

# **WATERLOO CITY COUNCIL**

## **Regular Meeting Agenda**

Location: Waterloo City Hall - Council Chambers  
100 W. Fourth St., Waterloo, IL  
Date: Tuesday, February 18, 2025  
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 Treasurer.
  - B. Report of Collector / Budget Officer.
  - C. Report of Building Inspector / Code Administrator.
  - D. Report of Subdivision & Zoning Administrator.
  - E. Report of Deputy Director of Public Works.
  - F. Report of Director of Public Works.
  - G. Report of Chief of Police.
  - H. Report of City Attorney.
  - I. Report and Communication by Mayor.
    1. Appointment of Mrs. Trisha Hoagland as Human Resources Coordinator effective March 3, 2025.
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 Resolution No. 25-04 Approving the Signing of “Addendum 1 of 1” for a Contract between the City of Waterloo, IL and CERTOP, Inc. for Operation, Maintenance and Management of the Water Supply, Treatment and Storage Facilities for a term now set to expire December 31, 2025.
  - B. Consideration and Action on Resolution No. 25-05 Approving MFT Maintenance for Fiscal Year 2025-2026 in the amount of \$510,000.00.
11. Unfinished Business.
12. Miscellaneous Business.
  - A. Consideration and Action on Ad to be placed in the Tourism Times Spring / Summer Issue in the amount of \$700.00 to be paid out of the Hotel / Motel Tax Fund.
  - B. Consideration and Action on a Special Event Permit Application from the Monroe County Arts Alliance for their 4<sup>th</sup> Annual Chalk-A-Lot Event to be held on Saturday, September 13, 2025, 8:00 a.m. to 5:00 p.m., including the closure of Mill Street between Main and Market (including side alley) beginning on Friday, September 12, 2025 at 5:00 p.m. for set-up until Sunday, September 14, 2025 at 5:00 p.m. for viewing.
  - C. Consideration and Action on Approval of a Special Event Permit Application from the Monroe County Farmer’s Market for St. Patrick’s Day Winter Market to be held on March 15, 2025, from 7:00 a.m. to 1:00 p.m., including the closure of Mill Street between Market and Main.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.
14. Motion to Adjourn.

---

---

### **DATES TO REMEMBER**

Feb. 20, 2025 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Feb. 25, 2025 – American Legion Meeting, Waterloo City Hall: 2<sup>nd</sup> Floor Meeting Room, 7:00 p.m.  
Mar. 03, 2025 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Mar. 10, 2025 – Planning Commission Meeting, Waterloo City Hall: Council Chambers, 7:00 p.m.  
Mar. 11, 2025 – Sister Cities Meeting, Waterloo City Hall: Front Conference Room, 7:00 p.m.  
Mar. 12, 2025 – Park District Meeting, Waterloo City Hall: 2<sup>nd</sup> Floor Meeting Room, 7:00 p.m.  
Mar. 17, 2025 – City Council Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Mar. 20, 2025 – Zoning Board of Appeals Meeting, Waterloo City Hall: Council Chambers, 7:30 p.m.  
Mar. 25, 2025 – American Legion Meeting, Waterloo City Hall: 2<sup>nd</sup> Floor Meeting Room, 7:00 p.m.

**MINUTES OF THE  
CITY COUNCIL MEETING  
FEBRUARY 03, 2025**

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.  
Mayor Darter requested that an Executive Session for the Discussion of Personnel, as provided by 5 ILCS 120/2(c)(2), be added to the agenda for this evening as Item 12E.  
Motion to approve an Executive Session for the Discussion of Personnel as provided by 5 ILCS 120/2(c)(2) to be added to the agenda for this evening as Item 12E was made by Alderman Hopkins and seconded by Alderman Row.  
Motion passed with a unanimous voice vote.
5. Approval of Minutes as Written or Amended.  
Approval of the January 21, 2025, City Council Meeting Minutes.  
Motion made by Alderman Vogt and seconded by Alderman Matt Buettner to approve the January 21, 2025, City Council Meeting Minutes as presented.  
Motion passed unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting 'aye'.
6. Petitions by Citizens on Non-Agenda Items. None.
7. Reports and Communications from the Mayor and other City Officers.
  - A. Report of Treasurer. No report.
  - B. Report of Collector. No report.
  - C. Report of Subdivision Administrator & Zoning Administrator. No report.
  - D. Report of Deputy Director of Public Works. No report.
  - E. Report of Director of Public Works – The solid separator was received today for the water plant. Installation will begin tomorrow, with testing starting next week.
  - F. Report of Chief of Police. No report.
  - G. Report of City Attorney. No report.
  - H. Report and Communication by Mayor.
    1. Waterloo Beautification Check Presentation in the Amount of \$4,115.00 to Innovations Early Childhood Center at 221 Bradford Lane.
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. 25-02 Authorizing Access Control for the Proposed Rogers Street North and Country Club Lane Realignment and Rose Lane Extension Improvement.  
Motion made by Alderman Vogt and seconded by Alderman Row to approve Resolution No. 25-02 Authorizing Access Control for the Proposed Rogers Street North and Country Club Lane Realignment and Rose Lane Extension Improvement.  
Motion passed unanimously with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting 'aye'.
11. Unfinished Business. None.
12. Miscellaneous Business.
  - A. Consideration and Action on Warrant No. 646.  
Motion made by Alderman Kyle Buettner and seconded by Alderman Most to approve Warrant No. 646.  
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting 'aye'.

- B. Consideration and Action on Approval of Proposal from 618 Creative for the Design & Development of the City of Waterloo Website at a One-Time Total Cost Not to Exceed \$12,000.00; and, for the Monthly Hosting and Maintenance Package after the New Site is Live at a Monthly Cost of \$120.00.  
Motion made by Alderman Charron and seconded by Alderman Hopkins on Approval of Proposal from 618 Creative for the Design & Development of the City of Waterloo Website at a One-Time Total Cost Not to Exceed \$12,000.00; and, for the Monthly Hosting and Maintenance Package after the New Site is Live at a Monthly Cost of \$120.00.  
Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.
- C. Consideration and Action on Purchase of Five (5) Taser Packages from Axon Enterprise, Inc. in the Amount of \$19,845.00 for the Waterloo Police Department.  
Motion made by Alderman Kyle Buettner and seconded by Alderman Most on Approval to Purchase Five (5) Taser Packages from Axon Enterprise, Inc. in the Amount of \$19,845.00 for the Waterloo Police Department.  
Comments: The city received a grant that will cover all but \$4,159.00 of the cost.  
Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.
- D. Consideration and Action on a Solicitation Request from the Rotary Club of Monroe County for their Annual Bucket Brigade Fundraiser to be held on Saturday, June 7, 2025, 7:30 a.m. to 12:30 p.m., at the Intersections of Rogers / Hamacher and Main / Mill.  
Motion made by Alderman Charron and seconded by Alderman Matt Buettner to approve a Solicitation Request from the Rotary Club of Monroe County for their Annual Bucket Brigade Fundraiser to be held on Saturday, June 7, 2025, 7:30 a.m. to 12:30 p.m., at the Intersections of Rogers / Hamacher and Main / Mill.  
Motion passed unanimously with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.
- E. Consideration and Action on Executive Session for the Discussion of Personnel as per 5 ILCS 120/2(c)(1).  
Motion to move into Executive Session made by Alderman Row and seconded by Alderman Matt Buettner.  
Motion passed unanimously to enter into Executive Session with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye’.  
Entered Executive Session at 7:39 p.m.  
Adjourned Executive Session at 7:58 p.m.  
Motion to Resume Session made by Alderman Most and seconded by Alderman Vogt.  
Motion passed with a unanimous voice vote.  
Return to regular session at 7:58 p.m.
13. Discussion of Matters by Council Members Arising After Agenda Deadline.  
**Alderman Vogt** inquired whether the LED light mentioned by Ms. RuAnna Stumpf at the last City Council meeting had been addressed. The Mayor confirmed that it had and that Ms. Stumpf was satisfied with the results.  
**Mayor Darter** announced that due to the postal delays, the late fees for utility bills for this month only will be waived.
14. Motion to Adjourn made by Alderman Vogt and seconded by Alderman Matt Buettner.  
Motion passed with a unanimous voice vote.  
Mayor Darter adjourned the meeting at 7:59 p.m.

