

WATERLOO UTILITY MEETING
MONDAY, MAY 08, 2023
6:00 p.m.

Mayor – Stan Darter
Alderman Ward I – Joel Vogt & Matt Buettner
Aldermen Ward II – Jim Trantham & Jim Hopkins
Aldermen Ward III – Jason Goff & Kyle Buettner
Aldermen Ward IV – Gary Most & Russ Row
Brad Papenberg – City Treasurer, Tim Birk – Director of Public Works, Nathan Krebel – Subdivision / Zoning Administrator, Jeffrey Prosise – Chief of Police, Sarah Deutch – Community Relations Coordinator, Saundra Eckstadt – HR Coordinator, Natalie Steppig – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve Utility Minutes dated February 13, 2023, made by Alderman Matt Buettner and seconded by Alderman Row.

Items for Correction:

- **Director of Public Works – Tim Birk; Item a change:** *‘We received the state funding for this project, and it is now complete’* to *‘We received the final invoice from the state for this project, and it is now completed’*.

Motion passed unanimously to approve the Utility Minutes dated February 13, 2023, as amended with a unanimous voice vote of “aye”.

City Treasurer – Brad Papenberg

With three new aldermen, the City Treasurer thought it would be beneficial to review and explain the Treasurer’s Report. The report recaps all income and expenses for the prior month. The three checking accounts were reviewed in detail, including examples of receipts and disbursements. Then, the invested funds were discussed with particular attention to E-Pay Utility Bills, Farm Account Income, and Pension Reserve. There was a short discussion by the aldermen on the Hotel/Motel Tax Fund and what are the annual expenditures. Sarah Deutch will provide what was spent out of this account for the last five years at the next Utility Meeting.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The April 2023 monthly zoning report was distributed.
- b. Monthly Building Permit – The April monthly permit report was provided.
- c. Lemen Street Rental House – This is a rental property owned by the City. The home had a small fire last July, and a video was shown of the living conditions in the building. The Zoning Administrator felt the home should be torn down as it was in disrepair. An estimate of \$60,000 to \$70,000 was received to remodel the home. The original intent when the home was purchased was to level it to allow for the expansion of the City Street Department. All aldermen agreed to have the home at 107 Lemen Street razed.

- d. 520 S. Main – After several conversations to have the home at 520 S. Main demolished, a letter was sent to the owner, Mr. Clyde Haudrich. Mr. Haudrich has fifteen (15) days to demolish the home or the City will demo the building and place a lien on the property. All aldermen agreed to have the home at 520 S. Main razed if Mr. Haudrich has not done so in the allotted time. The Zoning Administrator will contact the Circuit Court of Monroe County for all the proper procedures if the City needs to take action.
- e. Green Briar Trailer Park on Mill Street – The City received a call about a leaking ceiling from one of the residents at Green Briar Trailer Park. The resident also complained about black mold in the trailer. Videos and photos were taken of the trailers in the trailer park and interior photos were taken of the complainant's trailer. All the trailers are in poor condition and should be removed. The property owner is Robert Zurfluh of St. Louis, Mo. However, if you call the owner, Kenny Headrick returns the call. All aldermen agreed to condemn the trailers and clean up the property. This process will take some time since the residents will need to receive appropriate notification and time to relocate.
- f. New Firehouse – There is a rock area on the south side of the property used for training. The Fire Department will concrete this area, add lights and surround it with a 6-foot vinyl fence. The work does not require a permit.
- g. Sav-On Liquor and Wine - The owner of Sav-On Liquor and Wine has decided he no longer wants a convenience store in order to have a gaming license. Per City Ordinance, a convenience store must have less than 35% of retail space dedicated to liquor sales. The owner determined the most beneficial use of his retail space was to have more than 35% of his sales area dedicated to liquor sales. He will surrender his Gaming License and apply for a Class C liquor license, which does not have liquor sales space limitations. A letter was distributed indicating the owner's desire to operate as a liquor store.
- h. Subdivision/Development:
 - Remlok Phase 5 – Remlok Phase 5 includes public street access across the creek to a two-lot development. Revised improvement plans were received and the design for the creek crossing should be received this week.
 - Remlok Phase 6 – Remlok Phase 6 is south of Covington Drive. Another tributary of Gerhardt Creek is on this parcel of property. Dennis Brand is currently planning on working on this creek crossing while working on the Phase 5 creek crossing. The development will eventually connect to Legacy Drive. However, we need to receive and approve the preliminary plat and improvement plans before any work can be started on this phase.
 - Country Club Hills – Country Club Hills improvement plans for Phase 4 have been reviewed. Country Club Hills and neighboring Remington Ridge need to build a lift station. The City wants both subdivision owners to reach an agreement to construct one lift station rather than two lift stations. The lift station will need to be placed in Remington Ridge. There was a short discussion about the condition of Country Club Lane, which is not owned by the City. It was also discussed how funds could be generated to help with road maintenance.
 - Remington Ridge – A video was shown of the current status of the Remington Ridge development. Improvement plans were received a couple of weeks ago. Crops have already been planted in the expansion area, so nothing will happen soon with this development.
 - Quail Ridge Phase 5 – Improvement plans have been submitted, and they should begin the next phase this fall. This will be a 34-lot development.

