

**WATERLOO UTILITY MEETING**  
**Monday, April 11, 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, Natalie  
Steppig – City Attorney.

Mayor Smith requested an Executive Session for the Discussion of Personnel be added to the agenda for this evening.

Motion to approve an Executive Session for the Discussion of Personnel to be added to the agenda was made by Alderman Row and seconded by Alderman Matt Buettner. All aldermen agreed by unanimous voice vote.

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

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated March 14, 2022 was made by Alderman Heller and seconded by Alderman Kyle Buettner.

**Items for Correction:**

**Human Resource Coordinator – Jessica Rucks**

- Under Item e - BPC – change the acronym for HRA from Health Reimbursement Arrangements to Health Reimbursement Account.

Motion passed to approve the Utility Minutes dated March 14, 2022 as amended with Aldermen Heller, Notheisen, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner and Row voting ‘yea’.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Report – The March monthly zoning report was distributed.
- b. Monthly Building Permits – The March monthly permit report was provided.
- c. Ordinance – An Ordinance Committee meeting will be scheduled next week to review the Food Truck Ordinance.
- d. Subdivision/Development:
  - Remlok Phase 4 – Waiting on hydraulic information for Remlok Phase 4 improvement plans. The Council will not sign off on IEPA permits until the improvement plans are approved. Mr. Brand is also considering building a street across the creek and adding additional residential homes to Phase 4.

- Country Club Hills – Country Club Hills Phase 4 improvement plans have been received. The city would like to approve the improvement plans for both Remington Ridge and Country Club Hills at the same time. The drainage issue from the adjoining field still needs to be resolved. A possible solution to the drainage issue is to build a berm along the property line to assist with water runoff and debris.
  - Remington Ridge. – The Remington Ridge preliminary plat has been received and will be reviewed by the Planning Commission on April 11, 2022.
  - Silvercreek Crossing First Addition Phase 2 - Improvement plans are almost complete; however, there is a question regarding the ownership of the land, the developer of the land, and the sale of the property.
- e. Planning Commission – meeting tonight (04/11/2022) to review:
- Remington Ridge Preliminary Plat.
  - Occupation SUP Petition – This is a request for a Special Use Permit for a Home Occupation (Barber Shop) in the Sunset Acres area.
  - Text Amendment (Animal Hospital) – Refine the definition of an Animal Hospital.
  - Text Amendment (Convenience Store) – Defining the definition of Convenience Store.
- f. Zoning Board of Appeals – Meeting scheduled for 04-21-22 to discuss:
- Occupation SUP Petition – Request for a Special Use Permit for a Home Occupation (Barber Shop) in the Sunset Acres area.
  - Text Amendment (Animal Hospital) – Refine the definition of an Animal Hospital.
  - Text Amendment (Convenience Store) – Defining the definition of Convenience Store.
  - Special Sign Permit (Taco Bell / KFC) – Taco Bell / KFC are already over their allowable sign area.
- g. Sugar Spring South Signage – Before the change in the Business Sign Ordinance regarding signage along the Illinois Route 3 corridor, Sugar Spring South was granted a permit to install a digital electronic sign above their freestanding sign. Since the signage has not yet been changed, Sugar Spring South has been kindly asked to erect a monument sign according to the new Illinois Route 3 Corridor Business Sign Ordinance.
- h. Beautification – Uncle John’s RRR Bar would like to have a façade grant on the south side of their building. An application has been sent.
- i. Country Club Hill Citizen Request – A citizen in the Country Club Hills subdivision has requested a sign to alert drivers of their special needs child at both intersections of their street. After a short discussion, it was agreed that such a sign could lead to more issues for the City.
- j. Bradford Lane Lot – Mr. Lance West has an empty lot on Bradford Lane which he would possibly like to develop. However, an underground water detention would be needed to make the most of the lot.

**City Building Inspector –Brad Yearian**

- a. Monthly Report – The March monthly report was distributed.
- b. Grand Avenue – A ticket was issued to a resident on Grand Avenue. The individual refused to move a derelict car and has a shed falling down on the property
- c. Covington Drive Mulch – A pile of mulch was left in the middle of the street on Covington Drive by a landscaper.