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

**CITY OF WATERLOO, ILLINOIS  
COLLECTION REPORT**

	<b>2023-2024</b>	<b>2024-2025</b>	<b>%</b>			<b>%</b>	<b>2023-2024</b>	<b>2024-2025</b>	<b>%</b>
	<b>ACTUAL</b>	<b>BUDGETED</b>	<b>INCREASE</b>	<b>2024</b>	<b>2025</b>	<b>INCREASE/</b>	<b>FISCAL</b>	<b>FISCAL</b>	<b>INCREASE/</b>
	<b>AMOUNT</b>	<b>AMOUNT</b>	<b>DECREASE</b>	<b>JAN</b>	<b>JAN</b>	<b>DECREASE</b>	<b>YTD</b>	<b>YTD</b>	<b>DECREASE</b>
ELEC SALES	10,891,328.03	11,570,000.00	6.23%	797,242.32	748,038.03	-6.17%	8,333,784.51	8,863,621.01	6.36%
ELEC TAX	263,506.28			18,877.14	16,024.37	-15.11%	203,912.81	203,480.79	-0.21%
ELECT MISC.	810,424.00	493,000.00	39.17%	67,102.00	61,729.00	-8.01%	630,210.00	923,132.00	46.48%
SUBTOTAL	11,965,258.31	12,063,000.00	0.82%	883,221.46	825,791.40	-6.50%	9,167,907.32	9,990,233.80	8.97%
BEGINNING UNAPPLIED	652,854.28			59,406.14	67,409.70	13.47%	470,143.95	466,810.78	-0.71%
UNAPPLIED CASH REC'D	171,979.35			16,827.48	17,198.73	2.21%	134,688.75	143,658.55	6.66%
UNAPPLIED DISBURSED	172,482.33			7,312.22	13,814.66	88.93%	97,551.16	104,145.61	6.76%
ENDING UNAPPLIED	652,351.30			68,921.40	70,793.77	2.72%	507,281.54	506,323.72	-0.19%
GAS SALES	2,995,484.49	3,921,000.00	30.90%	281,526.70	227,683.80	-19.13%	1,418,594.47	1,219,692.83	-14.02%
GAS TAX	67,805.99			7,271.90	5,644.51	-22.38%	33,220.68	27,006.05	-18.71%
GAS MISC.	236,573.00	163,500.00	30.89%	21,690.00	21,179.00	-2.36%	197,925.00	407,259.00	105.76%
SUBTOTAL	3,299,863.48	4,084,500.00	23.78%	310,488.60	254,507.31	-18.03%	1,649,740.15	1,653,957.88	0.26%
WATER SALES	3,810,391.91	4,130,000.00	8.39%	286,985.18	258,693.47	-9.86%	2,964,308.81	2,885,190.64	-2.67%
WATER MISC.	88,787.00	81,500.00	-8.21%	11,978.00	14,695.00	22.68%	74,999.00	133,178.00	77.57%
SUBTOTAL	3,899,178.91	4,211,500.00	8.01%	298,963.18	273,388.47	-8.55%	3,039,307.81	3,018,368.64	-0.69%
SEWER SALES	2,215,329.42	2,268,000.00	2.38%	175,342.70	156,111.13	-10.97%	1,703,667.87	1,674,684.96	-1.70%
SEWER MISC.	155,649.00	160,500.00	3.12%	28,805.00	14,209.00	-50.67%	136,697.00	195,472.00	43.00%
SUBTOTAL	2,370,978.42	2,428,500.00	2.43%	204,147.70	170,320.13	-16.57%	1,840,364.87	1,870,156.96	1.62%
CITY TAX	603,292.89	615,000.00	1.94%	46,331.65	39,620.80	-14.48%	425,400.35	411,888.42	-3.18%
MISC.	93,779.00	81,500.00	-13.09%	10,574.00	14,056.00	32.93%	91,259.00	142,220.00	55.84%
SUBTOTAL	697,071.89	696,500.00	-0.08%	56,905.65	53,676.80	-5.67%	516,659.35	554,108.42	7.25%
REFUSE FEE	966,564.61	1,035,750.00	7.16%	81,835.82	75,417.53	-7.84%	722,039.11	750,814.10	3.99%
VEHICLE STICKER	-	-		-	-		-	-	
FINES	42,944.00	40,000.00	-6.86%	2,483.00	6,047.00	143.54%	29,833.00	37,523.00	25.78%
PERMITS	84,704.00	100,000.00	18.06%	10,158.00	1,915.00	-81.15%	59,223.00	72,361.00	22.18%
INSPECTION FEES	16,525.00	15,000.00	-9.23%	1,625.00	1,350.00	-16.92%	10,175.00	26,060.00	156.12%
FRANCHISE FEES	118,103.00	120,000.00	1.61%	33,307.00	-	-100.00%	57,301.00	23,994.00	-58.13%
LIQUOR LICENSE	20,748.00	25,000.00	20.49%	30.00	10.00	-66.67%	20,218.00	22,380.00	10.69%
INFRASTRUCTURE FEE	131,398.00	130,000.00	-1.06%	10,859.00	10,151.00	-6.52%	98,831.00	145,955.00	47.68%
HOTEL/MOTEL TAX	32,353.00	30,000.00	-7.27%	2,149.00	2,405.00	11.91%	27,164.00	27,198.00	0.13%
MISC.	680,117.00	702,105.00	3.23%	70,014.00	58,224.00	-16.84%	477,539.00	543,862.00	13.89%
REPLACEMENT TAX	146,980.00	154,000.00	4.78%	17,835.00	12,920.00	-27.56%	127,081.00	82,516.00	-35.07%
COUNTY TAX	344,328.00	335,100.00	-2.68%	118,583.00	114,983.00	-3.04%	338,525.00	330,436.00	-2.39%
SALES TAX	3,219,742.00	3,300,000.00	2.49%	282,611.00	295,434.00	4.54%	2,358,882.00	2,427,956.00	2.93%
BUSINESS DISTRICT TAX	104,726.00	105,000.00	0.26%	9,166.00	9,915.00	8.17%	78,322.00	84,109.00	7.39%
CANNABIS USE TAX	17,090.00	17,200.00	0.64%	1,390.00	1,550.00	11.51%	12,339.00	12,993.00	5.30%
VIDEO GAMING	271,504.00	267,000.00	-1.66%	21,912.00	28,222.00	28.80%	201,490.00	234,999.00	16.63%
INCOME TAX	2,223,664.00	2,348,000.00	5.59%	213,308.00	221,655.00	3.91%	1,666,546.00	1,733,960.00	4.05%
SUBTOTAL	8,421,490.61	8,724,155.00	3.59%	877,265.82	840,198.53	-4.23%	6,285,508.11	6,557,116.10	4.32%
MOTOR FUEL TAX	520,745.00	520,000.00	-0.14%	42,983.00	41,355.00	-3.79%	408,878.00	430,070.00	5.18%
MISC.	80,748.00	84,500.00	4.65%	6,991.00	6,562.00	-6.14%	59,914.00	64,067.00	6.93%
SUBTOTAL	601,493.00	604,500.00	0.50%	49,974.00	47,917.00	-4.12%	468,792.00	494,137.00	5.41%
UTILITY DEPOSITS	93,625.00	-		8,875.00	6,450.00	-27.32%	73,975.00	70,775.00	-4.33%
<b>TOTAL DEPOSITS</b>	<b>31,520,938.97</b>	<b>32,812,655.00</b>	<b>4.10%</b>	<b>2,706,668.89</b>	<b>2,489,448.37</b>	<b>-8.03%</b>	<b>23,176,943.36</b>	<b>24,352,512.35</b>	<b>5.07%</b>

