

**WATERLOO UTILITY MEETING**  
**Monday, April 12, 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,  
Nathan Krebel – Subdivision / Zoning 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 March 08, 2021 made by Alderman Heller and seconded by Alderman Buettner.

**Items for Correction:**

- **Building Inspector/Code Administrator – Nathan Krebel; Item b** change entirely to read: *Proposed Senior Living Development – the currently zoned I-1 Industrial District would need to be rezoned to R-5 Multi-Family. The Comprehensive Plan does not call for an R-5 zoned district in this area.*
- **Director of Public Works – Tim Birk; Item e** change to read: *The Village of Valmeyer to A Road District near the Village of Valmeyer.*

Motion passed unanimously to approve the Utility Minutes dated March 08, 2021 as amended with Aldermen Heller, Notheisen, Thomas, Hopkins, Trantham, Darter, Buettner and Row voting “yea”.

**Human Resource Coordinator – Jessica Rucks**

- a. Work Comp Medical Facility – Gateway Regional Medical Center services are limited and employees occasionally have to drive to Granite City for assessment. Also, the City is experiencing billing problems with this company. Would like to request creating an account with Waterloo Urgent Care and Total Access Urgent Care to cover nearby work comp injuries. All aldermen agreed with the creating accounts with Waterloo Urgent Care and Total Access Urgent Care.
- b. Part-time Employees – Interest has been expressed for hiring part-time employees, which would allow full-time employees to also work part-time. The aldermen did not see a benefit to the City by allowing this process.

**Community Relations Coordinator – Sarah Deutch**

- a. Household Hazardous Waste Collection – scheduled for May 22, 2021 at the Monroe County Fairgrounds. Volunteers are needed to only greet participants and direct traffic.

- b. Waterloo Has Heart – The website is up and running. Please spread the word, encourage its use and log any volunteer hours.
- c. Kaskaskia Cahokia Trail Coalition (KCT) – finalized strategic plan. Website visits have increased an average of 500 hits per month. A “Road Rally” is planned for September 25<sup>th</sup> to bring more awareness to the trail.
- d. Waterloo Millers Sponsorship – request for sponsoring the Waterloo Millers program. The cost is \$400. All aldermen agreed with the sponsorship.
- e. Mural Contest - guidelines were distributed for the next Waterloo Beautification meeting.
- f. Oerter Foundation – might be receiving a grant for 12 signs which will be placed on various spots along the Kaskaskia Cahokia Trail.
- g. Outside Events – will be meeting with John Wagner regarding the opening up of the state and the status of outside events.
- h. Outside Tables on Downtown Streets – need to monitor the usage of the outside tables as other business owners are expressing concern over the lack of parking for their customers.
- i. Governors Hometown Awards –we did not win the Governors Hometown Award for the “Virtual Veterans Program” nor for the library “StoryWalk”.

**Collector/Finance Officer – Shawn Kennedy**

- a. Annual Budget – the annual budget will be on the next City Council meeting for approval.
- b. Small Business Stabilization Grants – a public hearing will be scheduled for May 03, 2021 to close out the Small Business Stabilization Grants. Monies were received and distributed.
- c. Fair Housing Act –Fair Housing information will be posted in the lobby and on the website.
- d. REJIS – renewal of the contract with REJIS, the City’s IT technology support/consulting company, is due May 01, 2021. Approval of the new contract will be on the next City Council agenda.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Report – the monthly report has been revised to include zoning information.
- b. Quail Ridge Development – sanitary sewer and storm water installation complete. Water main installation should start in the next few weeks. A meeting is scheduled to review improvement plans with the developer.
- c. Legacy Phase I – reviewing improvement plans with HMG. Waiting on results from the soil sample.
- d. Bank of Monroe County – working on parking lot drainage.
- e. ADA Improvements at JV’s – Jeff Vogt is interested in ADA improvements at the restaurant. Several ideas are being reviewed.
- f. Remlok Sewer Extension – this project will cost more than expected as the construction crew has hit rock, and we will need to pay for the removal.
- g. Rosedale House – the petitioners are moving forward with converting this building into a recovery residence. Next will be a meeting with the Planning Commission and Zoning Board of Appeals for approval of a text amendment and a special use permit. Need to find a location to accommodate the meeting for COVID public safety.
- h. Subdivision and Zoning – working on the zoning and subdivision portion of the position since newly appointed to the office.

