</b>	<b>\$1,866,927.09</b>	<b>\$2,177,227.51</b>	<b>\$2,124,585.39</b>	<b>\$1,919,569.21</b>

**INVESTED FUNDS**

Capital Improvements	\$ 2,253,113.26	4,534.13	-	\$ 2,257,647.39
Electric	\$ 4,460,896.89	8,977.04	-	\$ 4,469,873.93
E-Pay Utility Bills	3,679.91	46,606.01	46,092.21	4,193.71
Farm Account Income	127,765.73	16.28	-	127,782.01
Gas	3,881,154.75	7,810.37	-	3,888,965.12
General Fund	7,792,816.03	336,834.54	-	8,129,650.57
Motor Fuel	575,223.05	23,308.23	-	598,531.28
Pension Reserve	1,399,174.85	297.08	-	1,399,471.93
Sewer	1,783,759.58	3,589.61	-	1,787,349.19
Utility Deposits	304,302.32	612.37	-	304,914.69
Water	1,847,061.37	3,716.99	-	1,850,778.36

<b>Total Invested Funds:</b>	<b>\$24,428,947.74</b>	<b>\$436,302.65</b>	<b>\$46,092.21</b>	<b>\$24,819,158.18</b>
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<b>Total All City Funds:</b>	<b>\$26,295,874.83</b>	<b>\$2,613,530.16</b>	<b>\$2,170,677.60</b>	<b>\$26,738,727.39</b>
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<b>Debt and Pension Obligations</b>	<b>Date Opened</b>	<b>Original Balance</b>	<b>Current Balance</b>	<b>Rate</b>	<b>Payment Dates</b>
IEPA Sewer Loan	5/24/2007	\$12,372,060.00	\$6,788,492.92	2.50%	Jan and July
Unfunded Actuarial Accrued Liability - IMRF			\$2,046,400.00		
Unfunded Actuarial Accrued Liability - Police			\$2,869,014.00		
<b>Total Liabilities</b>		<b>\$12,372,060.00</b>	<b>\$11,703,906.92</b>		

Respectfully Submitted,

*Brad A. Papenberg*  
Brad A. Papenberg  
City Treasurer

## Building Inspector/Code Administrator Monthly Report 8/31/17

	January	February	March	April	May	June	July	August	September	October	November	December	Total
<b>New Construction Inspections:</b>													
2017	29	33	47	45	40	58	51	69					372
2016	12	14	23	30	49	26	44	21	42	35	20	23	339
2015	21	16	19	32	19	37	13	47	26	29	19	15	293
<b>New Construction Re-Inspections:</b>													
2017	8	5	6	11	4	9	5	7					55
<b>Rental Inspections:</b>													
2017	12	15	19	11	8	23	19	16					123
2016	21	15	12	18	26	23	26	23	20	22	17	16	239
2015	11	16	15	29	20	26	28	22	21	25	17	17	247
<b>Rental Re-Inspections:</b>													
2017	9	8	13	1	8	13	14	9					75
<b>Dumpster/POD Permits Issued:</b>													
2017	9	7	13	16	10	13	13	9					90
2016	5	12	8	15	13	14	14	10	11	15	8	5	130
2015	7	5	9	9	11	6	4	10	6	6	5	6	84
<b>Motor Vehicle Violation Notices:</b>													
2017	12	2	15	2	3	5	3	6					48
<b>Property Violation Notices:</b>													
2017	7	11	10	14	22	8	15	11					98
<b>Tickets Issued:</b>													
2017	1	0	5	1	3	1	4	2					17



AGENDA REQUEST

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

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

September 18, 2017

(Date)

2. Description of matter to be placed on agenda:

Consideration and Action on Special Event Permit Application No. 17-019-E from the  
City of Waterloo for the Annual PumpkinFest Event to be held on October 14, 2017 from  
7:30 a.m. to 5:00 p.m. with the closure of Main St. from the south corner of K & D  
Printing to the alley between Fourth St. and Third St.; Third St. from Market to Main; and,  
Mill Street from Market to the alley between Main and N. Church St.