February 18, 2025

To: Mayor Stan Darter  
City Attorney  
City Alderpersons

Re: Treasurer's Report

Attached, please find the January 31, 2025 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  
January 31, 2025

<u>CHECKING ACCOUNT</u>	<u>BEGINNING BALANCE</u>	<u>RECEIPTS</u>	<u>DISBURSEMENTS</u>	<u>ENDING BALANCE</u>
Petty Cash	\$ 485.98	\$ -	\$ -	\$ 485.98
Utility Deposit	17,314.82	6,489.43	5,225.00	18,579.25
General Fund	(654,762.60)	819,047.46	1,293,539.31	(1,129,254.45)
Motor Fuel Tax	62,568.39	42.95	31,066.67	31,544.67
Water Fund	1,368,822.43	267,946.73	258,421.06	1,378,348.10
Sewer Fund	411,913.05	163,827.01	189,881.48	385,858.58
Gas Fund	(75,849.25)	242,412.69	394,698.10	(228,134.66)
Electric Fund	500,013.18	802,911.82	1,076,735.61	226,189.39
Capital Improvements	765,487.00	44,449.73	-	809,936.73
D.A.R.E.	(379.92)	-	-	(379.92)
Interest	6,878.39	2,352.66	6,878.39	2,352.66
Hotel/Motel Tax	172,008.07	2,768.30	2,200.00	172,576.37
Equitable Sharing Funds	42,901.17	32,481.82	-	75,382.99
<b>TOTALS:</b>	<b>\$2,617,400.71</b>	<b>\$2,384,730.60</b>	<b>\$3,258,645.62</b>	<b>\$1,743,485.69</b>

<u>INVESTED FUNDS</u>				
Capital Improvements	\$ 2,458,911.40	10,150.07	-	2,469,061.47
Electric	10,640,091.43	43,920.94	-	10,684,012.37
E-Pay Utility Bills	6,210.80	80,684.58	48,938.92	37,956.46
Farm Account Income	29,891.07	76.16	-	29,967.23
Gas	3,956,614.57	16,332.40	-	3,972,946.97
General Fund	7,658,263.63	589,720.28	-	8,247,983.91
Motor Fuel	1,659,565.00	47,874.21	-	1,707,439.21
Pension Reserve	1,714,375.98	364.01	-	1,714,739.99
Sewer	2,304,403.31	9,512.28	-	2,313,915.59
Utility Deposits	342,347.96	1,413.17	-	343,761.13
Water	1,947,376.44	8,038.52	-	1,955,414.96
	<b>\$32,718,051.59</b>	<b>\$808,086.62</b>	<b>\$48,938.92</b>	<b>\$33,477,199.29</b>
<b>Total All City Funds:</b>	<b>\$35,335,452.30</b>	<b>\$3,192,817.22</b>	<b>\$3,307,584.54</b>	<b>\$35,220,684.98</b>

<u>Pension Obligations</u>	<u>As of Date</u>	<u>Amount</u>
Unfunded Actuarial Accrued Liability - IMRF	12/31/2023	\$276,135.00
Unfunded Actuarial Accrued Liability - Police	4/30/2024	\$5,307,213.00
<b>Total Unfunded Liability</b>		<b>\$5,583,348.00</b>

Respectfully Submitted,

*Brad A. Papenberg*

Brad A. Papenberg  
City Treasurer



# Zoning Department Monthly Report 1/31/2025

Total Permits Issued for January:				Total Permits Issued for the Year:										
11				11										
	January	February	March	April	May	June	July	August	September	October	November	December	Total	
<b><u>Residential Building Permits Issued:</u></b>														
<b>2025</b>	<b>2</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2</b>	
2024	1	1	3	4	3	8	0	1	3	3	2	0	29	
2023	1	4	2	4	6	2	1	2	0	2	4	2	30	
2022	7	3	5	5	2	5	5	2	5	2	4	1	46	
2021	5	4	3	2	5	5	9	2	3	9	3	5	55	
2020	2	6	3	5	6	5	4	5	5	9	6	6	62	
<b><u>Accessory/Addition Building Permits Issued:</u></b>														
<b>2025</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	
2024	6	3	13	6	9	15	3	9	11	3	5	2	85	
2023	4	3	11	7	3	8	4	10	3	15	3	6	77	
2022	1	2	9	7	8	6	5	16	7	2	4	3	70	
2021	3	4	11	12	10	6	8	10	6	7	6	3	86	
2020	2	2	4	9	10	12	10	9	2	6	5	1	72	
<b><u>Commercial/Industrial Building Permits Issued:</u></b>														
<b>2025</b>	<b>3</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>3</b>	
2024	1	3	1	2	3	2	3	3	2	1	2	1	24	
2023	3	3	4	2	0	0	4	2	3	1	0	8	30	
2022	2	4	2	2	1	2	1	3	1	0	2	2	22	
2021	1	2	3	2	2	2	0	5	6	1	1	0	25	
2020	3	1	0	0	2	1	1	0	1	3	5	2	19	
<b><u>Excavation Permits Issued:</u></b>														
<b>2025</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2024	8	3	3	2	4	4	1	3	2	4	3	3	40	
2023	1	1	0	3	2	2	4	3	1	7	7	3	34	
2022	3	2	3	5	2	1	3	3	0	3	3	1	29	
2021	0	1	4	5	4	3	8	6	0	5	1	4	41	
<b><u>Sign Permits Issued:</u></b>														
<b>2025</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2024	2	1	1	4	2	3	0	3	1	6	0	0	23	
2023	4	2	8	1	1	2	0	0	0	0	0	2	20	
2022	2	2	0	5	0	0	0	2	2	0	4	0	17	
2021	1	0	1	1	3	0	1	1	1	1	2	2	14	
<b><u>Miscellaneous Permits(Demolition, Outside Dining, Mobile Food Vendors) Issued:</u></b>														
<b>2025</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	
2024	0	1	1	0	0	0	0	0	0	0	0	0	2	
2023	0	0	1	0	1	1	1	2	0	1	0	1	8	
2022	1	1	1	0	0	0	1	0	0	0	0	2	6	



**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:  
February 18, 2025  
(Date)

2. Description of matter to be placed on agenda:  
Appointment of Mrs. Trisha Hoagland as Human Resources Coordinator effective  
March 3, 2025.