- Silver Creek 1st Addition Phase 2 – The contractor appears to have been fired as all the equipment has been removed from the area. The sanitary sewer has been completed, however, some lines need to be corrected. The City also has issues with some storm sewer connections. The water main is completed, however, curb stop boxes have not been installed. Although it appears construction has stopped, the property still needs to be maintained for weeds and brush. The future of this development is unknown.
- i. Planning Commission – The Planning Commission will not meet this month, as there are no agenda items.
- j. Zoning Board of Appeals – The Zoning Board of Appeals will meet on May 18, 2023 on a request for a side yard setback variance for an accessory shed.
- k. Beautification – Brian Dill has a storefront on West Mill and has completed his beautification grant. The City will present the grant money at the next City Council meeting.

City Building Inspector – Brad Yearian

- a. Monthly Report – The April monthly report was distributed.
- b. 203 W. Mill – This building is being constructed by George Obernagel and JP Fitzgibbons. The upstairs has been dry walled and construction is moving along without issues.
- c. Mill Street Laundromat – Received some complaints about the interior condition of the facility. Inspection of the building revealed lights falling down, extension cords in the ceiling, paneling in disarray, vents duck taped, carpeting coming up, etc...
- d. KB Construction (Mike Thomas) – The residential apartments above Shorty's Smokehouse were completed by KB Construction. The Building Inspector inspected the apartments, and they failed the inspection. However, Mr. Thomas still allowed people to move into the apartments despite the inspection failure and not having an occupancy permit. The City issued a violation fine for each day the job was incomplete. Five tickets were issued before the job was finished.
- e. Town and County Building (610 Market Street) – Met with Josh Schmidt from Josh J Schmidt Construction. Demolition of the inside of the building should start soon. A sandwich shop is scheduled to move into this location.
- f. Pretzel Pretzel – Inspected the new Pretzel Pretzel location. They will be opening soon at the old Little Caesars Pizza site on Illinois Route 3.
- g. New Japanese Restaurant – Hiko Japanese Steak, Sushi & Ramen Restaurant will soon be opening in the old BBQ restaurant on Illinois Route 3.

Community Relations Coordinator – Sarah Deutch

- a. FOX 2 Live In Your Neighborhood – The FOX 2 Live In Your Neighborhood segments went very well. The programs are available for viewing on the FOX 2 website and YouTube.
- b. Home Alone Child Safety Program – This is an annual program that the City sponsors. This year over 50 children were in attendance. The Waterloo Fire Department, Waterloo Police Department, and Monroe County EMS taught the children first aid and safety tactics if they are home alone.
- c. Souvenir City Magnets – The first proof of the City magnets were distributed for review and comment. The aldermen were curious about the Cardinal on the magnet (which is the state bird of Illinois) and suggested replacing it with the flag of Germany.
- d. Mural Contest – This will be the third year for the mural contest. Artists can submit their work until June 9th. A Beautification Committee meeting will then be scheduled to review the entries, select the winners and choose the location for the winning entries' work. Currently, there are five (5) possible sites for the murals.

