

WATERLOO UTILITY MEETING
Monday, June 08, 2020
6:00 p.m.

Mayor – Tom Smith
Deputy City Clerk – Tammy Kujawa
Alderman Ward I Steve Notheisen & Russ Thomas
Aldermen Ward II Jim Trantham & Jim Hopkins
Alderman Ward III Stan Darter & Kyle Buettner
Aldermen Ward IV Clyde Heller & Russ Row
Shawn Kennedy – Collector / Finance, Tim Birk – Director of Public Works, Jim Nagel – Subdivision / Zoning Administrator, Nathan Krebel – Building Inspector / Code Administrator, Jeffrey Prosise – Chief of Police, Sarah Deutch – Community Relations Coordinator, Dan Hayes – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

Deputy City Clerk – Tammy Kujawa

Motion to approve Utility Minutes dated 03-09-20 made by Alderman Darter and seconded by Alderman Row. Motion to approve minutes passed 7-0 with Aldermen Darter, Row, Heller, Notheisen, Thomas, Hopkins and Trantham voting yea. Alderman Buettner was absent for the vote. It was noted that the heading “Deputy Chief of Police” should be changed to “Chief of Police”.

Mayor Smith advised that Barbara Pace had resigned from the City Clerk’s position due to COVID-19 and health concerns. Motion to have Deputy City Clerk, Tammy Kujawa, take the minutes for the meeting was made by Alderman Notheisen and seconded by Alderman Hopkins. Motion was approved by unanimous voice vote. Mayor Smith stated that Mechelle Childers, Planning Commission member & secretary, was interested in the clerk’s position and is here tonight to observe the meeting.

Community Relations Coordinator – Sarah Duetch

- a. Census Update – Monroe County is #1 in the state for census returns. The census takers will be back in August to continue the census door-to-door.
- b. Good Neighbor Award – a nomination was received from Dorothy Schillinger for her neighbor, Mr. Craig Brown, for his daily assistance in bringing in her mail and weekly trash cans. Nomination was approved by unanimous voice vote.
- c. Downtown Enhancement Fund – business closures due to COVID-19 have led to a lack of funding from Video Gaming. Of the four budgeted projects, it was decided the Welcome to Waterloo Signs would proceed and the other three would wait. Downtown Beautification Committee Chairman, Alderman Hopkins, scheduled a meeting for Monday, June 15, 2020, 6:30 p.m., to discuss the signage.
- d. Richard Daugherty Memorial – Mayor Smith stated the memorial would be redone on Sunday, August 23, 2020.
- e. Kaskaskia – Cahokia Trail (KCT) Coalition will be meeting again. Their website is now live.

Collector/Finance Officer – Shawn Kennedy

- a. New Water Plant Easements – update on signing of waterline easements.
- b. IMLRMA – liability and workmen’s comp insurance rates will not be going up at the end of the year. Finance Committee Chairman, Alderman Thomas, will advise if a meeting is needed.
- c. HTC Phone System – new system will be put on the server with a revised quote of \$23,394.25. The \$23k quote does not include the SCADA system; however, both are in the budget. All agreed to the purchase of new phone system and new SCADA system. Both will be on an upcoming City Council meeting agenda for approval.
- d. REJIS Contract – there was a \$1,000 increase in the rate. All were in favor of renewing the contract. This item will be on an upcoming City Council meeting agenda for approval.
- e. MRT Gas Rate – the case was settled and a credit will be forthcoming. Gas Committee Chairman, Alderman Notheisen, noted a meeting has been scheduled for Wednesday, June 10, 2020, 11:00 a.m., to discuss this item.
- f. Utility Payments and Debt Collection – discussion.