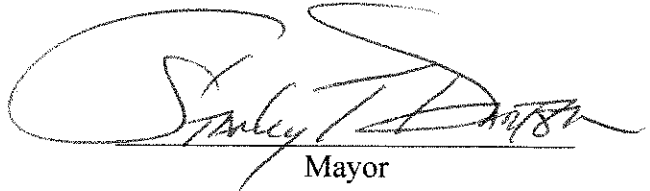
3. Relief or action to be requested:  
Approval

4. Submittal date: 02/14/2025

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

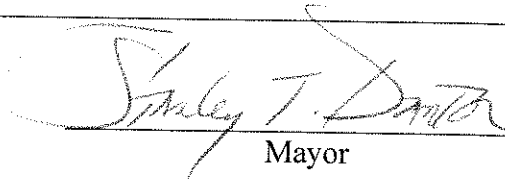
AGENDA REQUEST

(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:  
February 18, 2025  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on Resolution No. 25-04 Approving the Signing of  
"Addendum 1 of 1" for a Contract between the City of Waterloo, IL and CERTOP,  
Inc. for Operation, Maintenance and Management of the Water Supply, Treatment  
and Storage Facilities for a term now set to expire December 31, 2025.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_
  
4. Submittal date: 02-13-25  
  
Submitted by:  
JR Landeck, 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

**RESOLUTION NO. 25-04**

**A RESOLUTION APPROVING THE SIGNING OF "ADDENDUM 1 OF 1" FOR A CONTRACT BETWEEN THE CITY OF WATERLOO, IL AND CERTOP, INC. FOR OPERATION, MAINTENANCE AND MANAGEMENT OF THE WATER SUPPLY, TREATMENT AND STORAGE FACILITIES FOR A TERM NOW SET TO EXPIRE DECEMBER 31, 2025.**

**WHEREAS**, the City of Waterloo, IL has a Contract with CERTOP, Inc for Operation, Maintenance and Management of the Water Supply, Treatment and Storage Facilities.; and,

**WHEREAS**, the City of Waterloo, IL and CERTOP, Inc. are in need of amending the aforementioned Contract by the approval and signing of "Addendum 1 of 1".

**NOW, THEREFORE, BE IT RESOLVED**, by the City Council and the Mayor, that the City of Waterloo, IL does hereby direct and authorize the Mayor to execute "Addendum 1 of 1" for the CERTOP Contract as attached.

**PASSED** by the City Council and approved by the Mayor of the City of Waterloo, Illinois this 18<sup>th</sup> day of February, 2025.

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

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

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

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

**APPROVED:**

\_\_\_\_\_  
Stanley T. Darter, Mayor  
City of Waterloo, IL

**ATTESTED:**

\_\_\_\_\_  
Mechelle Childers, City Clerk  
City of Waterloo, IL

**ADDENDUM 1 OF 1 TO AGREEMENT**

**1. Information Regarding Parties Involved:**

**Community Water Supply Information:**

Name of Supply: Waterloo Public Water  
System ID #: IL1330300  
Name of Official Custodian: Stanley T. Darter, Mayor  
Name of System Contact: J.R. Landeck, Director of Public Works  
Mailing Address: 100 West Fourth St., Waterloo, IL 62298  
Phone: Official Custodian: 618-939-8695 City Hall  
Emergency Contact: 618-939-8600  
Email: sdarter@waterloo.il.us

**Certified Public Water Supply Operator**

Name of Certified Operator: Christopher Horstmann  
Operator 9-digit ID number: 054-87-2943  
Mailing Address: 478 Rosewood Ln, Aviston, IL 62216  
Phone: 618-973-0633  
Emergency Contact: Christopher Horstmann  
Email: certopine@gmail.com

**2. Starting Date of Agreement:**

**Starting Date:** 10/08/2024

The owner of the community water supply must submit this contract delegating responsibility and authority to the contract operator to the IEPA (hereafter known as the Agency) for approval within thirty (30) days following the execution of the contract.

Submit contract to the following address:  
Illinois EPA, Drinking Water Compliance Assurance Section #19, 1021 North Grand Avenue East, Springfield, Illinois 62794-9276.

The Agency shall, not later than 45 days following the receipt of this contract, provide written notice to the community water supply of its decision to approve or disapprove the contract.

**3. Expiration Date of Agreement:**

**Expiration Date:** 12/31/2025

If any contract approved by the Agency is terminated before the expiration date in the contract, the owner of the community water supply and the contract operator must provide written notice to the Agency no less than 15 days before the contract is terminated.

4. **Minimum number of visits (or hours) the contract operator must be on-site each week (or month) to the community water supply:**

Five visits per week @ a minimum of one hour per visit

5. **The Duties and Responsibilities of Each Party Involved:**

The Duties and Responsibilities of Each Party are hereby amended to the following:

**I. Community Water Supply Duties and Responsibilities will include but not be limited to:**

- A. Provide all needed equipment required to maintain proper day-to-day operation of the community water plant, water supply wells, new elevated tank, ground storage tank and booster station (herein after "Facilities"). Refer to original agreement for more detail on the Facilities..
- B. Provide materials for correcting any maintenance and/or operational problems.
- C. Provide necessary monetary funds to cover the costs of requirements outlined in A and B.
- D. Ensure that all projects requiring construction and operating permits meet Agency requirements.
- E. Ensure that all NPDES permit effluents are being met (if applicable).
- F. Party will ensure that the community water supply remains in compliance with, but not limited to, the following:
  - Design, Operation and Maintenance Criteria, 35 Ill. Adm. Code 604
  - Raw and Finished Water Quality and Quantity, 35 Ill Adm. Code 604 Subpart B
  - Primary Drinking Water Standards, 35 Ill. Adm. Code 611
  - Permits, 35 Ill. Adm. Code 602
  - Emergency Operation Requirements found in 35 Ill. Adm. Code 604.135(c)
- G. Provide spare parts inventory.
- H. Responsible for Billing and Collections.
- I. Provide all postage and shipping to fulfill the provisions of this contract.
- J. Issue boil orders (when required). This includes notification of affected water system customers by appropriate means, the Illinois Environmental Protection Agency regional office, and the local and/or county public health department, per regulatory guidelines.
- K. Maintain and implement an up-to-date Emergency Operating Plan (EOP)
- L. Read all system water meters and perform all requests (work orders) as generated by City Hall.

- M. Issue public notices (when required). This includes notification of affected water system customers, the Illinois Environmental Protection Agency Compliance Assurance Section, and local and/or county public health department. The Illinois Dept. of Public Health must also be notified in certain situations.
- N. Provide manpower for the collection of all required samples from the distribution system and submission of these samples to a certified laboratory for analysis.

**II. Contract operator duties and responsibilities will include but not be limited to:**

- A. Performing the required number of visits (or hours) as specified in this agreement. Provide all needed manpower required to maintain proper day-to-day operation of the community water plant, water supply wells, new elevated tank, ground storage tank and booster station (herein after "Facilities"). Refer to original agreement for more detail on the Facilities.
- B. Provide labor for correcting any maintenance and/or operational problems at the community water Facilities.
- C. Maintain proper records of the specified visits.
- D. In addition to the specified visits, the contractual operator must also ensure a means of communication for the community water supply and/or regulatory agencies in the event of routine or emergency operational problems.
- E. Ensure by personal action or by directives to system personnel that the community water plant is being operated in a matter that provides for the safe and proper production and distribution of potable water.
- F. Ensure by personal action and by directives to system personnel that all necessary and required routine operational control testing is being performed at the community water Facilities.
- G. Provide manpower for daily equipment checks.
- H. Maintain copies of all pertinent reports and records at the treatment plant or other system facility site.
- I. Provide manpower to perform preventative maintenance on equipment as recommended by the manufacturer.
- J. Responding to Agency requests for information, site visits, or any other requested data.
- K. Provide manpower for the collection of all required samples from the community water Facilities and submission of these samples to a certified laboratory for analysis.

L. Maintain and submit in a timely manner to the Agency all required operating records and reports.

These records and reports include, but are not limited to:

- Consumer Confidence Report
- Drinking Water Compliance Monitoring Reports
- Discharge Monitoring Reports (if applicable)
- Monthly Operating Reports

Note: When any Scope of Services shown in Exhibit A of the original agreement that are in direct conflict with the Duties and Responsibilities of Each Party Involved described herein, this amendment shall prevail. All provisions of the original agreement not modified by this Amendment shall remain in effect.

