

**WATERLOO UTILITY MEETING
MONDAY, MAY 09, 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
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.

Petitions by Citizens on Non-Agenda Items. None.

Monroe County Clerk – Jonathan McLean

Every 10 years, after the census has been taken, the political boundaries are adjusted in order to establish a balance between all the wards. Also in December, the precincts were adjusted, consolidated and renumbered. The City's growth rate, ward boundaries and precincts boundaries were expounded upon with explanations for the changes.

The Aldermen thanked Jon for reviewing the precinct and ward changes and asking for their input. All Aldermen agreed to the map changes as presented.

Jon also reminded everyone to return his or her Statements of Economic Interest.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated April 11, 2022 was made by Alderman Heller and seconded by Alderman Kyle Buettner.

Items for Correction:

Under **Comments from Alderman Hopkins** change the wording from **Officer Nick Hopkins** to **ISP Officer Nick Hopkins**.

Motion passed to approve the Utility Minutes dated April 11, 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 April monthly zoning report was distributed.
- b. Monthly Building Permits – The April monthly permit report was provided.
- c. Zoning:
 - Gallagher's Proposed Pergola – James and Jared Gallagher petitioned to build a pergola across the alley from their restaurant (behind The Vaults Workplace). The proposal is for an outdoor dining/waiting area for patrons of Gallagher's Restaurant. Since the property is zoned B-3 a pergola would be classified as an accessory use. Per the Zoning Code, an accessory use cannot be located on someone else's property. It needs to accessorize the primary building located on the same lot. There were discussions for a possible workaround, but there was a negative caveat to almost every suggestion. Nate will meet with the Gallagher's to discuss potential alternatives.
 - Cemetery Maintenance Shed (St. Paul's Evangelical Burial Park) – The Cemetery Board would like to erect a new brick maintenance shed further into the cemetery as it is difficult to access the current maintenance shed on Hamacher. All utilities will be rerouted to the new shed. The existing shed will be used for storage. The Cemetery Board is asking for the building permit and city inspection fees to be waived. All Aldermen agreed to the changes as presented.
- d. Ordinance: The Ordinance Committee met last week to review the Ice Cream Truck Ordinance. A copy of the suggested ordinance was distributed for review and comment. It was reiterated that this is not the final ordinance form but only for review and suggestions.
- e. Subdivision/Development:
 - Remlok Phase 4 – Remlok Phase 4, Improvement Plans should be on the next City Council agenda for approval. This is a 10-lot extension of Benjamin Lane. The hydraulic study was completed which resulted in moving the proposed detention basin to a higher elevation. The development of Lot 92 is still undecided; however, the use of this lot will need to be determined before the final plat is approved.

- f. Planning Commission – meeting tonight (05/09/2022) to review:
 - Special Use Permit (Residence Use) at 4505 HH Road – This is a SUP to allow for a residential use at 4505 HH Road (See More Inn) which is in a B-3 Zoned District.
 - Zoning Text Amendment Modification (Home Occupation Definition) – There is a conflict in the Zoning Code when defining ‘Home Occupation’. In the definition of ‘Home Occupation’, the code states no signage is allowed, but in the business sign area of the code, it mentions signage is allowed.
- g. Zoning Board of Appeals – Meeting scheduled for 05-19-22 to discuss the same issues as mentioned above for the Planning Commission meeting.
- h. Alderman Hopkins mentioned the possible need to review side yard setbacks.

City Building Inspector –Brad Yearian

- a. Monthly Report – The April monthly report was distributed.
- b. Residential Cleanup – Several residents were informed that they needed to clean up the debris in their yards. The residents are complying.
- c. Mr. BBQ at Mystic Oaks Golf Course – Work continues on their building repairs.
- d. Massage and Spa – Inspected the facility today, and they are getting ready to open.
- e. Oh Sugar, Ice and Cream – Is open and has great ice cream.
- f. Violation Tickets – Numerous violation tickets have been written, especially for inoperable vehicles.

Human Resource Coordinator – Jessica Rucks

- a. Chubb Insurance – A sample survey was distributed that will be sent to the employees to determine what Chubb Insurance program(s) they may be interested in.
- b. New Hire Orientation – New hire orientation has been completed for Officer Rahman Salama.
- c. Employee Randy Polacek – Mr. Polacek will be retiring from the Sewer Plant. His last day working will be May 20, 2022. A replacement for this position has already been determined.
- d. Street Department Opening – One internal individual interest in this position.

