

WATERLOO UTILITY MEETING
Monday, January 11, 2021
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
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, Jessica Rucks – HR Coordinator, Dan Hayes – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

Audit Report – Keith Brinkmann

Keith Brinkman stated the audit report looks fine. His only comment pertained to future contributions into the Police Pension if the fund continues to increase at its current pace. Mr. Brinkmann mentioned the City might look into raising the limit on their Employee Dishonesty Policy, which is currently at the minimal statutory requirements.

City Clerk – Mechelle Childers

Motion to approve Utility Minutes dated 11-09-20 made by Alderman Darter and seconded by Alderman Buettner.

Motion passed unanimously to approve the Utility Minutes dated 11-09-20 with Alderman Darter, Buettner, Row, Heller, Notheisen, Thomas, Hopkins and Trantham voting “yea”.

Human Resource Coordinator – Jessica Rucks

- a. Health Insurance - Open enrollment for 2021 is complete.
- b. City of Waterloo Personnel Policy Manual - distributed to all employees electronically. Hard copies are also available at each department.
- c. OSHA 300A Reporting - completed for 2020. There were eight total injuries.
- d. Open Positions - Interviewing for the open Apprentice Lineman and the Power Plant Mechanic positions on January 15th and January 18th.
- e. Families First Coronavirus Response Act (FFCRA) - stimulus bill was not extended past December 31, 2020, however the FFCRA tax credit was extended through March 31, 2021.
- f. CPR Training - scheduled for all employees except the Police Department on 01-27-21.
- g. Waterloo Police Pension - will now be processed by the City of Waterloo HR Department due to the merger of the bank that was previously handling this task.
- h. Coronavirus (COVID-19) - vaccinations are presently being administered only to Health Care Workers.
- i. Santa Float Incident - Insurance companies have been notified.

Community Relations Coordinator – Sarah Deutch

- a. Year End Review – collecting all the data, should be ready for the City Council soon.
- b. New Projects:
 - Historic Building Signs – two more completed.
 - Governors Hometown Awards - Submitting the “Virtual Veterans Programs” and the library “StoryWalk”.
- c. Calendar of Events – Due to COVID, the calendar of events publications will be on hold. As events are announced, they will be placed on the Community Calendar on the City’s website.
- d. Household Hazardous Waste Collection - scheduled for May 22, 2021 at the Monroe County Fairgrounds. Meeting with IEPA on site approval in March.
- e. Chester Billboard – expecting contract renewal as current contract will be expiring in February. City of Waterloo needs to decide to renew Chester Billboard or move to the South County electronic billboard.
- f. Heritage Wall of Fame – meeting scheduled with Summit Signs to discuss costs and design work/ideas for a Heritage Wall that would point out key points in Waterloo history.
- g. New Bellefontaine Pump House - Columbia High School Shop Class built a new pump house for the Bellefontaine group.

Collector/Finance Officer – Shawn Kennedy

- a. Waterloo Police Pension – part of set up in managing/processing of the Police Pension is direct deposit. The LOCiS system has an email module that will allow emailing the paystubs. This would save time versus printing and mailing the paystubs. The system could also be used to email civilian employee paystubs, thereby increasing the cost benefit for purchasing this module. LOCiS Utility Billing Email Module – Will allow customer to have paperless billing.
- b. InvoiceCloud – this software platform is compatible with LOCiS and would provide a portal that will allow customers to pay their utility bills on line, implement paperless billing, allows autopay, text message payment options, invoice reminders, roundup donation options, etc. The Mayor’s Newsletter would be a link to the invoice email. The software will save time, money and be more progressive.

All aldermen agreed with incorporating the InvoiceCloud software into the City’s system.
- c. FEMA Reimbursement – reimbursement request has been submitted. The anticipated approval time is 30 to 85 days.
- d. Small Business Stabilization – still waiting to hear from the state.
- e. HTC Phone System – the new program has been installed and training is in process. A go-live date has not yet been set.

Subdivision & Zoning Administrator – Jim Nagel

- a. Alan Brand
 - Purchased 4 parcels of property off Lakeview Drive. One of the parcels is vacant and has a blanket utility easement. Mr. Brand is requesting the release of the blanket easement and replacing it with a 10-foot easement on each side of the water line that runs through the property. There were no objections from the aldermen.
 - The parcel mentioned above does not have a sewer. The closest sewer main is across the street (Lake View Drive), and Mr. Brand would have to bore under the street. He is therefore requesting the City allow him to use an aeration system on the property. The City objected to an aeration system.