In WITNESS WHERE OF, the Parties Involved hereto have executed this Amendment as of February 18, 2025.

CITY OF WATERLOO

\_\_\_\_\_  
By: Stanley T. Darter, Mayor

ATTEST:

\_\_\_\_\_  
Mechelle Childers, City Clerk

OPERATOR/CONTRACTOR  
CERTOP, Inc.

\_\_\_\_\_  
By: Christopher L. Horstmann, President

STATE OF ILLINOIS )  
 ) ss.  
COUNTY OF \_\_\_\_\_ )

The foregoing in instrument was subscribed, sworn to and acknowledge before me this \_\_\_\_\_ day of February, 2025, by CHRISTOPHER L. HORSTMANN, who acknowledged that he is the President of CERTOP, Inc., and Illinois Corporation, and as such President, he appeared before me this day in person and acknowledge that as such President he signed and delivered that said instrument pursuant of authority granted him b the Board of Directors of said Corporation, as his free and voluntary act, and as the free and voluntary act of said Corporation, for the uses and purposes therein set forth.

My Commission Expires:  
(SEAL)

\_\_\_\_\_  
NOTARY PUBLIC

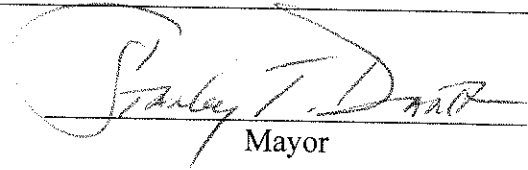
AGENDA REQUEST

(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:  
February 18, 2025  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on Resolution No. 25-05 Approving MFT Maintenance  
for Fiscal Year 2025-2026 in the amount of \$510,000.00.  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_  
\_\_\_\_\_
  
4. Submittal date: 02-14-25  
  
Submitted by:  
Sarah Craig, Collector / Budget Officer  
\_\_\_\_\_  
\_\_\_\_\_

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





District	County	Resolution Number	Resolution Type	Section Number
8	Monroe	25-05	Original	25-00000-00-GM

BE IT RESOLVED, by the Council of the City of City of Waterloo Illinois that there is hereby appropriated the sum of Five Hundred Ten Thousand and 00/100 Dollars ( \$510,000.00 )

of Motor Fuel Tax funds for the purpose of maintaining streets and highways under the applicable provisions of Illinois Highway Code from 05/01/25 to 04/30/26.

BE IT FURTHER RESOLVED, that only those operations as listed and described on the approved Estimate of Maintenance Costs, including supplemental or revised estimates approved in connection with this resolution, are eligible for maintenance with Motor Fuel Tax funds during the period as specified above.

BE IT FURTHER RESOLVED, that City of City of Waterloo shall submit within three months after the end of the maintenance period as stated above, to the Department of Transportation, on forms available from the Department, a certified statement showing expenditures and the balances remaining in the funds authorized for expenditure by the Department under this appropriation, and

BE IT FURTHER RESOLVED, that the Clerk is hereby directed to transmit four (4) certified originals of this resolution to the district office of the Department of Transportation.

I Mechelle Childers City Clerk in and for said City of City of Waterloo in the State of Illinois, and keeper of the records and files thereof, as provided by statute, do hereby certify the foregoing to be a true, perfect and complete copy of a resolution adopted by the

Council of City of Waterloo at a meeting held on 02/18/25.

IN TESTIMONY WHEREOF, I have hereunto set my hand and seal this 18th day of February, 2025.

(SEAL, if required by the LPA)

Clerk Signature & Date

**APPROVED**

Regional Engineer Signature & Date  
Department of Transportation



Local Public Agency General Maintenance

Submittal Type:

Estimate of Maintenance Costs

District:  Estimate of Cost For:

Local Public Agency:  County:  Section Number:  Maintenance Period Beginning:  Ending:

Maintenance Items

Maintenance Operation	Maint Eng Category	Insp. Req.	Material Categories/ Point of Delivery or Work Performed by an Outside Contractor	Unit	Quantity	Unit Cost	Cost	Total Maintenance Operation Cost
Resealing	III	No	Bituminous Material Seal Coat	Gallon	12,000	\$3.25	\$39,000.00	
	III	No	Seal Coat Aggregate Furnished & Loaded	Ton	800	\$14.25	\$11,400.00	\$50,400.00
Patching	III	No	Aggregate - CA6 Furnished & Loaded	Ton	750	\$9.25	\$6,937.50	
	IIA	No	Bit. Mixture for Maint., Furnished & Loaded	Ton	160	\$130.00	\$20,800.00	
	IIA	No	HMA Furnished & Loaded	Ton	50	\$90.00	\$4,500.00	\$32,237.50
Snow & Ice Control	I	No	Bulk Deicing Salt	Ton	800	\$75.00	\$60,000.00	
	IIA	No	Liquid CaCl	Gallon	2,500	\$2.00	\$5,000.00	
	IIA	No	Dry CaCl	Pound	2,500	\$2.00	\$5,000.00	\$70,000.00
Street, Curb & Sidewalk Repair	III	No	Class SI Concrete	CY	1,500	\$140.00	\$210,000.00	
	III	No	Class PP2 Concrete	CY	300	\$150.00	\$45,000.00	
	IIA	No	Misc- Additives, joint mat'l	L Sum	1	\$2,000.00	\$2,000.00	
	IIA	No	Deactable Warnings	L Sum	1	\$2,000.00	\$2,000.00	\$259,000.00
Mowing	IIA	No	John Deere 5300 + Oper.	Hour	400	\$40.97	\$16,388.00	
	IIA	No	Woods Rotary Mower	Hour	400	\$13.55	\$5,420.00	\$21,808.00
Signs	IIA	No	Traffic & Street Signs	Each	85	\$48.00	\$4,080.00	
	IIA	No	Post, Brackets, & Misc.	L Sum	1	\$6,000.00	\$6,000.00	\$10,080.00
Storm Sewer	IIA	No	Frames & Grates	Each	5	\$500.00	\$2,500.00	
	IIA	No	Pipe, Various sizes	Foot	250	\$14.00	\$3,500.00	
	IIA	No	Frames & Grates	Each	5	\$500.00	\$2,500.00	
	III	No	Aggregate - CA7 Furnished & Loaded	Ton	1,000	\$15.25	\$15,250.00	\$21,250.00
<b>Total Operation Cost</b>								<b>\$464,775.50</b>

### Estimate of Maintenance Costs

Submittal Type Original

Local Public Agency	County	Section	Maintenance Period	
			Beginning	Ending
City of Waterloo	Monroe	26-00000-00-GM	05/01/25	04/30/26

#### Estimate of Maintenance Costs Summary

	MFT Funds	RBI Funds	Other Funds	Estimated Costs
Local Public Agency Labor	\$6,800.00	\$0.00	\$0.00	\$6,800.00
Local Public Agency Equipment	\$15,008.00	\$0.00	\$0.00	\$15,008.00
Materials/Contracts(Non Bid Items)	\$115,380.00	\$0.00	\$0.00	\$115,380.00
Materials/Deliver & Install/Materials Quotations (Bid Items)	\$327,587.50	\$0.00	\$0.00	\$327,587.50
Formal Contract (Bid Items)	\$0.00	\$0.00	\$0.00	\$0.00
<b>Maintenance Total</b>	<b>\$464,775.50</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$464,775.50</b>

#### Estimated Maintenance Eng Costs Summary

	MFT Funds	RBI Funds	Other Funds	Total Est Costs
Preliminary Engineering	\$15,897.26	\$0.00	\$0.00	\$15,897.26
Engineering Inspection	\$0.00	\$0.00	\$0.00	\$0.00
Material Testing	\$0.00	\$0.00	\$0.00	\$0.00
Advertising	\$0.00	\$0.00	\$0.00	\$0.00
Bridge Inspection Engineering	\$0.00	\$0.00	\$0.00	\$0.00
<b>Maintenance Engineering Total</b>	<b>\$15,897.26</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$15,897.26</b>

<b>Total Estimated Maintenance</b>	<b>\$480,672.76</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$480,672.76</b>
------------------------------------	---------------------	---------------	---------------	---------------------

Remarks

Estimated Resealing Area 40,000 sy; Bituminous Materials Rate: 0.30 gal/sy;

#### SUBMITTED

Local Public Agency Official Signature & Date

Title

Mayor

County Engineer/Superintendent of Highways Signature & Date

#### APPROVED

Regional Engineer Signature & Date  
Department of Transportation

#### IDOT Department Use Only

Received Location    Received Date    Additional Location?