3. Relief or action to be requested:

Approval.

4. Submittal date: 09-13-17

Submitted by:

Mayor Tom Smith

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



## 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 thirty (30) 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.

- 
1. Event Name / Type: PumpkinFest  
Location of Event: Downtown Waterloo
  
  2. Beginning Date / Time: 10/14/2017 7:30 a.m. Ending Date / Time: 10/14/2017 5:00 p.m.
  
  3. Organization Name: City of Waterloo  
Mailing Address: 100 West Fourth St Waterloo IL 62298  
Street City State Zip  
Phone Number: 618-939-8600 Email Address: sdeutch@waterloo.il.us  
Not For Profit Status: Yes  No  ID # \_\_\_\_\_
  
  4. Person in Charge of Event: Tom Smith  
Mailing Address: 100 West Fourth Street Waterloo IL 62298  
Street City State Zip  
Cell Phone Number: \_\_\_\_\_ Email Address: tsmith@waterloo.il.us
  
  5. Secondary Contact Person: Sarah Deutch  
Mailing Address: 100 West Fourth Street Waterloo IL 62298  
Street City State Zip  
Cell Phone Number: \_\_\_\_\_ Email Address: sdeutch@waterloo.il.us

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

<b>A. Narrative of Event.</b>
PumpkinFest is a day-long fall festival including live music, games, arts & crafts/retail/business and food vendors, and other entertainment. Streets need to be closed for pedestrian traffic, pumpkin train rides, hayrides, vendor Booths

<b>B. Sketch Plan of Site or Route of Walk/Run</b>	Attached <input type="checkbox"/>	Not Applicable <input type="checkbox"/>
--	-----------------------------------	---

<b>C. Will there be inflatable jumpers/bounce houses or amusement rides:</b>	Yes <input type="checkbox"/>	No <input checked="" type="checkbox"/>
• If yes, Proof of Liability Insurance is required. (See Clerk's Office for details.)		

<b>D. Proof of Liability Insurance must be provided and, if the event is held on City property, the City of Waterloo <u>must</u> 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.</b>
Attached <input checked="" type="checkbox"/>

<b>E. Liquor License information for beer sales (hours of sale):</b>
--

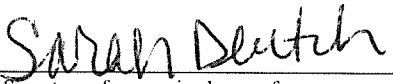
<b>G. Special Needs (i.e. Police, Fire, EMS, Street Dept., Electric)</b>
We will request that Police and EMS be present. Electric boxes will be unlocked and the street department
Will need to deliver barricades at several street intersections and alleyways.

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 in a timely manner.

**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

9/9/17  
 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 \_\_\_\_\_

Police Department <input type="checkbox"/>	Fire Department <input type="checkbox"/>	EMS <input type="checkbox"/>	Dispatch <input type="checkbox"/>
DPW / Street Department (for street closings, signalization, and detour routes) <input type="checkbox"/>			

**LIABILITY COVERAGES**

<b><u>FORM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>TOTAL AVAILABLE LIMITS</u></b>
RMA 1	General Liability	\$1,000,000. each occurrence, each Member, for all applicable coverages including "Special Liability Coverages" listed below --even if more than one coverage applies to the same loss.
RMA 6	Auto Liability	
RMA 2	Broad Form Property	
RMA 2	Civil Constitutional Rights-Assault/ Battery	
RMA 2	Contractual Liability	
RMA 2	Employee Benefit Programs Liability	
RMA 2	Incidental Malpractice	
RMA 2	Intentional Building Removal	
RMA 2	Limited Worldwide Liability	
RMA 2	Personal Injury/ Advertising Liability	
RMA 2	Watercraft Liability	
RMA 2	Personal Injury as Respects Employment Practices	