- e. Curt Simshauser Photo Contract – In 2019, a contract was signed with Curt Simshauser Photo/Cinema Studios. The contract was to supply photo content for tourism and advertising purposes. We did receive some event photos, but then COVID hit we decided we did not want pictures of patrons with masks on. It is estimated that Simshauser honored 25% of the scope of the contract. Attorney Steppig contacted Mr. Simshauser requesting either a refund of half of the original payment or to complete the contract. Mr. Simshauser believes he has met his obligations under the contract. The City met with Mr. Simshauser in person and all parties agreed that the contract would be completed by May 01, 2023. As of today, no additional photos have been received, and Mr. Simshauser has not gotten back in touch with the City. All aldermen agreed to move on from this situation.
- f. CTM Media Group Renewal – Our renewal with CTM is due. This is the group that distributes our brochures to 30 different locations around the St. Louis area. All aldermen agreed to renew this contract.
- g. Upcoming Events:
 - May 12-13 – Optimist Club Beer-B-Que, Downtown Waterloo.
 - May 20 –
 - ‘Firebird Fest’, Downtown Waterloo, 3PM to 11PM. The entire downtown area will be blocked off, and there will be a free concert in the evening. Currently, over 200 Firebirds from 29 different states are registered to attend this event. The City will hand out welcome bags to registered participants.
 - ‘3rd Annual Bags and Badges Tournament’, starting at 11:30AM at the Monroe County Fairgrounds.
 - May 29 – ‘Memorial Day Ceremony’, Courthouse (Main Street side), 11AM. City Hall will be closed on this day.
 - May 30 – ‘Ice Cream Social’ at the Municipal Band Concert, 8PM. This is the opening night of the Municipal Band Summer Concert Series. The City is sponsoring the ice cream this night. The City will also recognize Tom Wightman who is retiring from the Municipal Band after 70 years of membership.
 - June 3 – GLOW Yard Sale from 7AM to 2PM.
 - June 4 – Optimist Club Car Show, Downtown Waterloo.
 - June 9-10 – Sts. Peter and Paul Catholic Church Picnic.
 - June 20 – Porta Westfalica.
- h. Porta Westfalica – The Porta Westfalica committee heard about the City of Waterloo assisting in the support of Firebird Fest, and they are requesting support for their event. The City only assisted the Firebird Fest with the advertisement of the event. The City would like to know what is done to promote Porta Westfalica and would consider co-sponsoring advertisements.
- i. Planter Program – The Waterloo Garden Club has inquired about adding more planters around town. The City purchased the original planters in 2012, and it is very unlikely that we will be able to match these planters. Therefore, we would have to replace all the original planters to add new ones.

Human Resource Coordinator – Saundra Eckstadt

- a. Diabetic Needle Disposal – An employee requested assistance in disposing of used needles safely and appropriately. The Monroe County Health Department had several Sharp diabetic needle disposal containers, and one will be placed in every restroom facility.
- b. Americans with Disabilities Act – The City should provide reasonable accommodations for our employees. In the event that an employee requests special accommodations, please have him/her see the HR Coordinator as soon as possible.

- c. Learning Curve – Sandra stated that this is her ninth (9th) week with the City, and she has learned a lot of the processes and procedures. She commented that she has learned the City's computer systems and is meeting lots of new people.
- d. New Hires – The City has hired two (2) Crossing Guards and is in the process of hiring two (2) Police Officers.
- e. Policy and Procedure Manual – Reviewing the Policy and Procedure Manual and working on summarizing and condensing some of the material.

Director of Public Works – Tim Birk

- a. Water Plant Long-Lead Items (Generator) – At a recent Water Committee meeting it was noticed that a generator was not listed as one of the long-lead items. The contractor acknowledged that it was missing from the list. There are ARPA (American Rescue Plan Act of 2021) funds available to purchase the generator.
- b. 16" Water Main Ordinance – An amendment will need to be made to the ordinance to prohibit new mains or connections to the 16-inch HDPE water transmission main from the water treatment plant in Valmeyer to the water tank in Waterloo. City Council will need to approve this amendment to the ordinance.
- c. HH Road Project – The Mayor and Tim Birk attended the Monroe County Transportation Committee Meeting and the Illinois Transportation Planning Meeting. Funding for the HH Road resurfacing project was requested. This project covers HH Road from Illinois Route 3 to the City limits to the west. The City received money from the Federal/State program. However, the project will not begin for approximately two years.
- d. Sewer Lining Project - Bids were open on May 4th for the annual sewer-lining project. SAK was the low bidder. The bid includes sanitary sewer linings and three (3) storm sewer linings.
- e. Utility Rates – A fiscal year electric and gas rate spreadsheet was distributed. Over the past year, residential electric rates per kWh were flat. However, gas rates per 1,000 cubic feet have been volatile.
- f. Average Cost per kWh per Customer Type – A graph sheet was distributed showing the average cost per kWh per customer type, which included investor-owned, municipal and co-ops in Illinois.
- g. Schnucks – Schnucks is interested in placing solar panels on their roof. They meet the City's net metering policy so there are no issues with them implementing this plan.
- h. Transformer Replacement – On May 03, 2023, the line crew replaced the transformer behind Schnucks that was leaking oil. The crew started at 9PM, relocated the transformer and finished by midnight.
- i. Asphalt Overlay Plans for Downtown – Met with the contractor on May 02, 2023 and he has a plan but no start date. The contractor believes he can mill off the entire proposed area in 4 to 5 days and repave that same area in 4 to 5 days. A couple of additional days will be needed for stripping. The entire project should take 2 to 3 weeks. The plan was then reviewed to indicate how milling and paving were to be completed on which streets first. Everyone uptown will be notified.
- j. Steel Pole Damages – In the past three months, the City has had two steel poles damaged along Illinois Route 3 from accidents. The City has filed a claim with the insurance companies.
- k. Hecker Storm Damage – The City spent two days assisting the City of Hecker with its storm damage. The City of Hecker was appreciative of the support they received.
- l. Apprentice Lineman - Alex Rongey has accepted the Apprentice Lineman position. Alex will replace Tom Maag who retires on June 09, 2023.