		<input type="checkbox"/>
--	--	--------------------------

WMFT Entry By    Entry Date

--	--



# Equipment Rental Schedule

District	Local Public Agency	County	Section Number
8	City of Waterloo	Monroe	26-00000-00-GM

I hereby request approval of the use of MFT funds to pay rental for the equipment listed below at the rates shown. The equipment is owned by City of Waterloo, and is to be used on the above named section.  
Name of Entity

Rental Rates calculated using:

Schedule of Average Ownership Equipment Rental Expense Multiplier Used 1.922

Blue Book  Custom Rate from IDOT (attach documentation)

Item of Equipment	Manufacturer	Model	Size	Year Built	Page No.	Current Rental Rate	Operator Rate	Total Cost
Tractor (Farm-type, gas)	John Deere	5300	50 HP			\$23.97		\$23.97
Tractor-mounted Mower (Rotary, hydraulic operated)	Woods					\$13.55		\$13.55

Submitted: Local Public Agency Signature & Date

For a Road District project  
County Engineer signature required. County Engineer Signature & Date

Approved: Regional Engineer, DOT Signature & Date



Maintenance Engineering to be Performed by a Consulting Engineer

Local Public Agency City of Waterloo	County Monroe	Section Number 26-00000-00-GM
---	------------------	----------------------------------

The services to be performed by the consulting engineer, pertaining to the various items of work included in the estimated cost of the maintenance operations (BLR 14222), shall consist of the following:

**PRELIMINARY ENGINEERING** shall include:

Investigation of the condition of the streets or highways for determination (in consultation with the local highway authority) of the maintenance operations to be included in the maintenance program; preparation of the maintenance resolution (BLR 14220 for municipalities and counties), maintenance estimate of cost and, if applicable, proposal; attendance at meetings of the governing body as may reasonably be required; attendance at public letting; preparation of the contract, quotations, and/or acceptance (BLR 12330) form. Also, preparation of the maintenance expenditure statement which must be submitted to IDOT within 3 months of the end of the maintenance period.

**ENGINEERING INSPECTION** shall include:

Furnishing the engineering field inspection, including preparation of payment estimate for contract, material proposal and/or deliver and install proposal and/or checking material invoices of those maintenance operations requiring engineering field inspection. For operations requiring material testing ensure the testing is completed by a qualified firm.

For furnishing preliminary engineering, the engineer will be paid a base fee PLUS a negotiated fee percentage. Only one base fee can be charged per maintenance period. For furnishing engineering inspection, the engineer will be paid a negotiated fee percentage. The negotiated preliminary engineering fee percentage for each maintenance group shown in the "Schedule of Fees" shall be applied to the total estimated costs of that group. The negotiated fee for engineering inspection for each maintenance group shall be applied to the total final cost of that group for the times which required engineering inspections. In no case shall this be construed to include supervision of the contractor operations.

**SCHEDULE OF FEES**

Total of all Maintenance Operations:

<= \$20,000 Base Fee  > \$20,000 Base Fee = \$1,250.00

Maintenance Engineering Category	Preliminary Engineering		Engineering Inspection		Operation(s) to be Inspected
	Maximum Fee %	Negotiated Fee %	Maximum Fee %	Negotiated Fee %	
I	NA	NA	NA	NA	NA
IIA	2%	2%	1%		
IIB	3%	3%	3%		
III	4%	4%	4%		
IV	5%	5%	6%		

The LPA certifies that the selection of the ENGINEER was performed in accordance with the Local Government Professional Service Selection Act 50 (ILCS 510/1-510/8) and procedures outlined in Chapter 5 of the DEPARTMENT's Bureau of Local Roads and Streets Manual.

BY:  
Local Public Agency Signature & Date

Title

Mayor

BY:  
Consulting Engineer Signature & Date

2/14/25

Title

Senior Vice President

P.E. Seal of Date

Approved:  
Regional Engineer, IDOT Signature & Date

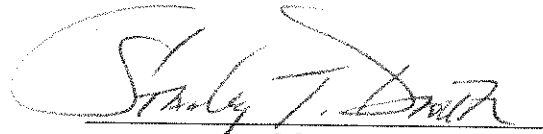
**AGENDA REQUEST**

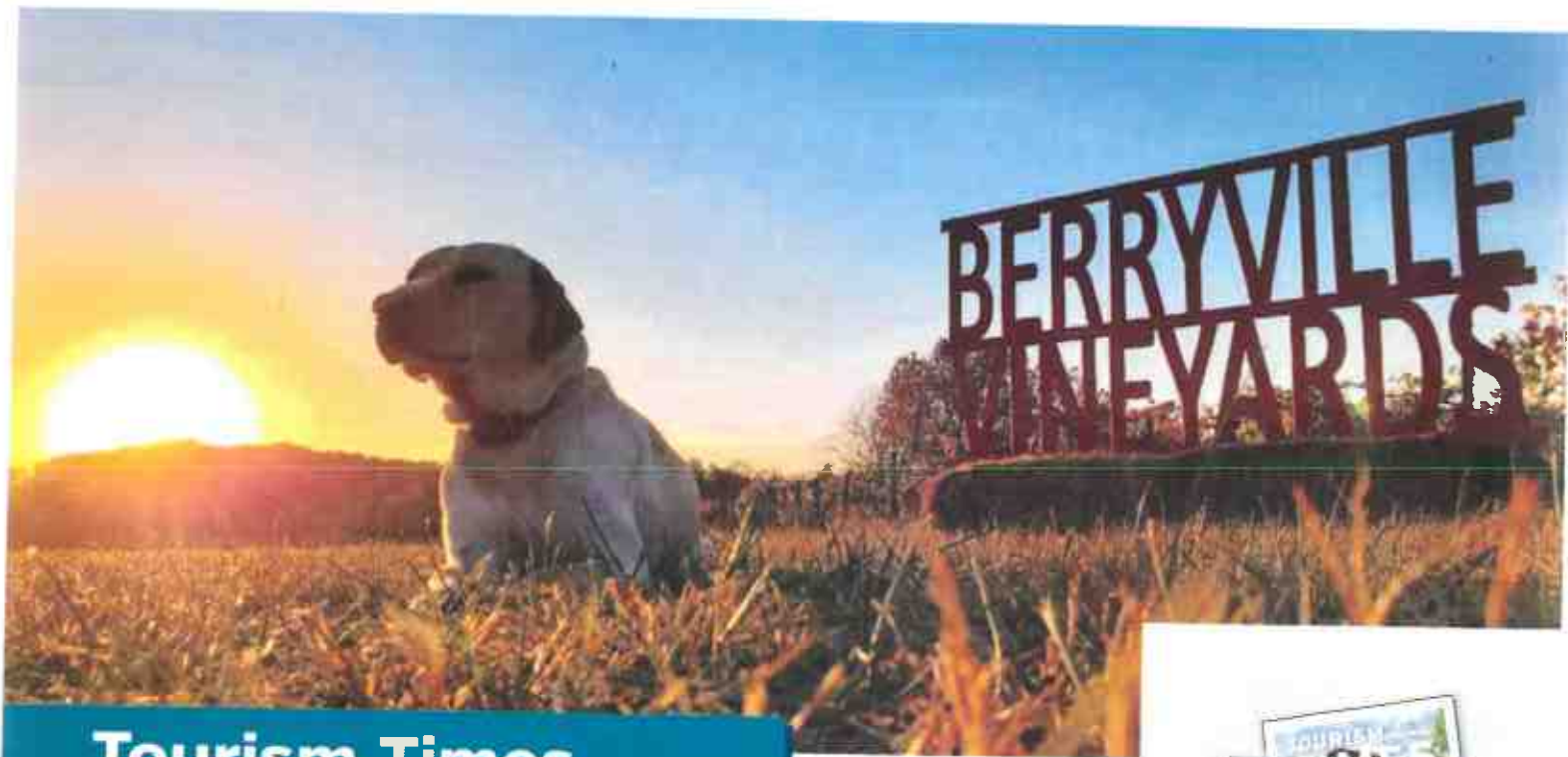
(Submit by 12:00 p.m. on Wednesday before the meeting date requested.)