**SPECIAL LIABILITY COVERAGES**

<b><u>FORM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>TOTAL AVAILABLE LIMITS</u></b>
RMA 2	Premises Medical Payments	\$3,000. each person
		\$1,000,000. each occurrence
RMA 2	Fire Legal Liability	\$100,000. each occurrence
		\$100,000. annual aggregate
RMA 4	Public Officials/Employees	\$1,000,000. each occurrence
		\$8,000,000. annual aggregate
RMA 5	Liquor Liability	\$1,000,000. each occurrence - \$1,000,000. annual agg.
RMA 6	Auto Medical Payments	\$10,000. each person
		\$1,000,000. each occurrence
RMA 6	Uninsured/Underinsured Motorist	\$100,000. each person
		\$300,000. each accident

**PROPERTY COVERAGES**

<b><u>FORM</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>TOTAL AVAILABLE LIMITS</u></b>
RMA 10,	Auto Physical Damage	Combined limit:
		\$30,000,000. Any location, each occurrence;
RMA 11	Building/Personal Property	\$250,000,000. Each occurrence, all Members
and		
RMA 13	Inland Marine	\$50,000. extra expense
RMA 12	Valuable Papers/Records	\$50,000. each occurrence
RMA 10,	Flood/Earthquake	*\$5,000,000. each occ./annual aggregate each
RMA 11	Limits apply separately to each peril	Member - \$76,500,000. annual aggregate all Members
and		
RMA 13		

**\*CATASTROPHE COVERAGE - FLOOD/EARTHQUAKE**

All Members incurring losses exceeding the applicable per occurrence and/or annual aggregate limits during the same calendar year shall share on a pro rata basis that portion of the annual aggregate limit for all Members for that calendar year that remains after all claims for that calendar year have been settled.

AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:  
September 18, 2017  
(Date)


2. Description of matter to be placed on agenda:  
Consideration and Action on Special Event Permit Application No. 17-020-E from the SS  
Peter & Paul PTO for the PumpkinFest 5K Walk/Run to be held on October 14, 2017 from  
7:30 a.m. to 10:30 a.m.

3. Relief or action to be requested:  
Approval.

4. Submittal date: 09-14-17  
  
Submitted by:  
Lori Matzenbacher,  
SS Peter & Paul Catholic School PTO

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

## 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 thirty (30) 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.

1. Event Name / Type: Waterloo Pumpkin Fest 5k  
Location of Event: Courthouse Square Start and end  
7:30 <sup>am</sup> registration Ending 3rd and Main
2. Beginning Date / Time: Oct. 14, 2017 8:30 <sup>am</sup> start Date / Time: Oct. 14, 2017 10:30 <sup>am</sup>
3. Organization Name: Sts. Peter and Paul Catholic School PTO  
Mailing Address: 217 W. 3rd St. Waterloo, IL 62298  
Street City State Zip  
Phone Number: 939.7217 Email Address: lbuchheit@sppswaterloo.com  
Not For Profit Status: Yes  No  ID # E9991-5111-07
4. Person in Charge of Event: Lori Matzenbacher  
Mailing Address: \_\_\_\_\_  
Street City State Zip  
Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_
5. Secondary Contact Person: Pam Poetker  
Mailing Address: \_\_\_\_\_  
Street City State Zip  
Cell Phone Number: \_\_\_\_\_ Email Address: \_\_\_\_\_

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

A. Narrative of Event.  
5k walk/run through the city streets of Waterloo.

B. Sketch Plan of Site or Route of Walk/Run Attached  Sent Not Applicable

C. Will there be inflatable jumpers/bounce houses or amusement rides: Yes  No   
• If yes, Proof of Liability Insurance is required. (See Clerk's Office for details.)