- m. CDL Training – It is now required that an individual attend a 6-week driver training school. However, there is a provision in the law that allows the City to have their own trainer. Having our own trainer is significantly cheaper than sending individuals to training school. The City would need to have their training site approved and select a trainer.

Chief of Police – Jeff Prosis

- a. National Drug Take Back Day – National Drug Take Back Day was April 22, 2023. The PD took in roughly 25 pounds of unused medication that day. In the last six (6) months the lobby drug box has taken in approximately 400 pounds of unused medication.
- b. New Patrol Cars – The three (3) 2023 Ford Explorers for the Waterloo Police Department will be picked up on Friday, May 12, 2023.
- c. New Hires – Working through the hiring process for two (2) Police Officers. These two positions are laterals. The PD is also accepting applications for either new officers or laterals. So far, eleven (11) applications have been received.

City Attorney – Natalie Steppig

- a. Issues – Attorney Steppig informed the new aldermen that her firm is working on several issues. Her partner Clay St. Clair and herself will be at next week's Executive Session to bring everyone up to speed.
- b. The Firm – The Firm is comprised of three attorneys: Clay St. Clair, Tony Gilbreth and herself. All three attorneys represent the City of Waterloo.

Mayor's Report

- a. Santa Float – Would like a complete update to the Santa Float with a focus on safety.
- b. Old Water Tank Storage – This is the water tank behind the old firehouse. In the past, there was a plan to use it, but it appears it is time for it to be demolished.
- c. Whiteside Station DAR – The Whiteside Station DAR will erect a monument tomorrow at Lakeview Park.
- d. HR and Communication Budget – The City needs an HR and Communication budget. There are several things the City can do if a budget is created for these entities. Example: The City could observe Administrative Assistance Day.
- e. Vacation – The Mayor will be on vacation from June 6 to June 11, 2023. Mayor Pro Tem will be Kyle Buettner.
- f. Valmeyer Wells – A citizen called and stated that the City is wasting money on the wells and the road being built in Valmeyer.

Committee Reports and Minutes Approval

- a. 02-21-23 Street Committee Meeting Minutes. Matt Buettner-1st, Trantham-2nd. Passed.
- b. 03-06-23 Finance Committee Meeting Minutes. Row-1st, Darter-2nd. Passed.
- c. 04-10-23 Water-Sewer Committee Meeting Minutes. Minutes were unavailable.
- d. 04-17-23 Planning Committee Meeting Minutes. Minutes were unavailable.
- e. 04-17-23 Waterloo Beautification Cmte Mtg Minutes. Trantham-1st, Hopkins-2nd. Passed.
- f. 05-03-23 Water-Sewer Committee Meeting Minutes. Row-1st, Vogt-2nd. Passed.

Comments

Alderman Hopkins distributed a summary from the Morrison-Talbott Library. The Tulip tree between the Colonel Morrison Home and the library will come down on May 10, 2023. Several arborists have agreed that the tree has begun to die from the middle trunk down due to old lighting strikes. This makes it dangerous if proactive action is not taken.

Alderman Trantham mentioned that the FOP bar-b-que will be held May 10, 2023 at noon at Konarcik Park. Everyone is welcome to attend.

Alderman Vogt stated he received a call from a woman who lives in the Villa of Bradford Condominiums. She is concerned about the asphalt section of Villa Court in front of Caywoods Youth Center. The asphalt is in poor condition, and she would like the City to take over the maintenance of the road.

Alderman Most commented that he toured the water plant and the maintenance shops, and thanked Tim Birk for showing him around.

Adjournment – A motion to adjourn was made by Alderman Row and seconded by Alderman Goff. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:51 p.m.

Mechelle Childers – City Clerk