- i. Gallagher’s Restaurant – working on the interior of the building with a structural engineer. The east wall is scheduled to have windows and new egresses are scheduled for the south side of the building. They are also planning on working on the lateral sewer line.
- j. Hatley Homes – Mr. Hatley would like to tear down his homes in the 100 block of North Market. Permits will be issued for each demolition location.
- k. Dan and Neat’s Bait Shop – the building has been sold and the new owner would like to have it rezoned as an Accessory Building.
- l. Alan Brand Lakeview Drive Property– No new information.
- m. Co-Op Acres – Monroe County will maintain the road and improvement plans still only meet county specs.

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

- a. Farm Leases – would like to extend the farm leases for one more year on the land that was purchased from Valmeyer for the wells and the roadway going to the wells. All aldermen agreed with extending the farm leases for one more year on these properties.
- b. Valmeyer Project – digging will start on Rodney Washausen’s property so the archeologist can sieve the dirt.
- c. Morrison Avenue Project – need to acquire 16 temporary construction easements.
- d. Concrete Projects (slabs, gutters, sidewalks, etc....) – bids will be open on April 14, 2021.
- e. Vandebrook Water Main Extension Project – bids will be open on April 13, 2021.
- f. North Market Street Sidewalk Project – will advertise for bid in May 2021.
- g. South Market Street Sidewalk Project – IDOT’s letting is at the end of April 2021. Probably will not start this job until July 2021.
- h. Moore Street Phase V and VI – still trying to acquire the necessary property.
- i. Water Tower #2 Plat – meeting scheduled to review the plat before sending it to the Planning Commission for a request of a special use permit.
- j. Aerial Photography – Monroe County has received a grant for updating the aerial maps.

**Chief of Police – Jeff Prosize**

- a. Helmets First – the Waterloo PD is partnering with “Helmets First” to distribute free bicycle helmets.
- b. Crisis Intervention Team (CIT) Training – sent 8 officers for a 40-hour training on handling mental health issues. This training provides police officers with more tools to do their job safely and effectively when responding to these mental health calls.
- c. Domestic Violence Training – provided a 2-hour Domestic Violence Training to all law enforcement officers.
- d. House Bill #3653 – with the signing of this bill, more mandated training will be required.
- e. Explorer Program – the program has its own insurance coverage which is paid by the applicant when they apply to participant in the program. All aldermen agreed with moving forward with this program.

**City Attorney – Dan Hayes**

Would like to request an Executive Session on Monday, April 19, 2021.

**Mayor’s Report – No Report**

**Committee Reports and Minutes Approval**

- a. 03-11-21 Gas Cmte Mtg Minutes. Darter-1<sup>st</sup>, Heller-2<sup>nd</sup>. Passed.
- b. 03-15-21 Water/Sewer Cmte Mtg Minutes. Buettner-1<sup>st</sup>, Hopkins-2<sup>nd</sup>. Passed.
- c. 03-25-21 Gas Cmte Mtg Minutes. Thomas-1<sup>st</sup>, Darter-2<sup>nd</sup>. Passed.
- d. 03-29-21 Personnel Cmte Mtg Minutes. Darter-1<sup>st</sup>, Thomas-2<sup>nd</sup>. Passed.
- e. 03-30-21 Finance Cmte Mtg Minutes. Thomas-1<sup>st</sup>, Darter-2<sup>nd</sup>. Passed.
- f. 04-07-21 Planning Cmte Mtg Minutes. Notheisen-1<sup>st</sup>, Row-2<sup>nd</sup>. Passed.

**Comments**

**Alderman Thomas** requested the City Council meetings be moved to the Council Chambers. Masks would be required. All aldermen agreed with moving the meetings to the Council Chambers.

**Alderman Trantham** wanted to know if gas pipeline repairs in Vandebrook / Stonefield subdivision were complete. Tim Birk believed the job was complete.

**Alderman Hopkins** expressed concern about the potential loss of the Moore Street Project if the City is not able to acquire the necessary property for said project.

**Alderman Darter** stated that a member of the Zoning Board of Appeals approached him regarding their pay. According to the individual, the meeting payment has not increased in the last 15 years. Alderman Darter suggested a \$30 per meeting increase. This increase would need an ordinance amendment. All aldermen agreed to a \$30 per meeting increase.

**Alderman Buettner** mentioned that the sign for the Metzger Farm Trail is ordered, and they will soon be working on the trail again.

**Alderman Row** congratulated Nathan Krebel on his appointment to the position of Subdivision / Zoning Administrator

**Adjournment** – Motion to adjourn made by Alderman Buettner and seconded by Alderman Darter. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 7:46 p.m.

**Mechelle Childers,**  
**City Clerk**