- b. Human Support Annexation Agreement – annexation agreement was sent out for review. There is nothing unusual within the annexation agreement. All aldermen agreed with proposed annexation agreement.
- c. Michael Kolmer - Has someone interested in purchasing approximately 7 acres of property. Current plans are for one home on the property but they may wish to divide it in the future into three parcels. They are requesting a private drive to service three houses and end in a cul-de-sac. The City objected to a private drive to service three homes.
- d. Ethan Bellinger – working on a concept with the Wittenauer property located at Illinois Route 3 and Columbia Avenue. He wants to construct a 290-unit senior living apartment development. 100% owned and operated by him. All the interior streets would be private. Modifications would need to be made for larger apartments to meet City’s standards, and the street must be built to City standards. Easements would be an issue with no property lines and off street parking would need to be provided. All aldermen agreed that the development would need to meet all City building and street requirements.
- e. Three Developments for Review - Remlok Phase 3, County Club Hills Phase 3, Remington Ridge Phase 1 are all ready for final acceptance of their streets and the release of collateral.

Building Inspector/Code Administrator – Nathan Krebel

- a. Urgent Care – rough in inspection completed and looks good.
- b. ATI Physical Therapy – will be moving into the old Tequila location in Schnuck’s Plaza.
- c. New Home on Kolmer – contractor installed OSB (oriented strand board) to the roof and had to replace with Zip sheathing.
- d. Home on Magnolia - anonymous complaint received on the poor conditions of a rental home. Scheduled to inspect the home on 01-19-2021.
- e. Ja Bowl Asian Express – gentleman drove off the north end of the parking lot, which is not an exit, and got his car hung up on the concrete parking blocks. The man requested Ja Bowl be cited for lack of property maintenance, however, there are no violations.

Director of Public Works – Tim Birk.

- a. Aerial Photography – Monroe County is interested in updating all the aerial maps and is requesting the City to assist with the fees. Current GIS maps are from 2008. Approval was given back in 2019 to assist the County. All aldermen agreed with monetary participation in updating the aerial maps.
- b. Fire District – Meeting was held regarding the location of the new water tower. The Fire Department requested additional information. Will be meeting with the department this week.
- c. Clean Car Wash – owner Mike Kostelac is requesting the City to enact a large commercial water rate. The City is not interested in considering this type of water charge.
- d. Morrison Avenue – need to meet with the Street Committee to discuss the reconstruction work needed to correct drainage issues.
- e. Electric Car Chargers – presently there are 43 electric cars registered in Monroe County. A car charger is approximately \$12,000 or a yearly rental of \$2,500 with a five-year contract. It was determined that this should be taken to the electric committee for further discussion.
- f. AMI Water Meter Update – 460 meters left to install. Estimate to be complete by March 31, 2021.
- g. Hecker Street Signs – Street Department made 94 street signs for the village of Hecker.

- h. Backhoe and 1-Ton Dump Truck – both pieces of equipment are in the budget to be replaced. Bids will be opened tomorrow on the backhoe and Sunset Ford provided a competitive price on the dump truck.
- i. Surplus Sale – bid package for the sale of surplus city items is in the works.
- j. Sunset Lift Station – work has been completed.
- k. Santa Float – Gateway FS donated all the propane for the Santa Float.
- l. Winter Salt Usage – 80 tons used as of today.
- m. Old Ground Storage Tank – will look at for possible storage use for Christmas decorations.
- n. Water Plant – working on applying for IEPA loan. All residential easements are locked in.

Chief of Police – Jeff Prosis

- a. Crossing Guard – still down one Crossing Guard.
- b. 911 Board – approved to purchase laptops for the Waterloo Police Department.
- c. Unemployment Fraud – on the raise and receiving many reports from victims.
- d. Explorer Program – currently on hold due to COVID.
- e. Uptown Cameras – continue to work as expected and helpful in validating citizen’s reports.
- f. Chief of Police – had orthoscopic knee surgery and was off for three weeks, but now back to work.

City Attorney – Dan Hayes - No Report.

Mayor’s Report – No Report

Committee Reports and Minutes Approval

- a. 11-16-20 Downtown Beautification Cmte. Mtg. Minutes Darter-1st, Thomas-2nd. Passed.

Comments – None.

Executive Session for Discussion of Contract Negotiations as allowed per 5ILCS 120/2(c)(2).

Motion to move into Executive Session made by Alderman Notheisen and seconded by Alderman Thomas. Motion passed unanimously to enter into Executive Session with Alderman Notheisen, Thomas, Hopkins, Trantham, Darter, Buettner, Row and Heller voting “yea”.

Entered into Executive Session at 8:01 p.m.

Adjourned Executive Session at 8:07 p.m.

Motion to Resume Session made by Alderman Notheisen and seconded by Alderman Heller. Motion passed with unanimous voice vote. Mayor Smith adjourned the meeting at 8:07 p.m.

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 8:07 p.m.

Mechelle Childers, City Clerk