Community Relations Coordinator – Sarah Deutch

- a. Firebird Fest – Commercials for the Firebird Fest started today on KSHE. An impersonator for Jerry Reed (aka Snowman) is also scheduled to attend. Currently, there are 212 cars from 28 different states signed up for the event. Welcome bags will be provided for the car participants.
- b. Heroes Banner Program – All but 25 of the Hometown Hero banners are up. Once the brackets are received, those 25 will also be installed. There is a waiting list for additional banners. After the original 150 banners are installed, we will review if there is available space for more banners. Next year the business banners will be up for renewal.
- c. Advertising – Due to time constraints and participation deadlines these items were brought to the Utility Meeting versus the Economic Development Committee meeting:
 - Monroe County Plat Book – The Farmer Bureau has asked if the City would be interested in advertising in the Monroe County Plat Book. Advertising costs were provided. The Aldermen unanimously agreed to pass on advertising in the plat book.
 - Summer Fun Magazine - The Edwardsville Intelligencer and the Alton Telegraph are putting together a Summer Fun Magazine, which will be a free publication. They too are asking if the City would be interested in advertising in the magazine that includes a presence on the Riverbender website. The Aldermen agreed to not place an ad in this publication due to time constraints.
- d. Porta Westfalica – The Porta Westfalica Parade is on Tuesday, June 21, 2022. A signup sheet will be passed around for those interested in walking the parade. Tee shirts will be provided.
- e. Kaskaskia-Cahokia Trail Coalition (KCT) – On May 15, 2022, the Mayor will be unveiling three new signs along the Kaskaskia Trail.
- f. Lifetime Tables – The new tables have been a success and are being utilized by our local organizations.
- g. Mural Contest – We have received our first entry. Artists can enter their work from May 1 to June 10. A committee meeting will be then schedule to review and pick the winners. We will be promoting the Mural Contest in the Republic Times.

Collector/Finance Officer – Shawn Kennedy as reported by Mayor Smith.

- a. Completed the required annual reporting via the US Treasury Department portal for the ARPA funds.
- b. Bret Cude with Farmer's National Company called Friday, April 22nd and said J & J (who farms the Jones Farm property) had some soil testing done. They want to do a different crop due to the soil composition, and he will be working with them to figure out a bonus calculation per the farm lease. They also need to put lime down and per the farm lease, this is the owner's responsibility. The lime cost was \$853.60.
- c. Edie Koch and the Monroe County Economic Development Corporation will be applying for a RISE Planning Grant. This will be a regional application that if awarded will require the Corporation (grantee) to assemble stakeholders (which we are) to represent the region, conduct research and develop a plan that would include specific initiatives or capital investments that will accelerate recovery from COVID-19 pandemic. After plans are developed, DECO will offer grantees the opportunity to apply for funding for specific projects included in their plans. The City has compiled a letter of support for the RISE Planning Grant. There are two vacated buildings out at the medical center that would be a good fit for this plan.

Director of Public Works – Tim Birk as reported by Mayor Smith.