- d. Desco Group Parking Lot - Desco has been contacted about the large pothole on their property that the public is driving through and thereby leaving mud on the road.
- e. Business Parking Lots – We will be concentrating on the condition of business parking lots and getting them repaired. It was suggested to ticket those businesses who delay in repairing their lots.
- f. Mr. BBQ at Mystic Oaks Golf Course – The kitchen has been rewired and insulated. Truss work should start soon.
- g. Electronic Signs – Alderman Notheisen requested that the electronic signs around town be monitored to make sure the messages cycle per ordinance.

**Human Resource Coordinator – Jessica Rucks**

- a. Chubb Insurance – Met with a Chubb representative and have all the information available if anyone would like to review. The minimum participation is 10 people per each service that is offered. Working on developing a survey to find out what program(s) employees may be interested in.
- b. Director of Public Works – With the potential of Tim Birk retiring in 18 to 24 months, Alderman Notheisen suggested that a search for a replacement for the Director of Public Works be started.

**Community Relations Coordinator – Sarah Deutch**

- a. Illinois Tourism Bureau – The Illinois Tourism Bureau was in town and created TikToks for some of our businesses. The video clips are being shared with other social media platforms.
- b. Heroes Banner Program – 150 Hometown Hero applications have been received. The application deadline was March 31, 2022. The Hero banners have been ordered and will be installed as time permits.
- c. CTM Media Group Renewal – Our renewal with CTM is due May 01, 2022. This is the group that distributes our brochures to 44 different locations around the St. Louis area. All aldermen agreed to renew this contract.
- d. Mural Contest – Expect to start to receive entries in early May. Letters were sent to businesses for potential murals, and six businesses have expressed interest.
- e. Upcoming Events – A list of upcoming events was distributed. This week there are two events: the Nick Hopkins Memorial Highway Dedication and Scooter’s Ground Breaking Ceremony. Next is the NCAA Great Lake Valley Conference Division 2 Girls Gold Championship at Annbriar. They are expecting approximately 150 players / coaches. We will promote the event on Facebook and marquee boards.

**Collector/Finance Officer – Shawn Kennedy**

- a. Monroe-Randolph County Enterprise Zone – A meeting was held on March 24, 2022 and since January 2020, the Enterprise Zone has collected \$38,795.00 in fees. It was determined to leave this money in the bank in case any amendments would need to be made to the program. Waterloo businesses are taking advantage of the program, and we continue to pass along its availability.
- b. South Korean Delegation Meet and Greet – The Monroe County Economic Development Corporation hosted a South Korean Delegation Meet and Greet on April 07, 2022. Five companies from South Korea would like to locate a business in Southern Illinois. Manufacturing in the U.S. would expedite their customer service.
- c. Reliable Sanitation – Reliable Sanitation is requesting a 2.5% increase in service. Our contract with Reliable allows for an annual increase of 3% or a CPI whichever is greater.

- d. REJIS Contract – The annual REJIS contract needs to be renewed. We contract with REJIS for our IT support and services. The contract is for a minimum of 200 hours of work.
- e. Multi-Factor Authentication (MFA) – Everyone in City Hall has been set up and working on creating login ID's and passwords for those in the field.
- f. Annual Budget – The annual budget will be on the next City Council agenda for approval.
- g. Public Safety Employee Benefits Act (PSEBA) – IML is recommending that any community that adopted the IML model for PSEBA amend the ordinance. A new model ordinance was provided by IML.
- h. Pay Increase for Elected Officials – Alderman Notheisen proposed that if there is any interest in a pay increase for elected officials it needs to be done by September as next year is an election year. Any increase would not take effect until after the newly elected officials are seated.

