

WATERLOO UTILITY MEETING
Monday, July 13, 2020
6:00 p.m.

Mayor – Tom Smith
City Clerk – Mechelle Childers
Alderman Ward I Steve Notheisen & Russ Thomas
Aldermen Ward II Jim Trantham (Jim Hopkins - absent)
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 Prosis – Chief of Police, Sarah Deutch – Community Relations Coordinator, Dan Hayes – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

Edi Koch, Monroe County Economic Development – ITS Solar

ITS Solar is a relatively new business on Park Street which would like to expand their current facility. The company is looking for financial assistance by means of a grant in partnership with the City of Waterloo. The Economic Development Program grant would need to be requested by the City of Waterloo on behalf of ITS Solar. The company is considering a 15,000 square foot expansion at a cost between \$370,000 and \$400,000. Discussions ensued regarding: city sewer expansion, grant stipulations and city liability for the funding. Additional concerns were raised regarding outstanding issues with the current parking lot, shipping containers and the front façade. It was suggested that Nathan Krebel meet with the ITS Solar, develop plans that will meet City code, and then discuss further options with the Economic Development Committee.

City Clerk – Mechelle Childers

Motion to approve Utility Minutes dated 06-08-20 made by Alderman Darter and seconded by Alderman Heller. Motion to approve minutes passed 7-0 with Aldermen Darter, Buettner, Row, Heller, Notheisen, Thomas and Trantham voting “yea”.

Collector/Finance Officer – Shawn Kennedy

- a. IMLRMA – liability and workmen’s comp insurance rates will not be going up at the end of the year. However, two additional companies would like to quote a rate. It was determined that a policy should be put in place to review and compare rates every three years. The Insurance Committee will discuss terms at their next meeting. In the interim, it was agreed to a renewal with IMLRMA.
- b. Utility Payments and Debt Collection – the number of accounts in arrears and the average monthly debt was reviewed. Shut off letters were sent out on July 13, 2020. Discussion ensued regarding deferred payment arrangements; reconnect fees and the required down payment for deferred payments. General consensus is requiring a 25% down payment with up to a six (6) month payment plan. Late fees will be re-instated September 5, 2020.

Community Relations Coordinator – Sarah Duetch

- a. Pumpkin Fest – due to state mandates, and lack of a vaccine, it was agreed to cancel this event.
- b. Census Update – Responses have leveled off. Currently Monroe County is at 80% and #10 in the entire country for census returns. The census takers will be back in August to continue the census door-to-door.
- c. Downtown Beautification – The committee met regarding the Waterloo Welcome signs, and will proceed with Summit Signs as the preferred vendor.
- d. Kaskaskia – Cahokia Trail (KCT) Coalition – a historical information sign will be made up for Boxtown. The next KCT meeting will be on Thursday, July 23, 2020.

Subdivision & Zoning Administrator – Jim Nagel

- a. Natalie Estates – request two lots for display homes. Biggest issues are that utilities will not be available until the improvements are complete, and they are still working on storm sewer installation. Street cuts have not been made yet and water main installation should start soon. They are also thinking of changing from concrete to asphalt streets and will supply the necessary improvement plans.
- b. Country Club Hills – curb and gutter installation will begin soon. Sanitary and storms sewers installation is complete. The street should be poured by the end of the month.
- c. Valmeyer Annexation – competed.
- d. Jiffy Lube – a phone call is scheduled to go over architectural requirements for a potential move south of the new car wash.
- e. Quail Ridge– plans were modified by the architect which allowed plastic service lines. Paperwork will be revised to indicate the requirement for copper service lines.

Building Inspector/Code Administrator-Nathan Krebel

- a. Virtual Inspections – the Head of the Inspection Department in Bowie, Maryland contacted Nathan about virtual inspections after viewing the Fox2 newscast.
- b. Shelby Automotive – perform a rough-in inspection and they are working on their façade grant program.
- c. Casa Romero – main structure is up; tongue and groove decking is being installed.
- d. ITS Solar - concerns were raised regarding outstanding issues with the shipping containers and the front façade.
- e. Duplexes – seven new duplexes are being constructed near Cedarhurst which will be tailored for senior living. Drainage has already been figured in. Access will be via a private drive.
- f. 315 North Library (across from old swimming pool) – property owner will hire a contractor to tear down the existing trailer and replace with an accessory shed.
- g. Trailer on North Library across for Skate Park – also scheduled to be torn down. New property owner planning to build two town homes on old KDO lot.

Director of Public Works-Tim Birk

- a. Water Plant (Valmeyer Negotiations) – basically all easements have been resolved. Tim reviewed the agreement and terms for the easement right-of-way portion of this project. He noted that the project is still in the negotiation phase. All aldermen agreed with the current “asks” which were presented.
- b. Asphalt Overlay Bids – Tim clarified that the bids which were approved are accurate if no poor subgrades were found.

- c. Sunset Lift Station – lift station is showing deterioration with one of the rings. Contractor will only pay for repair on the lining on the damaged ring. Tim recommends lining all three rings in the lift station. The lift station will not have to be shut down to perform the lining. All agreed to lining the rings.
- d. Second Site System – the water meter contractor is sending out postcards. The current plan is to restart installation in August.
- e. Underground Employee position – the candidates were generally good, but the position really requires someone with a Class A or Class B water license.
- f. Fiber Line issue – fiber line from City Hall to Osterhage / Hamacher is being destroyed by squirrels. Plans are to re-route the line where there are fewer trees.
- g. Aquatic Weed Control – will spray the weeds around the three City Lakes and the lagoons in August.
- h. Chipping Streets –the warm weather allows for chipping streets.

Chief of Police-Jeff Prorise

- a. LPR cameras – installation will start on July 20, 2020.
- b. New Officer – will be sworn in on July 20, 2020 and will start the academy on July 27, 2020.
- c. School Parking issue – gentleman by the name of “Gonzo” is requesting “No Parking” signs in Remington Ridge due to parking issues during the school year.
- d. Sunset Ford – rock was thrown through window in an attempt to steal key fobs. No fobs were stolen.

City Attorney-Dan Hayes. No report

Mayor’s Report-Miscellaneous

- a. Myron Hannon will be stepping down as the Assistant City Attorney. He will be replaced by Natalie Steppig. Effective date is October 31.

Committee Reports and Minutes Approval

- a. 06-10-20 Gas Committee Meeting Minutes. Thomas-1st, Trantham-2nd. Passed.
- b. 06-15-20 Finance Committee Meeting Minutes. Trantham -1st, Row-2nd. Passed.
- c. 06-15-20 Planning Committee Meeting Minutes. Notheisen -1st, Row-2nd. Passed.
- d. 06-22-20 Water / Sewer Committee Meeting Minutes. Thomas-1st, Row-2nd. Passed.
- e. 06-25-20 Safety & Health Committee Meeting Minutes. Notheisen-1st, Trantham-2nd. Passed.
- f. 07-02-20 Planning Committee Meeting Minutes. Notheisen-1st, Row-2nd. Passed.
- g. 07-06-20 Downtown Beautification Cmte Mtg Minutes. Thomas-1st, Darter-2nd. Passed.
Alderman Thomas mention that only the “rocking chairs” should be removed.

Adjournment – Motion to adjourn made by Alderman Notheisen and seconded by Alderman Buettner. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:25 p.m.

Mechelle Childers,
City Clerk