

WATERLOO UTILITY MEETING
Monday, March 14, 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,
Nathan Krebel – Subdivision / Zoning Administrator, Brad Yearian – 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 the Utility Minutes dated February 14, 2022 was made by Alderman Row and seconded by Alderman Darter.

Items for Correction:

Director of Public Works – Tim Birk.

- Under Item e - Water Leaks – change the word server to service
- Under Item f – Veterans/North Library Project – change the first sentence to read:
The water pipe has been ordered for the future water tower.
- Under Item g – Portable Cable Trailer – Change to the word Cable to Table in both instances.

Chief of Police – Jeff Prosis

- Under Item b – New Officer – Change the spelling of Pruitt to Pruett.

Motion passed to approve the Utility Minutes dated February 14, 2022 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 February monthly zoning report was distributed.
- b. Monthly Building Permits – The February monthly permit report was provided.
- c. Zoning – The Zoning Map on the City’s website has been updated. However, the last time the Council approved a Zoning Map was in 2017. Approval of the up-to-date Zoning Map will be on the City Council agenda.
- d. Fence Ordinance – A revised version of Section 40-4-3 subsection D of the Zoning Code was reviewed. This section pertains to chain link fencing on public property.
- e. Subdivision/Development:
 - Remlok Phase 4 – Remlok Phase 4 improvement plans have been received. HMG had some comments, and the plans have been sent back to Dennis Brand.
 - County Club Hills – County Club Hills Phase 4 improvement plans have been received. HMG had some drainage concerns, and the plans have been sent to TWM to address. In

addition, the city would like to have one lift station between County Club Hills and neighboring development Remington Ridge. The city is requesting the developers agree on a single lift station which would be beneficial for both of them.

- Remington Ridge. – Remington Ridge is in the preliminary plat phase of its development, and the city would like to approve the improvement plans for both Remington Ridge and County Club Hills at the same time.
 - County Club Hills Phase 1 – The drainage issue from the adjoining field still needs to be resolved. There appears to be no easy solution to this problem.
- f. Planning Commission – meeting tonight (03/14/2022) to review:
- Home Occupation SUP Petition – Request for a Special Use Permit for a Home Occupation (hair and lash salon) in the Lou Del Subdivision.
 - Ground Mount Solar Systems – Review and comment on an ordinance change to not allow ground or pole-mounted solar energy systems in residentially zoned districts.
- g. Zoning Board of Appeals – Meeting scheduled for 03-17-22 to discuss:
- Home Occupation SUP Petition – Request for a Special Use Permit for a Home Occupation (hair and lash salon) in the Lou Del Subdivision.
 - Convenience Store Definition – Review and comment on a definition of “Convenience Store” to be added to Section 40-1-15 in the Zoning Code.
- h. Beautification Application – An application has been received from Tony Groves to enhance his building located at 130 West Mill Street.

City Building Inspector –Brad Yearian

- a. Monthly Report – The February monthly report was distributed.
- b. Dollar General – Met with the new District Manager regarding the unkept area on the side of their building. The new DM had the area cleaned up within a couple of hours. The hole in the parking lot also needs to be filled.
- c. Town and Country – The owner is slowly cleaning up this facility. Pallets, barrels and a trailer still need to be removed.
- d. Hamacher Road – There was mud from Natalie Estates on Hamacher Road. A new silt fence was installed.
- e. Country Club Hills – Mud was on the road in Country Club Hills. A new silt fence was installed, however, it is off the ground and they will need to properly reinstall the fencing.
- f. Gallagher’s – Gallagher’s is looking nice, but they still have a lot of work to do before they can open.

Human Resource Coordinator – Jessica Rucks

- a. Affordable Care Act – ACA work has been completed.
- b. New Hire Orientation – Completed new hire orientation for Sam Pruett.
- c. Illinois Commerce Commission – The ICC will be auditing our drug testing procedures.
- d. Voluntary Insurance – We will be meeting with a new insurance company called Chubb as a possible replacement for our voluntary insurance policy with Aflac.
- e. BPC – BPC is the administrator of the City’s HRA (Health Reimbursement Account). BlueCross BlueShield is supposed to send a file to BPC for processing every 4 to 6 weeks. This is not happening and is creating an issue with the employees. It turns out that BlueCross BlueShield has a new data feed format that the BPC system cannot read. Claims are being manually inputted in the system, which is delaying processing time. BPC is working on correcting the issue.

Community Relations Coordinator – Sarah Deutch

- a. Hometown Heroes Banner Program – There has been a great response to this program. So far, 66 applications have been received. The application deadline is March 31, 2022.
- b. Business Banner Program – The Business Banner Program will be extended for another year as the banners are still in great shape. Extension letters have been sent out to the businesses.
- c. Firebird Fest – Fliers are available for the Firebird Fest, and the event is posted on Facebook. Rod Haffer, from the Midwest Firebirds Club, has lined up KSHE 95 to do a live radio broadcast and asked for our help with the expense. All aldermen agreed to pay \$1,200.00 out of the Hotel / Motel Fund to assist with the cost.
- d. 8-Foot 3D Letters – Working with a company on 3D letters for the City. Received quotes and shared some mock-ups. There was a short discussion on the location and choice of lettering.