Subdivision & Zoning Administrator – Jim Nagel

- a. Quail Ridge Addition – sanitary sewer installation will begin soon.
- b. Country Club Hills – curb and gutter installation will begin soon.
- c. Natalie Estates – working on sanitary sewer installation. He will be meeting with them to discuss a lift station.
- d. New Water Plant – annexation paperwork has been filed with Valmeyer.
- e. Waterloo Commons – gave information to Jiffy Lube representative on lot south of new car wash.
- f. Waterloo Commons – DESCO asked if the City would expand the number of gaming parlors to include one in Waterloo Commons. All agreed they were not in favor of gaming parlor permit expansion. Jim will advise.
- g. Bond Street Alley – discussion on ownership and paving.
- h. Co-Op Acres – the Monroe County Highway Department gave their approval. Discussion. The Planning Committee will set up a meeting.
- i. Joann Meier Property – Jim will be meeting with Mike Schneider, Joann Meier, Nathan & Mayor Smith on Thursday, June 11, 2020 at 2:00 p.m. to discuss property improvements.

Building Inspector/Code Administrator-Nathan Krebel

- a. Roofing Material Variance Requests – two applicants have requested the use of an insulated foam roofing material which the council can approve on a case-by-case basis. Discussion. These items will be sent to the Planning Committee and if approved then sent to City Council.
- b. Country Club Hills – during a foundation inspection, he saw unapproved roofing being used on an adjacent property. He advised them to stop and remove the material.
- c. New Car Wash – electric walk-thru was done today and final inspection should be in two weeks.
- d. Infinity Tan / Edward Jones building – discussion.
- e. Drainage Calls – 25+ calls in the last few weeks for drainage issues on property. None were for inside the homes.

Director of Public Works-Tim Birk

- a. AMI Water Meter Update – 2,391 meters installed and 1,831 to go.
- a. Outdoor Pit Antennas – lawn mower damage. Discussion on continuous replacement. All agreed the first two would be free but thereafter the customer would be charged.
- b. Water Tower at City Hall – discussion on leaking / repair.
- c. Surface Transportation Fund – grant received for Moore Street PH VII.
- d. Resurfacing Bid Opening – July 1, 2020 at 10:00 a.m.
- e. South Market Street Project – easement needed. Applying for a Rebuild Illinois Grant to assist in funding.
- f. New Water Plant Update – need two easements; plant design is in progress; and, working with an Illinois archeological group regarding an Indian burial site.
- g. City Lakes – weeds & grass are grown up and county is out for three (3) weeks. Alderman Darter will check with Park District.
- h. IDOT Overlay Project – Market Street (4th to Burger King) – requested city to upgrade all handicap ramps. Discussion. All agreed IDOT could overlay “white line to white line”; however, the city would not upgrade ramps at this time.
- i. Bids are being prepared for two (2) pickup trucks (1 each in the electric & gas depts.) and a new trencher for the gas dept.

Chief of Police-Jeff Prosis

- a. BLM Protest – Saturday, June 13, 2020, 1-4 p.m. at the Courthouse. Discussion.
- b. Downtown Cameras – getting quotes.

City Attorney-Dan Hayes. No report

Mayor’s Report-Miscellaneous

- a. A plaque will be presented to former City Clerk, Barbara Pace, at a City Council meeting.

Committee Reports and Minutes Approval

- a. 03-12-20 Planning Committee Meeting Minutes. Approved 5-0. Notheisen-1st, Row-2nd.
- b. 04-06-20 Personnel Relations Committee Meeting Minutes. Approved 5-0. Darter-1st, Trantham-2nd.
- c. 04-08-20 Personnel Relations Committee Meeting Minutes. Approved 5-0. Darter-1st, Thomas-2nd.
- d. 04-27-20 Downtown Beautification Cmte Mtg Minutes. Approved 5-0. Notheisen-1st, Hopkins-2nd.
- e. 05-26-20 Safety & Health Committee Meeting Minutes. Minutes unavailable.
- f. 05-28-20 Ordinance Committee Meeting Minutes. Approved 5-0. Notheisen-1st, Trantham-2nd.

Adjournment – Motion to adjourn made by Alderman Buettner and seconded by Alderman Heller. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 7:56 p.m.

**Tamara Kujawa,
Deputy City Clerk**