D. Proof of Liability Insurance must be provided and, 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.  
Attached

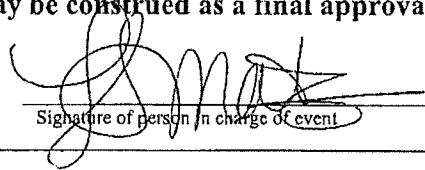
E. Liquor License Information for beer sales (hours of sale): N/A

G. Special Needs (i.e. Police, Fire, EMS, Street Dept., Electric)  
In the past there have been a couple of police officers that assist on Columbia Avenue.

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 in a timely manner.

**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.

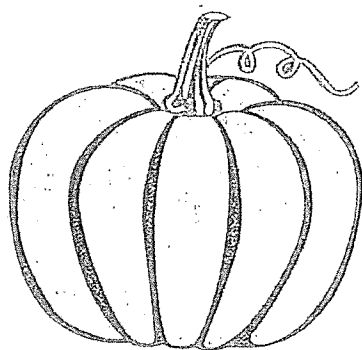
  
Signature of person in charge of event  
09/14/17  
Date of Submission

For office use only

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

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

Police Department  Fire Department  EMS  Dispatch   
DPW / Street Department (for street closings, signalization, and detour routes)



## Route for PumpkinFest 5K

Start at Third and Church  
Turn Right at Library and Third  
Turn left at Veterans and Library  
Turn right at Moore and Veterans  
Turn right at Columbia and Moore  
Turn left at James and Columbia  
Turn left and go around the cul-de-sac on Betty then left again on James  
Turn left and go around the cul-de-sac on Leah then left again on James  
Turn right at Kolmer and James  
Turn right at Evansville and Kolmer  
Turn left at Chester and Evansville  
Turn right at Waterloo and Chester  
Turn left at Columbia and Waterloo  
Turn right at Main and Columbia  
Stopping near the UCC church and First Street.

*Awards will be at the Bandstand on the Courthouse Lawn*



# Certificate of Coverage

Date: 9/14/2017

<b>Certificate Holder</b> Catholic Diocese of Belleville, Inc. Chancery Office 222 South 3rd Street Belleville, IL 62220	<p><b>This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.</b></p> <hr/> <b>Company Affording Coverage</b>  THE CATHOLIC MUTUAL RELIEF SOCIETY OF AMERICA 10843 OLD MILL RD OMAHA, NE 68154
<b>Covered Location</b> Ss. Peter & Paul Parish 217 West Third Street Waterloo, IL 62298	

**Coverages**

**This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate indicated, notwithstanding any requirement, term or condition of any contract or other document with respect to which this certificate may be issued or may pertain, the coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.**

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits
	Property				Real & Personal Property
	D. General Liability  <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8562	7/1/2017	7/1/2018	Each Occurrence
					1,000,000
					General Aggregate
					Products-Comp/OP Agg
					Personal & Adv Injury
					Fire Damage (Any one fire)
	Excess Liability	8562	7/1/2017	7/1/2018	Each Occurrence
					2,000,000
					Annual Aggregate
	Other				Each Occurrence
					Claims Made
					Annual Aggregate
					Limit/Coverage

**Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)**

Coverage is extended to the City of Waterloo IL only for claims arising from a 5K Run event sponsored by Ss. Peter and Paul Parish, 217 West Third St., Waterloo IL on October 14, 2017.

<b>Holder of Certificate</b>	<b>Cancellation</b>
------------------------------	---------------------

<b>Additional Protected Person(s)</b>  City of Waterloo, IL 100 West 4th St. Waterloo IL 62298	<p><b>Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.</b></p> <hr/> Authorized Representative
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0037004550

## ENDORSEMENT

(TO BE ATTACHED TO CERTIFICATE)

Effective Date of Endorsement: 10/14/2017

Cancellation Date of Endorsement: 10/14/2017

Certificate Holder: Catholic Diocese of Belleville, Inc.  
Chancery Office  
222 South 3rd Street  
Belleville, IL 62220

Location: Ss. Peter & Paul Parish  
217 West Third Street  
Waterloo, IL 62298

Certificate No. 8562 of The Catholic Mutual Relief Society of America is amended as follows:

### SECTION II - ADDITIONAL PROTECTED PERSON(S)

It is understood and agreed that Section II - Liability (only with respect to Coverage D - General Liability), is amended to include as an Additional Protected Person(s) members of the organizations shown in the schedule, but only with respect to their liability for the **Protected Person(s)** activities or activities they perform on behalf of the **Protected Person(s)**.

