

WATERLOO UTILITY MEETING

Monday, January 10, 2022

6:00 p.m.

Mayor – Tom Smith

Alderman Ward I Steve Notheisen & Matt Buettner

Aldermen Ward II Jim Trantham & Jim Hopkins

Aldermen Ward III Stan Darter & Kyle Buettner

Aldermen Ward IV Clyde Heller & Russ Row

Shawn Kennedy – Collector / Finance, Tim Birk – Director of Public Works,

Jeffrey Prosis – Chief of Police, Sarah Deutch – Community Relations,

Nathan Krebel – Subdivision and Zoning Administrator, Dan Hayes – City Attorney.

Alderman Darter requested to add ‘*Item 13D 01-03-22 Ordinance Cmte Meeting Minutes*’ to the agenda for this evening.

Petitions by Citizens on Non-Agenda Items. None.

Audit Report – Keith Brinkmann

Keith Brinkman stated the audit report looks great (“top-notch”). Everything balances and finances are in good shape. He expressed concern with the Police Pension if the fund continues to increase at its current pace. Mr. Brinkmann also mentioned the City might look into raising the limit on their Employee Dishonesty Policy, which is currently at the minimum statutory requirements.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated December 13, 2021 was made by Alderman Row and seconded by Alderman Kyle Buettner.

Items for Correction:

Subdivision & Zoning Administrator – Nathan Krebel; Item f. Recovery Residence change “The allowable time to file a suit against the Recovery Residence has passed.” to “The allowable time for the Recovery Residence to file suit against the City has passed.”

Motion passed to approve the Utility Minutes dated December 13, 2021 as amended with Aldermen Row, Heller, Notheisen, Matt Buettner, Hopkins, Trantham, Darter, and Kyle Buettner voting ‘yea’.

Subdivision & Zoning Administrator – Nathan Krebel

a. Monthly Report – The December monthly zoning report was distributed.

b. Monthly Building Permits – The December monthly permit report was provided.

c. Ordinances:

- Business Sign Update – The Ordinance Committee met last week to discuss possible changes to the business sign ordinance. The updated ordinance, if approved, contains a section “New Route 3 Corridor” which defines allowable signage for businesses along

Illinois Route 3. These businesses will have different sign regulations from the rest of the city.

- Convenience Store Ordinance Proposal – The Ordinance Committee will meet next Tuesday (01-18-22) to review a Convenience Store definition and where these stores would be permitted.

d. Subdivision/Development:

- Silvercreek Crossing First Addition Phase 2:
 - i. Improvement Plan Extension – The plan, first approved in 2006, has been granted a 2-year extension numerous times. There are now several issues with the plan due to changes in the ordinances.
 - ii. Issues with the Current Improvement Plan – The lot sizes are too small, the storm sewer material is incorrect, additional easements are needed for gas and the detention calculations need to be reviewed.
 - iii. Mr. Wayne Hank has until February 07, 2022 to get the improvement plan extension on the City Council agenda. It was suggested that Mr. Hank work with TWM to update the improvement plan to comply with our current ordinances. All aldermen agreed with the need to update the improvement plan.
- Annexation Agreement Remlok – The legal description has been received and will be forwarded to Dennis Brand. Remlok Phase 4 will include the extension of Benjamin Lane, and the development will be for 10 lots.

e. Zoning:

- Scooter's:
 - i. HMG approved the site plan for drainage.
 - ii. Zoning – All zoning requirements have been met.
 - iii. IDOT approval is still pending, but no issues are anticipated.
 - iv. The sign permit is pending.
 - v. The site plan will be on the City Council agenda on 01-18-22 for approval.
- Lots 1-4 Northwinds:
 - i. Riverstone Animal Hospital has a written contract on Lots 3 & 4.
 - ii. Working on getting the zoning, permit fee and utility fee information to the buyer.

f. Planning Commission:

- Meeting tonight on Remlok Phase 4. This will include the Benjamin Lane Extension sketch plat and the annexation petition.

g. Zoning Board of Appeals:

- Meeting scheduled for 01-20-22 to discuss and recommend changes to the Business Sign Ordinance.

h. Beautification Committee:

- Scheduled to meet 01-18-22 to review the facade application for Wirth Insurance at 119 East Mill Street.