Collector/Finance Officer – Shawn Kennedy

- a. Utility Rate Increase – An e-mail was sent to the alderman regarding the electric operating expense adjustment. The operating expense adjustment for the last fiscal year is + \$0.003337. Alderman Notheisen wanted to know how many kilowatts were billed last fiscal year to determine the amount of monies affected before passing on a rate increase. That information was not available for this Utility Meeting. It was determined a meeting will be scheduled to review the potential impact of the adjustment.
- b. Proposed Budgets – Folders of the proposed budget were distributed.

Director of Public Works – Tim Birk.

- a. Solar Turbine #12 Retrofit – We have been working on the retrofit of Solar Turbine #12 for the past 13 days at 12-hours a day. Phase 1 of the rebuild is complete. Pictures were shown of the progress.
- b. Moore Street Phase 5 & 6 – Photos were shown of the box culvert that is being placed in the road.
- c. Veterans/North Library Project – Scheduled to start this project on March 21 to install the 16-inch waterline. Expect Veterans Drive to be closed for about two days.
- d. New Water Tower – Received good news from the IPEA for the new water tower. The next IPEA requirement is to hold a Public Hearing on March 18, 2021. An ordinance will also need to be passed to approve the borrowing of 25 million dollars for the project. Lastly we need to wait 10 (ten) days after the public hearing for any community comments. Once these items are completed the EPA will secure the loan at 0.83%.
- e. Illinois Commerce Commission – The ICC spend four (4) days auditing the Public Works Department, and only two minor issues were noted.
- f. Bid Openings on March 30, 2022 for:
 - Street/Curb/Gutter Project
 - Motor Fuel Tax for Materials
 - Veterans Drive Project
 - Morrison Avenue Project
- g. Roger Street Extension –The home was appraised at \$160,000. The homeowner would like to negotiate the right-a-way and agree to a dollar amount for all the property.
- h. LED Street Lighting – All streetlights have now been converted to LED.
- i. New Podium – A new podium has been built that will be easier to move to events.
- j. Fuel Prices – The increase in fuel prices has impacted our budget.

Chief of Police – Jeff Prorise

- a. Animal Control – Monroe County is requesting the City’s help in paying for Animal Control Services. The request is for an intergovernmental agreement based on population. Waterloo’s cost would be approximately \$16,000 per year. A discussion ensued on why the fee, how does the fee benefit the City of Waterloo, statics on the number of calls the WPD handled per year on animal control-related issues, etc. It was determined more information was needed for this request.
- b. Sergeant Testing – The written testing for a potential Sergeant position has been completed. The next phase will be setting up the oral interviews. Six WDP officers took the test.
- c. Lateral Police Officer – Received five (5) applications for a new lateral police officer. The next phase will be setting up the oral interviews.
- d. Sam Pruett – Doing well in his new position.
- e. ID Networks – Approximately 11 years of records are still on the ID Networks servers, and we no longer have access to this program. Received a of couple quotes from ID Networks to access our old records. It was determined more information is needed to assess the issue and format a solution.

City Attorney – Dan Hayes

No Report.

Mayor’s Report

- a. Vietnam Veteran’s Day Proclamation - On March 21, 2022 there will be a reading of the Vietnam Veteran’s Day Proclamation. Veterans are invited to attend.
- b. “Pair Of Dice” Canine Event - “Pair of Dice” is having a special event where tips and donations will be collected for the Police K-9’s. John Koerber may be present at the next City Council meeting to present monies to the K-9 Fund.
- c. Police Committee Meeting – A Police Committee Meeting will be held on March 17, 2022.
- d. Thank You – Thank you to Aldermen Notheisen, Heller and Hopkins for acting on the Mayor’s behalf while he was out of town.
- e. Support for Ukraine – Receive an email asking Waterloo to show their support for Ukraine, by asking residents to display blue and yellow ribbons.

Committee Reports and Minutes Approval

- a. 02-10-22 Electric Committee Meeting Minutes. Minutes were not available.
- b. 03-01-22 JOINT Finance & Safety/Health Cmte Mtg. Minutes. Darter -1st, Heller -2nd. Passed.
- c. 03-01-22 Water/Sewer Cmte Mtg. Minutes. Matt Buettner -1st, Hopkins -2nd. Passed.
- d. 03-07-22 JOINT Ordinance & Planning Cmte Mtg. Minutes. Minutes were not available.

Comments

Alderman Notheisen stated that it could be problematic in staging 175+ cars to parade into town for the Firebird Fest.

Alderman Trantham commented that there was a large crowd at the “Citizens for a Pool” meeting on March 9, 2022. Ms. Amy Grandcolas presented their proposal for a pool. She also suggested that the Park District could approach the City and request that part of the collected sales tax monies be donated for the pool. The Park District expressed concerns with recent pool closures in Missouri and

Illinois. The Park District also suggested that the Citizens for a Pool collect roughly 4,000 signatures from registered voters who were in favor of the pool to show how much support there was for this project.

Alderman Hopkins invited everyone to attend the Nick Hopkins Memorial Highway Dedication on April 14 at Life Community Church, Columbia, Illinois. Illinois Route 3 will be dedicated from GG Road to Kaskaskia Road as a memorial to Officer Nick Hopkins.

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 8:04 p.m.

Mechelle Childers, City Clerk