

**WATERLOO UTILITY MEETING**  
**Monday February 11, 2019**  
**6:00 p.m.**

Mayor – Tom Smith  
City Clerk – Barbara Pace  
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, Sarah Deutch-Community Relations Coordinator, Jessica Rucks-Human Resource Coordinator, Mike Douglas-Chief of Police, Dan Hayes-City Attorney

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

**City Clerk – Barbara Pace**

**Utility Meeting minutes dated Monday 01-14-19**

**Items of correction:**

**Collector/Finance Officer-Kennedy: b.** change to: The email from Illinois American Water was received with a rate increase wherein the QIP sur charge, which covers costs of replacing infrastructure, increased to 5% resulting in an overall 1.8% increase in monthly bill.

**Building Inspector/Code Administrator- Krebel: d.** change to: Shorr Lake Winery will not annex into the City.

**Chief of Police-Mike Douglas; c.** change to: The new hire passed and will start the academy March 7. The current officer will graduate from the academy February 8.

**Director of Public Works-Birk: b.** change to: Bulk water machine will close from 02/11/19 thru 02/21/19 to replace from coin to dollar slots.

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

**Human Resource Coordinator-Jessica Rucks**

- a. The open enrollment went well with 100% engagement and was very inter-active.
- b. 1095 forms have been sent out.
- c. Policy manual is being reviewed with suggestions and concerns are welcome.
- d. AED and CPR training will be 02-12-19, 8:00 a.m.-12 noon.

**Subdivision & Zoning Administrator-Jim Nagel**

- a. “Building Permits Issued Year to Date 01-31-19” and “Residential Subdivision Update” were distributed. Discussion.
- b. Two items going to the Planning Commission tonight: 1) Zoning text amends certified letters of notification of adjacent property owners; and 2) Expiration of special use permits. Discussion.
- c. The Moore Street Development property has been sold. Discussion.
- d. Request was received to build a fitness center on the north side of Waterloo. Discussion.

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

- a. Uncle John’s RRR has submitted building renovation plans. The Aldermen want to see the further building plans before progress continues. Discussion.
- b. Certificate of occupancy issued to Shorty’s. Discussion.
- c. Work is continuing for ADA compliance and exit lights at the Monroe County Health Department.
- d. Distribution of the ‘Building Inspector/Code Administrator Monthly Report 01/31/19.’

**Director of Public Works – Tim Birk**

- a. Bulk water machine will be closed 2/11/19 thru 02/21/19 to change from coin to dollar slots.
- b. “Capital Improvements” was distributed.
- c. Nest thermostat program is up and running. Instructions on internet for a \$50 credit on bill.
- d. Snow removal: 1,018 tons of salt (1200 tons left), 1500 gallons of calcium chloride and 357 hours of overtime used.
- e. Need for lights on the Walking Trail. Discussion.
- f. Need for sidewalks on Market Street. Discussion.
- g. Forms are available for the Illinois Municipal Utility Association scholarships.
- h. The guardrail on South Library, which was hit by a car, will be replaced Monday.
- i. Underground gas leak on East 4<sup>th</sup> Street.
- j. Underground power outage in East Ridge due to a small hole in the electric connection.
- k. Dam overflow in West Lake due to a deteriorated leaking 42 inch pipe which the Homeowners Association is looking to replace.

**Collector/Finance Officer-Shawn Kennedy**

- a. Budgets are being worked on.
- b. Cleaning people have requested a raise. Discussion. Finance Committee will discuss.
- c. County wants to increase the dispatching costs. Discussion.
- d. Fuelman agreed to a .10/gal rebate.
- e. Water rated to receive a CPI increase. All the Aldermen agreed.
- f. Monroe County Economic Development will meet Wednesday, 7 p.m., 02/20/19 2<sup>nd</sup> floor at City Hall.
- g. St. Louis County Regional Chamber of Commerce Chairman, Carol Weber will be attending a tour Tuesday, 02-19-19, to get her familiar with the Monroe County area which will include, Dupo, Valmeyer, Waterloo and Columbia.

**Community Relations-Sarah Duetch**

- a. 2019 Calendars were distributed.
- b. Attended the Illinois Governor’s Conference in Chicago last week. The focus was mainly on Chicago and Alton.
- c. Southern Illinois 2019 Visitors Guide was shown and the Waterloo ad was discussed with all the Aldermen agreeing to the ad.
- d. Waterloo billboard ad in Chester was discussed with all of the Aldermen agreeing to the \$10/month increase to continue the ad.
- e. Banner program open to new participants until 02/22/19 with 10 spaces left. Discussion
- f. The new 2020 Census Bureau is asking for the City to advertise for census jobs with applications available.
- g. Membership drive to begin for the Kaskaskia Cahokia Trail. All of the Aldermen agreed to the drive.

**Chief of Police- Mike Douglas**

- a. The person at the police academy graduated.

**City Attorney- Dan Hayes-No report.**

**Mayor’s Report**

- a. Mayor Smith, Tim Birk and Shawn Kennedy are meeting with people who have water easements to discuss the easements for the new water plant.
- b. Mayor Smith and Tim Burk will be attending the “American Public Power Association” in Washington D.C. the end of February. The trip was unanimously approved with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Buettner, Row and Heller voting yea.

**Committee Reports and Minute Approval**

- a. 01-21-19 Planning Cmte Mtg Mins. Motion Notheisen, 2nd Heller. Passed.
- b. 01-21-19 Downtown Beautification Cmte Mtg Mins. Motion Darter, 2<sup>nd</sup> Notheisen. Passed.
- c. 01-29-19 Water/Sewer Cmte Mtg Mins. Motion Row, 2<sup>nd</sup> Buettner. Passed.
- d. 02-04-19 Electric Cmte Mtg Mins. Motion Row, 2<sup>nd</sup> Buettner. Passed.
- e. 02-04-19 Planning Cmte Mtg Mins. Motion Notheisen, 2<sup>nd</sup> Thomas. Passed.
- f. 01-07-19 Gas Cmte Mtg Mins. Motion Thomas, 2<sup>nd</sup> Darter. Passed.

**Comments.**

**Alderman Darter** explained the housing annexation for the expansion of Human Support employees at the bed and breakfast location, 4505 HH Road. Discussion. Aldermen agreed to waive the sewer tap-in fee.

**Alderman Notheisen** distributed the ‘Natural Gas Usage (MMBTU) City of Waterloo’ which explained the gas usage per month since 2001. Discussion.

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

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