City Building Inspector – Nathan Krebel reported for Brad Yearian

- a. Lou Del Subdivision - A homeowner converted their basement into a walkout basement and tied into the city storm sewer during the process. Will be meeting with the homeowner for further discussion on possible resolutions to correct the issue.

Human Resource Coordinator – Jessica Rucks (called in to give her report).

- a. COVID-19 Vaccination and Testing – A memo from the IML was distributed along with some OSHA FAQs regarding the executive order for COVID-19 Vaccination and Testing. The City needs to comply by 02-24-22. Although the Supreme Court has not ruled on the executive order, the Illinois Department of Labor (IDOL) has adopted the U.S. (OSHA) COVID-19 Vaccination and Testing Order. A vaccination, testing, and face-covering policy for the City to implement was distributed.

A motion was made by Alderman Notheisen and seconded by Alderman Kyle Buettner to approve the Vaccination, Testing, and Face-Covering Policy as presented.

Aldermen voted as follows:

YES – Notheisen, Matt Buettner, Hopkins, Trantham, Kyle Buettner, Row and Heller.

Abstained – Darter.

Motion passed by a vote of 7 to 1.

- b. New Hires – The ‘Underground Utility’ and ‘Sewer Plant Operator’ positions have been filled.
- c. City Business Plans – Continuing to work on the Police Pension Payroll for 2022, the tax tables and ACA reporting.

Community Relations Coordinator – Sarah Deutch

- a. Santa Float – The Santa Float went very well this year. We did cancel one night due to rain. The ‘Golden Ticket’ drawing was on Christmas Eve at 9 AM, and 23 of the 30 golden tickets holders came to receive their gift.
- b. Monroe County Job Fair – Plans are going well for the Monroe County Job Fair. Fliers for the businesses and attendees are available. Twenty businesses have already signed up. The event is on February 16, 2022 from 2 PM to 6 PM at The Falls.
- c. Welcome Guide Brochures – The Illinois Tourism Bureau dropped off our supply of the new and updated Welcome Guide Brochures. CTM Media Group is distributing the brochures.
- d. Tourism Marketing Grant Program – This is a proposed program for the City. Sarah distributed a copy of the program along with a sample application, funding agreement, and a project recap report. Will meet with the Economic Development Committee for further discussion.
- e. Picnic Table Rental – A Picnic Table Rental Agreement will be discussed at the next Beautification Committee Meeting as outside organizations have expressed an interest in using our picnic tables.
- f. Good Neighbor Award – Received two Good Neighbor Award entries. Typically, we only award one per quarter, so open to suggestions on how to proceed with these awards if approved.
 - Gina Brand nominated Gary Most for picking up litter along Rogers Street.
 - Karen Altes nominated Greg Lane for leadership in the community. Mr. Lane volunteers to coach the SPPS Basketball team and uses his own money to support the team. He also delivers food to the sick.

The aldermen agreed to present the Good Neighbor Award to both individuals.

- g. Beautification Projects – A list will be sent out with ideas for potential beautification projects.

Collector/Finance Officer – Shawn Kennedy

- a. Health Reimbursement Account (HRA) – A chart indicating the HRA payments from 2016 to 2021 was distributed. Payouts for 2021 have been the highest so far and we are still receiving 2021 HRA payments. Another chart indicated the 2021 employee utilization of the HRA.