1. Request is made for placement on the agenda for meeting to be held on:  
February 18, 2025  
(Date)
2. Description of matter to be placed on agenda:  
Consideration and Action on Ad to be placed in the Tourism Times  
Spring/Summer Issue in the amount of \$700.00 to be paid out of the Hotel/Motel  
Tax Fund.
3. Relief or action to be requested:  
Approval.
4. Submittal date: February 06, 2025  
  
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



## Tourism Times

The Tourism Times is an award winning newsletter promoting events and attractions in the 21 counties of Downstate Illinois.

It's distributed via direct mail, Visitor Information Centers, area Visitors Centers, St. Louis hotels and attractions, SAFB, regional hotels and motels, attractions, restaurants, and shops.

### Advertising Rates

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

1/4 Page	Square	1/2 Page (H or V)	Full Page*	Back Cover
3 5/8" x 4 3/4"	4 3/4" x 4 3/4"	7 1/2" x 4 3/4" (H) or 3 5/8" x 9 3/4" (V)	7 3/4" x 9 7/8"	7 3/4" x 7 3/4"
\$650	\$750	\$1,000	\$2,000	\$2,600

\*Full bleed size includes a .125" bleed for an overall size of 8 3/4" x 11 1/8". A 1/4" safe zone is required from the edge of the page.

### INTERESTED IN BUNDLING?

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

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

*\*Invoicing will be done per publication.*

### Membership Exclusives

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

#### FREE DESIGN

Includes up to 3 revisions  
Additional revisions - \$50 each



#### SPRING/SUMMER

30,000 Copies Printed

Event Calendar:

May - August

Copy Deadline: Mid March



#### FALL/WINTER

30,000 Copies Printed

Event Calendar:

September - December

Copy Deadline: Mid July

*Quantities Subject to Change.*

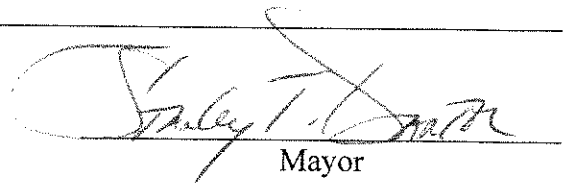
AGENDA REQUEST

(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:  
February 18, 2025  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on a Special Event Permit Application from the Monroe  
County Arts Alliance for their 4<sup>th</sup> Annual Chalk-A-Lot Event to be held on Saturday,  
September 13, 2025, 8:00 a.m. to 5:00 p.m., including the closure of Mill Street  
between Main and Market (including side alley) beginning on Friday, September  
12, 2025 at 5:00 p.m. for set-up until Sunday, September 14, 2025 at 5:00 p.m. for  
viewing.
  
3. Relief or action to be requested:  
Approval.
  
4. Submittal date: 02-04-25  
  
Submitted by:  
Glen Lutz, Monroe County Arts Alliance

DISPOSITION

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

  
Mayor





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

Stanley T. Darter, Mayor

Date: 01/22/2025

City Clerk's Office
(618) 939-8739

SPECIAL EVENT PERMIT APPLICATION

Instructions to Applicant:

- The following information must be completed and submitted to the City Clerk's Office at the Waterloo City Hall.
- Application Fee: None
- Special Event Permit Applications must be submitted sixty (60) days prior to the date of requested event to allow for proper time to process with all city departments.
- All damages to property and equipment shall be billed to the applicant and shall be paid by said applicant upon receipt.
- A Pre-Event Meeting may be required prior to approval by City Council.

- 1. Event Name/Type: CHALK-A-LOT, a "street art" event (4th Annual)
Location of Event: Mill Street [between Market & Main Sts. in Waterloo]
2. Set-Up Date/Time: Fri 9/12/25, 5pm Clean-Up Date/Time:
3. Event Start Date/Time: Sat 9/13/25, 8am Event End Date/Time: 9/14/25, 5:00pm
4. Organization Name: MONROE COUNTY ARTS ALLIANCE
Mailing Address: PO Box 17, Waterloo, IL 62298
Phone Number:
Email Address:
Not For Profit Status: [X] Yes [ ] No ID#: 81-1062067 [501(c)-3]
5. Person in Charge of Event: Marcia Braswell, Pres.
Mailing Address:
Cell Phone Number:
Email Address:
6. Secondary Contact Person: Glen E. Lutz, Treas.
Mailing Address:
Cell Phone Number:
Email Address:



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

**A. Narrative of Event:**

This is our 4th Annual, Street Art Event call "Chalk-A-Lot". Artists of all ages/ability are invited (at no cost) to draw chalk art on a 6ft X 10ft space provided on Mill St. There is entertainment throughout the day provided MCAA member groups: Barbershoppers, Waterloo German Band, Waterloo Muni Band, MASC, VCC, Band Room Brass

**B. Number of People Expected:** 500-800 +-

**C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans/dumpsters, sanitary facilities, barricades and street closures.**  Attached

**D. Will there be inflatable jumpers/bounce houses or amusement rides?**  
 Yes  No If yes, Proof of Liability Insurance must include inflatables

**E. Liquor License information for beer sales:**  
Hours of sale: N/A License No.: \_\_\_\_\_

**F. Special Needs (i.e. Police, Street Dept., Electric – outlets, sound system):**  
1) Electric on Mill St. 2) Barricades to block streets at Market/Main & alley [from Friday 9/12m - 5:00pm thru Sunday 9/14 - 5:00 pm] 3) Notice of "No Parking" after 5:00pm on Friday 9/12, posted prior to event on Mill St.