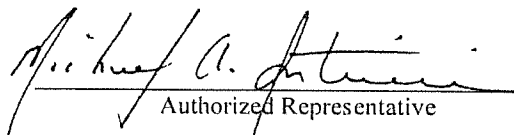
It is further understood and agreed that coverage extended under this endorsement is limited to and applies only with respect to liability assumed by contract or agreement; and this extension of coverage shall not enlarge the scope of coverage provided under this certificate or increase the limit of liability thereunder. Unless otherwise agreed by contract or agreement, coverage extended under this endorsement to the **Additional Protected Person(s)** will not precede the effective date of this certificate of coverage endorsement or extend beyond the cancellation date.

### Schedule - ADDITIONAL PROTECTED PERSON(S)

City of Waterloo, IL  
100 West 4th St.  
Waterloo IL 62298

Remarks (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language):

Coverage is extended to the City of Waterloo IL only for claims arising from a 5K Run event sponsored by Ss. Peter and Paul Parish, 217 West Third St., Waterloo IL on October 14, 2017.

  
Authorized Representative

AGENDA REQUEST

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

1. Request is made for placement on the agenda for meeting to be held on:  
September 18, 2017  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on Request by Lutheran Child and Family Services of Illinois,  
dba Nice Twice, for waiving of building permit and inspection fees for accessory  
structures to be constructed at 518 Park Street, in the amount of \$107.60.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_
  
4. Submittal date: 09-13-17  
  
Submitted by:  
Cindy McNew, Manager  
Nice Twice  
\_\_\_\_\_

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

---

**From:** Jim Nagel  
**Sent:** Thursday, September 14, 2017 8:11 AM  
**To:** Tammy Kujawa  
**Subject:** Fwd: Request to waive building permit, and inspection fees

Jim Nagel  
City of Waterloo

Begin forwarded message:

**From:**  
**Date:** September 9, 2017 at 3:35:57 PM CDT  
**To:** <[jnagel@waterloo.il.us](mailto:jnagel@waterloo.il.us)>  
**Subject:** Request to waive building permit, and inspection fees

Dear Mayor Smith, and Alderman for the city of Waterloo:

On behalf of Lutheran Child and Family Services and Nice Twice/Camp Wartburg, I would like to ask that you consider waiving the building permit and inspection fees in conjunction with the storage sheds that we are having installed at our Nice Twice store. We are a Not for profit (501C3). We would greatly appreciate any help in this matter.

Sincerely,  
Cindy McNew  
(Manager of Nice Twice)

**AGENDA REQUEST**

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

1. Request is made for placement on the agenda for meeting to be held on:  
September 18, 2017  
(Date)
2. Description of matter to be placed on agenda:  
Consideration and Action on Facade Grant  
for Willis Fischer Commercial Property  
at 116 South Moore Street.
3. Relief or action to be requested:  
Approval
4. Submittal date: 9-15-17  
  
Submitted by:  
Nathan Enebel, Building Inspector /  
Code 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

**AGENDA REQUEST**

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

1. Request is made for placement on the agenda for meeting to be held on:  
September 18, 2017  
(Date)

2. Description of matter to be placed on agenda:  
Consideration and Action on Facade Grant  
for Nathan Hirsch Commercial Property  
at 219 West Mill Street

3. Relief or action to be requested:  
Approval

4. Submittal date: 9-15-17

Submitted by:  
Nathan Kuebel, Building Inspector /  
Code 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