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

- a. America Public Power Association Safety Award – the Electric Department was again a Safety Award Winner.
- b. National Lineman Appreciation Day – National Lineman Appreciation Day is April 18, 2022.
- c. Electric Outage – A raccoon got into the substation on March 31 causing an outage / blink in the electrical services.
- d. Old Firehouse – Received a \$9,715.00 Energy Efficiency Grant for the old firehouse. All the lights were replaced with motion sensors and new exit lights were installed.
- e. Market Street Upgrade – Received news that IDOT will incorporate the handicap sidewalks and ramps in their project when they upgrade Market Street. This is a half-million dollar savings for the City.
- f. North Moore Street Culvert (near Quail Run – Stoney Creek Subdivision) – A hole is developing around the guard rail / culvert that goes over the creek and is eroding the area under the road. A temporary fix has been implemented, but the culvert needs to be lined with a plastic liner for a more permanent fix.
- g. Rogers Street Extension – Senator Duckworth and Representative Bost have some discretionary funds available and the County and the City are working together to see if we can acquire some of these funds for this project.
- h. Pedestrian Walkway – There will be a signalized pedestrian crossing at the intersection of Route 3 at HH Road and Country Club Lane. The walkway will be handicap accessible. Some millwork will need to be done to install the required sensors. Construction is scheduled to start in August 2022.
- i. Veterans/North Library Project – The 16-inch water main from Veterans Drive to the new water tower has been installed.
- j. Moore Street Phase 5 & 6 – Photos were shown of the box culvert that is being placed in the road. The estimated completion date for Phase 5 & 6 is late this year. Once Phase 5 & 6 is complete, there will be a year break before Phase 7 starts.
- k. Bid Openings on March 30, 2022 - project and low bidders were:
  - Street/Curb/Gutter Project - Huebner Concrete Contracting.
  - Motor Fuel Tax for Materials - Roger's Ready Mix, Christ Brothers Asphalt, Don Anderson Co., Inc., and DMS Contracting. Material prices have increased significantly so we will need to minimize our asphalt projects.
  - Veterans Drive Project - Rooter's American Asphalt.

- Morrison Avenue Project - Baxmeyer Construction.  
Would recommend that a 10% contingency be added to the bid amounts.
- l. Rock and Chip - Need to rebid this project and should have the new bid ready for the City Council in the next 2 to 4 weeks.

**Chief of Police – Jeff Prosis**

- a. Distracted Driving Grant – WPD received a Distracted Driving Grant from IDOT. The grant is for 60 hours and is to be used for distracted driving with a special focus on those using personal wireless communications devices while driving.
- b. Elderly Service Officer - A WDP officer who has taken a 16-hour course to serve as our Elderly Service Officer. Would like to reinstate the Senior Academy course.
- c. Sergeants Interview – Finalizing the interviews and hope to have them all complete by mid-May.
- d. Monthly Stats – The Chief was curious if the Aldermen would like to see monthly stats on his department. The Aldermen stated they did not feel this was warranted.
- e. New Officer – Looking at a May 02, 2022 start date for the new officer.

**City Attorney – Natalie Steppig**

No Report.

**Mayor’s Report**

- a. Thank You – Thanks to everyone for everything they do. Special thanks to Alderman Clyde Heller for attending Bill Getchman’s funeral and to Ian Huebner for receiving the Illinois Historical Society’s “Special Project” award.
- b. Veterans Day Banners – More calls have been received on the Veterans Day Banners.
- c. Kaskaskia-Cahokia Trail Coalition (KCT) – The Coalition would like to create a KCT book to promote the organization. They also will hold the “Road Rally” event this year.

**Executive Session for the 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 Heller. Motion passed with a unanimous voice vote

Entered into Executive Session at 7:42 p.m.

Adjourned Executive Session at 7:54 p.m.

Mayor Smith resumed the regular Utility Meeting at 7:54 p.m.

**Committee Reports and Minutes Approval**

- a. 03-17-22 Police Cmte Mtg. Minutes. Minutes were not available.
- b. 03-21-22 Waterloo Beautification Cmte Mtg. Minutes. Notheisen -1st, Darter -2nd. Passed.
- c. 04-04-22 Planning Cmte Mtg. Minutes. Row -1st, Heller -2nd. Passed.
- d. 04-04-22 Ordinance Cmte Mtg. Minutes. Wrong minutes were provided.

**Comments**

**Alderman Trantham**

There was an article in the Republic Times from the Park District that contained numerous facts about the pool proposal. One of the biggest issues is that the Park District has limited funds available to maintain a pool. The next Park District Meeting will be on April 13, 2022. In addition, four (4) truckloads of AstroTurf were received for the Dog Park.

There was an article in the IML Journal about a Senate Bill to cap the state's sales tax on motor fuel. The same amount of motor fuel tax will be received, just capping the amount of tax due to the rising fuel costs. There is also talk of a temporary one-year suspension of sales tax on groceries. The state will reimburse the communities for the missing tax dollars from the Grocery Tax Replacement Fund.

**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 ISP Officer Nick Hopkins.

**Alderman Heller** mentioned that the semi-annual Sister Cities Meeting will be at City Hall on April 12, 2022.

**Adjournment** – Motion to adjourn made by Alderman Notheisen and seconded by Alderman Kyle Buettner. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:02 p.m.

**Mechelle Childers**

**City Clerk**