

**WATERLOO UTILITY MEETING**  
**Monday December 11, 2017**  
**6:00 p.m.**

Mayor – Tom Smith  
City Clerk – Barbara Pace  
Aldermen Ward I Steve Notheisen & Russ Thomas  
Aldermen Ward II Jim Hopkins & Jim Trantham  
Aldermen Ward III Stan Darter & Kyle Buettner  
Aldermen Ward IV Russ Row & Clyde Heller  
Shawn Kennedy-Collector/Finance, Tim Birk-Director of Public Works, Jim Nagel-Subdivision & Zoning Administrator, Nathan Krebel-Building Inspector, Mike Douglas-Chief of Police, Dan Hayes-City Attorney

**Petitions by Citizens on Non-Agenda Items.** None

**City Clerk – Barbara Pace**

Presented Utility Meeting Minutes dated Monday, November 13, 2017. Items of correction:

- Birk – a) change to ITIP.
- Kennedy – b) change to ‘levy compared to 2016’.
- Deutch – b) change to ‘Special Military Events for Illinois Bicentennial’.
- Douglas – d) change to ‘canines can be trained outside IL to meet certification’.
- Mayor Smith b) change to ‘City was asked by the Park District’.

Motion to approve corrected minutes made by Alderman Row and seconded by Alderman Heller. Motion was unanimously approved with Aldermen Row, Heller, Notheisen, Thomas, Hopkins, Trantham, Darter and Buettner voting yea.

**Subdivision & Zoning Administrator – Jim Nagel**

- a. Zoning information regarding flying 3 flags installed on a flag pole will go to the Planning Commission.
- b. Comprehensive Plan has been emailed to the Council with hard copies to follow.
- c. Moore Street property discussed and contact with the owner is in the process.
- d. Remington Ridge – concrete poured.
- e. Remlock – infrastructure near completion
- f. Station Crossing 20-Unit condominium is moving forward.
- g. U-Gas will be changed from Phillips 66 to Mobile.
- h. Casa Romero submitted permit application for new seating.
- i. Wal-Mart submitted permit application for minor remodeling.
- j. Miracle Ear submitted drawings for Reiniger Jewelers building.
- k. Raffle licenses dealing with Queen of Hearts from the State of Illinois was distributed. Discussion.

**Building Inspector/Code Administrator – Nathan Krebel**

- a. Administrator Krebel distributed monthly Building Inspector/Code Adm. Report.
- b. Photos of Waterloo contractor building violations shown to the Council. Citations have been issued.
- c. Ordinance for grease inceptors needs revision. Discussion.

**Director of Public Works – Tim Birk**

- a. A survey crew was working on the Vandebrook water line. Waterline will start at Stonefield Drive and end at Bulldog Blvd.
- b. Vandebrook and West Lake Estates overlay project now in budget planning.
- c. City crews potholed for utility location and depth on the Moore Street Phase V Project.
- d. One job was posted in the street department and one in the electric department with an application deadline of December 29, 2017.
- e. Vandebrook electric transmission line is now completed.

**Collector/Finance Officer – Shawn Kennedy**

- a. The Audit Report was distributed and Keith Brinkmann will be in to discuss the audit.
- b. MFT motor fuel tax will audit and 3 years of data will have to be copied and sent to the State.
- c. Benefit Planning Consultants who will take the place of CBiz is being worked on.
- d. Shawn Kennedy and Bonnie Schwarze will be attending the AMI Command Center for Training in January in Lafayette, Indiana.

**Community Relations- Sarah Deutch**

- a. Costs for the Newcomer's Guide with discount was explained and the Council agreed to go with the color ad this year.
- b. The Downtown Beautification banner program has been extended for a year with the same banners.
- c. The Special Events calendar is being worked on and dates need to be submitted.

**Chief of Police- Mike Douglas**

- a. Chief Douglas referred to the 'letter to the editor' regarding kids hanging around downtown and said the WPD needs to be called regarding complaints.
- b. The Aldermen agreed to put 3 officers in for the police academy.

**City Attorney- Dan Hayes-**Two letters have been received which will be looked into.

**Mayor's Report- Mayor Smith**

- a. Mayor thanked everyone who worked on the Santa Float this year.

**Committee Reports and Minute Approval**

- a. 11-20-17 Sewer Cmte Mtg Minutes. Motion Buettner and 2<sup>nd</sup> Darter. Passed
- b. 11-21-17 Ordinance Cmte Mtg Minutes. Motion Darter and 2<sup>nd</sup> Row. Passed
- c. 11-21-17 Insurance Cmte Mtg Minutes. Motion Notheisen 2<sup>nd</sup> Darter. Passed
- d. 12-04-17 Downtown Beautification Cmte Mtg Minutes. Motion Darter 2<sup>nd</sup> Row. Passed

**Miscellaneous**

- a. **Estimated Travel Expense Approval for City Clerk Barbara Pace- \$20 SWIMCA Quarterly Meeting Fee.** Motion made by Alderman Buettner and seconded by Alderman Row. Motion passed by unanimous voice vote.

**Comments:**

**Shawn Kennedy** stated Illinois is considering leaving the Property Tax Freeze up to the counties.

**Alderman Notheisen** stated at last Tuesday's Wreath-Making program 18 women and 5 men attended.

**Adjournment** – Motion to adjourn was made by Alderman Notheisen and seconded by Alderman Darter. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:10 p.m.

**Barbara Pace,**  
**City Clerk**