- a. Sidewalk Replacement Program - The Sidewalk Replacement Program started on Monday, May 02, 2022. The Street Crew is breaking-up and removing concrete in the Vandebrook/Stonefield area.
 - b. Morrison Avenue Update:
 - On May 05, 2022, we had a pre-construction meeting with the contractor (Baxmeyer). They expect to start this project by the end of June.
 - The contractor has 75 working days to complete the work. For approximately 20 of the 75 working days, the entire roadway will be closed to traffic to allow the contractor to pave the road. On the remaining days the roadway will have limited traffic movement.
 - The City Utility Department should complete the relocation of the gas main and four water services by the end of the week.
 - Letters will be sent to the homeowners in this area notifying them of this process.
 - c. Veterans Drive Update:
 - On May 05, 2022, we had a pre-construction meeting with the contractor (Rooters) who expects to start this project between the middle and the end of June.
 - The contractor has 30-35 working days to complete this project. At times, the roadway will have to be closed to allow the contractor to complete the work.
 - We hope to work around Porta Westfalica and keep Library Street open.
 - The ground has settled where the 16-inch water main was installed, and we will need to fill that area back in.
 - The grass will be cut this week.
 - d. Veterans Banners – The Line Crew has been installing the Veteran's Banners for the past couple of weeks. Of the 150 banners, the Line crew has approximately 25 banners yet to be installed. We are waiting on brackets to complete the project.
 - e. Diocese of Belleville (Gibault) Easement – Working with the Belleville Diocese to acquire a stormwater easement near the Monroe and Columbia intersection. The Diocese has sent me some additional language they would like added to the Temporary/Permanent Easement documents. The documents have been forwarded to the City Attorney for review and comment.
 - f. Gas Call-Taker Training – Per the Illinois Commerce Commission (ICC) the City of Waterloo is required to educate personnel on how to handle an emergency gas calls. Working on a program that will satisfy the ICC requirement.
 - g. Water Service Lines Update:
 - The IEPA is requiring the City to identify (survey) all water service lines in residential homes built prior to 1985, so not all homeowners will be contacted.
 - We will be looking for lead service lines that are mandated to be replaced by the City of Waterloo. It should be noted that this is an unfunded mandate.
 - The City is planning on acquiring the survey information by two methods:
 1. The Utility Department will be knocking door to door.
 2. Sending out letters, which will include pictures, for the homeowner to understand what type of water line they have.
- We hope to have the surveys completed by the end of the year.
- h. Retirement - Randy Polacek's last working day is May 20, 2022.

Chief of Police – Jeff Prorise

- a. Distracted Driving Grant – WPD received a Distracted Driving Grant from IDOT. The grant was for 60 hours, and WPD issued 120 citations.
- b. Applications – Applications were taken last month in order to obtain a list of new hires. The WPD currently does not have any openings. Seven applications were received and interviews will be performed later in the month.
- c. Sergeants Interview – Completing the interviews on May 17, 2022. The list will then go to the Police Commissioners.
- d. Police Explorer Program – The Explorer’s first assignment was at the First Responder Memorial Dedication.
- e. National Drug Take Back Day 2022 – We took in 8 pounds of unused medication on National Drug Take Back Day. Since October of 2021, we have received 375 pounds of unused medication.
- f. Mobile On the Run – the concrete is destroyed on the south end of the building. Brad Yearian stated he would look into it.

City Attorney – Natalie Steppig

No Report.

Mayor’s Report

- a. There will not be a Utility Meeting in June.
- b. Thank You – Thanks to everyone involved in the First Responder Memorial Dedication.

Committee Reports and Minutes Approval

- a. 03-17-22 Police Cmte Mtg. Minutes. Minutes were not available.
- b. 04-11-22 Electric Cmte Mtg. Minutes. Minutes were not available.
- c. 04-18-22 Ordinance Cmte Mtg. Minutes. Trantham -1st, Hopkins -2nd. Passed.
- d. 05-02-22 Waterloo Beautification Cmte Mtg. Minutes. Darter -1st, Matt Buettner -2nd. Passed.
- e. 05-02-22 Planning Cmte Mtg. Minutes. Row -1st, Heller -2nd. Passed.

Executive Session for the Discussion of Personnel as Provided for by 5 ILCS 120/2(c)(1).

Motion to move into Executive Session made by Alderman Notheisen and seconded by Alderman Hopkins. Motion passed with a unanimous voice vote

Entered into Executive Session at 8:19 p.m.

Adjourned Executive Session at 8:22 p.m.

Motion to Resume Session made by Alderman Notheisen and seconded by Alderman Heller. Motion passed with unanimous voice vote.

Mayor Smith resumed the regular Utility Meeting at 8:23 p.m.

Comments

Alderman Trantham stated that the Park District will be opening bids on May 10, 2022 at 7PM for the Splash Pad. However, the bids will not be discussed until their next regular meeting.

Alderman Row requested that the Community Center initiative be reinstated with a committee meeting.

Alderman Kyle Buettner mentioned he was looking into what it would take to use some of the gaming monies to concrete all the downtown allies. It was mentioned that if the downtown allies get done, the residents will want all the allies concreted.

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 8:28 p.m.

Mechelle Childers
City Clerk