- b. Rebuild Downtown Grant Application – The Rebuild Downtown and Main Streets Capital Grant Program is due this evening. The monies are being requested for the water tower.
- c. Multi-Factor Authentication (MFA) – Regis requested that we send out user instructions for all employees. One of the directives is to download an application onto your phone. The question then is how to implement the MFA if someone refuses to download the application to his or her personal phone. Regis does offer a YubiKey (token) function. After some discussion, it was determined that the city still needs to do more in-house research. It was also decided that we need to develop a committee to look into this process and procedure. The committee will be made up of: Alderman Notheisen, Alderman Kyle Buettner, Finance Director Shawn Kennedy, and Police Chief Jeff Prosisie.
- d. KnowBe4 – A memo was distributed regarding the KnowBe4 software program. KnowBe4 is a security awareness training and simulated phishing platform that helps manage the ongoing problem of social engineering, ransomware and phishing. Pricing was included in the memo. Regis recommends the Diamond Security Awareness package with the PhishER Optional Packaging.

Director of Public Works – Tim Birk.

- a. Snow Call – A street crew was out on 01-06-22 salting the streets. We used approximately 20 tons of salt.
- b. Christmas Decorations - Christmas Decorations will be taken down this week.
- c. Main Street Capital Grant – Working with Shawn on the Main Street Capital Grant (aka Rebuild Downtown Grant Application).
- d. IMEA Scholarship – IMEA is hosting a thousand-dollar scholarship. The information was sent to Gibault and Waterloo High School.
- e. Motor Fuel Tax – Letting for the 2022 Motor Fuel Tax is scheduled for 03-30-22.
- f. Scheduled Conference Attendance:
 - Net Metering Policy – Webinar on the new Net Metering Policy (January 13 & 18).
 - Emergency Preparedness and Load Shedding – Webinar on developing a curtailment policy (January 24).
 - Illinois Rural Water Conference – Discussing the new Lead Service Line Notification and Replacement Act (February 15-17).
- g. Project Updates:
 - Veterans/North Library – The plans and bid specs are ready to go, however, we still need the 16” water tap for the future water tower before this street project can begin.
 - Morrison Avenue – The plans and bid documents are ready to go. Waiting on IDOT to grant right-of-way.
 - Moore Street Phases 5&6 – Replacing Gibaut’s lateral.
 - Rogers Street Extension – agreement with the County sent to aldermen. If there are no issues, the agreement will be on the next City Council agenda for approval.

Chief of Police – Jeff Prosisie

- a. Patrol Cars – The three new cars have been ordered.
- b. Personnel – We will be publicizing for a lateral-move police officer.
- c. Active Shooter Drill – Performed the first session of an active shooter drill at Human Support Services. Will be performing the second session later this week.

- d. Canine Officer – The UPS store had a package that smelled of cannabis. Canine Officer Toby was called in and alerted his handler to the scent of drugs. The case was transferred to MEGSI who later confirmed there was cannabis in the package.

City Attorney – Dan Hayes

No Report.

Mayor’s Report

- City Attorney Dan Hayes will be retiring with an effective date of March 1, 2022. The Mayor has already met with another firm with municipal experience. Mayor Smith thanked Mr. Hayes for his fifteen years of service with the City of Waterloo.
- The Mayor also mentioned that he would be meeting with a potential candidate for the Zoning Board of Appeals and would like a couple of aldermen to also attend this meeting.
- Video Gaming Ordinance – We will need to review and update the ordinance.

Committee Reports and Minutes Approval

- a. 12-20-21 Planning Cmte Meeting Minutes. Minutes were not available.
b. 12-20-21 Street Cmte Meeting Minutes.

Item for correction:

2022 Street Project – change last line from “...*Gibault High School to relocate a storm sewer drain*” to “...*Gibault High School to relocate a sanitary sewer lateral*”.

Notheisen 1st on amended meeting minutes, Heller 2nd. Passed.

- c. 12-28-21 Gas Cmte Meeting Minutes. Heller-1st, Darter-2nd. Passed.
d. 01-03-22 Ordinance Cmte Meeting Minutes. Hopkins-1st, Notheisen-2nd. Passed.

Comments

Alderman Notheisen mentioned that he was in Ormond Beach Florida, and they mostly have monument signs similar to what Nate is proposing for the updated business sign ordinance.

Adjournment – Motion to adjourn made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:18 p.m.

Mechelle Childers, City Clerk