**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: [Signature] Date: 1/22/25

**FOR OFFICE USE ONLY**

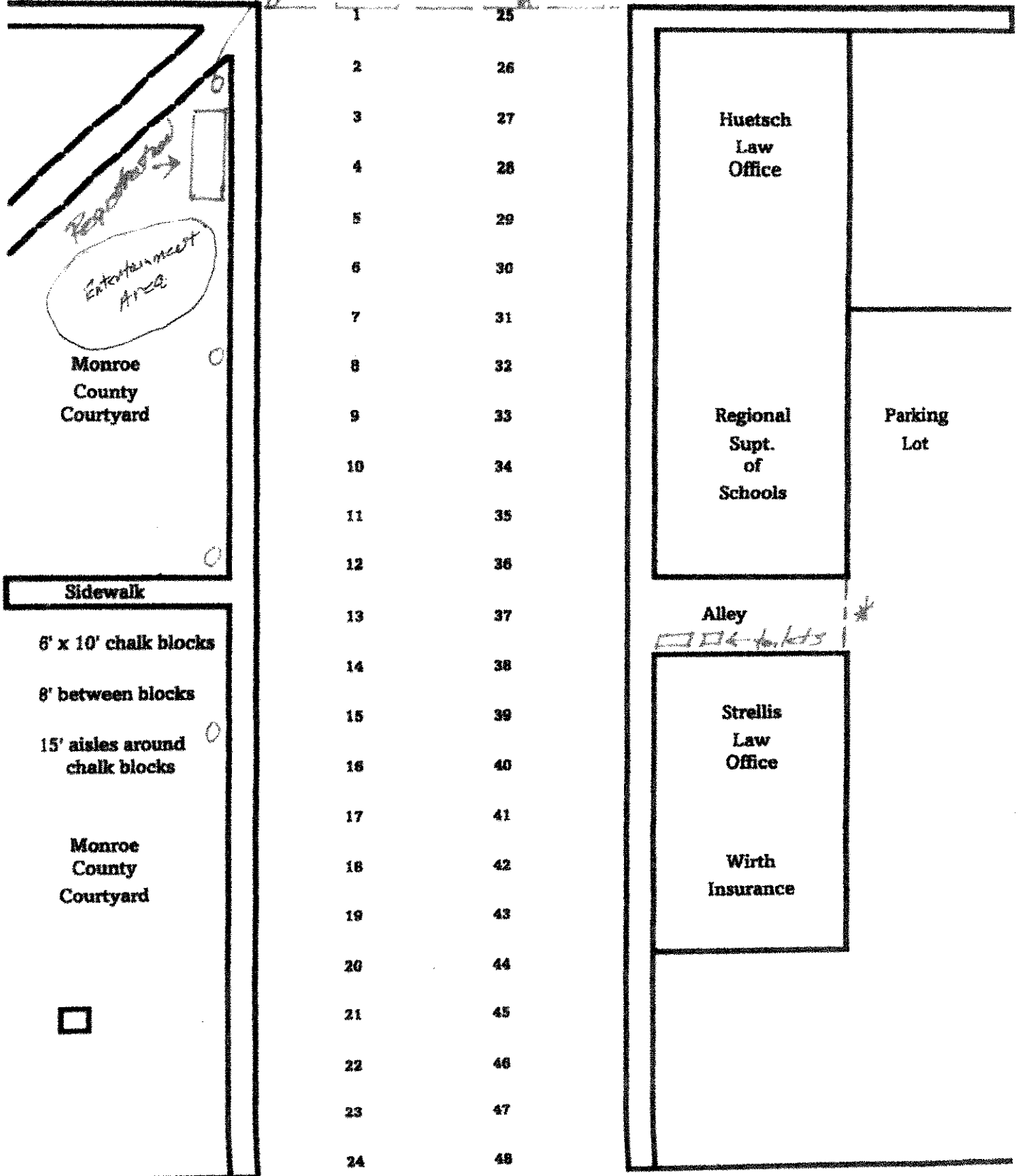
Approved by City Council:  Yes  No Date: \_\_\_\_\_

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

# Chalk-A-Lot

\* Barricades

Main Street



- |    |    |
|----|----|
| 1  | 25 |
| 2  | 26 |
| 3  | 27 |
| 4  | 28 |
| 5  | 29 |
| 6  | 30 |
| 7  | 31 |
| 8  | 32 |
| 9  | 33 |
| 10 | 34 |
| 11 | 35 |
| 12 | 36 |
| 13 | 37 |
| 14 | 38 |
| 15 | 39 |
| 16 | 40 |
| 17 | 41 |
| 18 | 42 |
| 19 | 43 |
| 20 | 44 |
| 21 | 45 |
| 22 | 46 |
| 23 | 47 |
| 24 | 48 |

Illinois Route 3 - Market Street \*

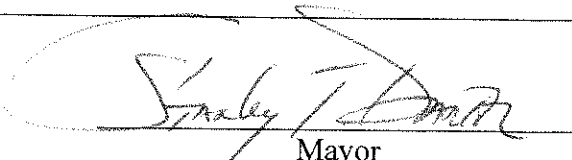
AGENDA REQUEST

(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:  
February 18, 2025  
(Date)
  
2. Description of matter to be placed on agenda:  
Consideration and Action on Approval of a Special Event Permit Application from the Monroe County Farmer's Market for St. Patrick's Day Winter Market to be held on March 15, 2025, from 7:00 a.m. to 1:00 p.m., including the closure of Mill Street between Market and Main.  
\_\_\_\_\_  
\_\_\_\_\_
  
3. Relief or action to be requested:  
Approval.  
\_\_\_\_\_
  
4. Submittal date: 02-13-25  
  
Submitted by: \_\_\_\_\_  
Betsy Jones, Monroe County Farmer's Market  
\_\_\_\_\_  
\_\_\_\_\_

DISPOSITION

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

  
\_\_\_\_\_  
Mayor



**CITY OFFICES**  
100 West Fourth Street  
Waterloo, Illinois 62298  
(618) 939-8600  
Stanley T. Darter, Mayor

Date: 2/13/25

City Clerk's Office  
(618) 939-8739

## SPECIAL EVENT PERMIT APPLICATION

### Instructions to Applicant:

- The following information must be completed and submitted to the City Clerk's Office at the Waterloo City Hall.
- **Application Fee: None**
- Special Event Permit Applications **must be submitted sixty (60) days prior to the date of requested event** to allow for proper time to process with all city departments.
- All damages to property and equipment shall be billed to the applicant and shall be paid by said applicant upon receipt.
- A **Pre-Event Meeting** may be required prior to approval by City Council.

- Event Name/Type: Monroe County Farmers Market  
Location of Event: Mill St. in between Market & Main
- Set-Up Date/Time: 3/15 7:00am Clean-Up Date/Time: 3/15 1pm
- Event Start Date/Time: 3/15 8:00am Event End Date/Time: 3/15 12:00pm
- Organization Name: Monroe County Farmers Market  
Mailing Address: 901 Bl Ave Waterloo, IL 62298  
Phone Number: \_\_\_\_\_  
Email Address: monroecountyfarmersmarket@gmail.com  
Not For Profit Status:  Yes  No ID#: In process
- Person in Charge of Event: Betsy Jones  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_
- Secondary Contact Person: Keith Jones  
Mailing Address: \_\_\_\_\_  
Cell Phone Number: \_\_\_\_\_  
Email Address: \_\_\_\_\_



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

- A. Narrative of Event: St. Patrick's Day downtown pop up winter market. Variety of vendors from the Monroe County Farmers Market to provide produce, eggs, baked goods, artisan goods, and more.
- B. Number of People Expected: 200
- C. Sketch Plan of Site or Route of Walk/Run (Downtown or Rogers St.) including marked locations of trash cans/dumpsters, sanitary facilities, barricades and street closures.  Attached
- D. Will there be inflatable jumpers/bounce houses or amusement rides?  
 Yes  No If yes, Proof of Liability Insurance must include inflatables
- E. Liquor License information for beer sales:  
Hours of sale: \_\_\_\_\_ License No.: \_\_\_\_\_
- F. Special Needs (i.e. Police, Street Dept., Electric - outlets, sound system):  
Some electric

**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.** *The market also has it's own insurance*  
 Received Date: \_\_\_\_\_ *All vendors are required to have insurance on site with market.*

**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: *[Signature]* Date: 2-13-25

**FOR OFFICE USE ONLY**

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

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