

**WATERLOO UTILITY MEETING**  
**Monday, February 08, 2021**  
**6:12 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 Prosis – Chief of Police, Sarah Deutch – Community Relations Coordinator, Jessica Rucks – HR Coordinator, Dan Hayes – City Attorney.

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

**City Clerk – Mechelle Childers**

Motion to approve Utility Minutes dated 01-11-21 made by Alderman Heller and seconded by Alderman Darter.

**Items for Correction:**

- **Human Resource Coordinator – Jessica Rucks; Item g** change to read: Waterloo Police Pension will now be processed by the City of Waterloo....
- **Community Relations Coordinator – Sara Deutch; Item e** changed the words “Tourism Bureau” to “City of Waterloo”.
- **Director of Public Works – Tim Birk; Item n** change IPA loan to IEPA loan.

Motion passed unanimously to approve the Utility Minutes of 01-11-21 as amended with a unanimous voice vote

**Human Resource Coordinator – Jessica Rucks**

- a. Power Plant Mechanic – position has been filled, and the new employee started on February 1, 2021.
- b. Apprentice Lineman Position – first round of interviews completed. There will be more interviews in the next few weeks.
- c. CPR Training – completed for all employees, except the Police Department, on January 27, 2021. A makeup class will be held on February 23, 2021.
- d. Affordable Care Act – working on the reporting process.
- e. Monroe Randolph Transit District Meeting – the Compliance Audit results were discussed.

**Community Relations Coordinator – Sarah Deutch**

- a. Ground Breaking – a ceremonial groundbreaking for the new Bank of Monroe County will take place at 2PM on February 10, 2021.
- b. Throwback Thursday – Social media postings are getting great feedback.
- c. Polo Shirts – ordering new short sleeve polo shirts.

- d. Chester Billboard – contract on the static billboard will be expiring in February. The electronic JB billboard is more expensive, and there were questions on the return for our investment. Annual and monthly fee comparisons between the two sites were presented. It was determined more discussion was needed before making a formal decision.
- e. Heritage Wall of Fame – met with Summit Signs and waiting on proposals.

**Collector/Finance Officer – Shawn Kennedy**

- a. Budgets - working on preliminary budget items with committee chairmen.
- b. Western Egyptian Contribution – currently in the budget. Requesting input if the City should continue to contribute to the organization. All aldermen agreed to continue the support of Western Egyptian.
- c. Tablets – should they be eliminated or upgraded? Consensus was that the tablets were too small and difficult to use. Will check to see what type of upgrades are available.
- d. AMI Water Meter Update – several hundred meters still need to be installed.

**Subdivision & Zoning Administrator – Jim Nagel**

- a. Fireside South –Fast Fitness in the Loo has a contract to purchase the property which comprises three lots. The new owners will need to change the Special Use Permit to allow a gym or fitness facility. The Planning Commission and the Zoning Board of Appeals will review this request in March.
- b. CleanCar Express Car Wash – the owner would like to add a dog washing area to his car wash facility. Since the property is zoned B-3, he will need to request a zoning text amendment.
- c. Rosedale House – A couple is interested in opening a recovery residence to assist individuals in the transition from alcohol and drug rehabilitation back into the home. This couple is currently looking into using the Rosedale House as a recovery residence. Alderman Notheisen requested this be taken to committee for further discussion.
- d. KDO Property by Konarcik Park – purchased by Todd Osterhage who is looking into selling the property to a developer.
- e. Michael Kolmer – is interested in subdividing his property into 7 lots with a public street.
- f. Remington Ridge – ready for the next phase, and the developer will build a lift station only to meet his subdivision needs.
- g. DESCO Properties Private Drive – plans indicate only a right turn out onto Illinois Route 3, and a right turn in from Illinois Route 3 with a concrete divider in the middle. Chris Wilson will review for proper drainage.
- h. Remlok Phase 3 – improvements have been signed off on. Final acceptance and release of collateral is ready for Council approval.

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

- a. Monthly Report – the report has been revised into a shorter format.
- b. ATI Physical Therapy – installing new sprinkler heads in the old Tequila location.
- c. Wine Bar – expanding and adding a community/banquet center.
- d. Children First Learning Center – contractor requested City approval to drive through a ditch off Lakeview Drive so they can access the area behind the Learning Center to make improvements to the playground. Contractor has stated they would restore the area back to its original condition.

- e. Senior Living (55+) Community – property located at Illinois Route 3 and Columbia Avenue. A video was sent to the aldermen. Planning Committee needs to meet with the developer.

**Director of Public Works – Tim Birk.**

- a. Water Tower – The Fire District Board has agreed with the proposed location for the new water tower. Price for the property has not been discussed.
- b. Morrison Avenue – comparison of asphalt versus concrete. Asphalt will be more expensive and therefore recommend concrete for the repair.
- c. Moore Street Phase 5 and 6 - if a sidewalk is required, the property owner is requesting the city pay for the installation. Property owner is also requesting no parking signs near the rental property and the lowering of a 3-inch water valve on the rental property.
- d. AMI Water Meter Update – 236 meters left to install as of February 1, 2021.

**Chief of Police – Jeff Prosize**

- a. Only one accident was reported today due to the snow.
- b. Scams/Frauds – working on a way to notify residents of the scams and frauds. Possible email notification or Mayor’s Newsletter.

**City Attorney – Dan Hayes**

- a. Working on obtaining two easements on Market Street. One easement is needed for utilities, and the other easement is needed for the shared bike/walking path. The shared bike/walking path easement needs to be purchased by February 15 to qualify for state and federal grant monies. All aldermen agreed with the purchase for both Market Street easements.

**Mayor’s Report – Tom Smith**

- a. Non-Highway Vehicles – Planning to schedule a meeting on February 17, 2021 to further discuss the permitted use of golf carts on city streets. There are several concerns with golf cart access to our city streets including crossing a four-lane state highway, driving on state highways, and safety to name a few.

**Committee Reports and Minutes Approval**

- a. 01-18-21 Water / Sewer Cmte Mtg Minutes. Row-1<sup>st</sup>, Hopkins 2<sup>nd</sup>. Passed
- b. 01-21-21 Personnel Relations Cmte Mtg Minutes. Darter-1<sup>st</sup>, Trantum 2<sup>nd</sup>. Passed
- c. 02-01-21 Street Cmte Mtg Minutes. Row-1<sup>st</sup>, Thomas 2<sup>nd</sup>. Passed
- d. 02-04-21 Downtown Beautification Cmte. Mtg. Minutes. No minutes were presented.

**Comments**

**Alderman Buettner** mentioned that the City consider Martin Luther King Day as a recognized paid holiday.

**Adjournment** – Motion to adjourn made by Alderman Buettner and seconded by Alderman Notheisen. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 7:36 p.m.

**Mechelle Childers, City Clerk**