

WATERLOO UTILITY MEETING
Monday, May 10, 2021
6:00 p.m.

Mayor – Tom Smith
City Clerk – Mechelle Childers
Alderman Ward I Steve Notheisen & Matt Buettner
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,
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 04-12-21 made by Alderman Heller and seconded by Alderman K. Buettner. Motion passed unanimously to approve the Utility Minutes dated 04-12-21 with Aldermen Heller, Notheisen, M. Buettner, Hopkins, Trantham, Darter, K. Buettner, and Row voting ‘yea’.

Subdivision & Zoning Administrator – Nathan Krebel – as reported by Mayor Tom Smith

- a. Monthly Report – the April monthly report was distributed.
- b. Quail Ridge Development – water main installation has started, and pavement subgrade evaluation test performed.
- c. Legacy Phase I – currently installing storm sewer pipe.
- d. Remlok Sewer Extension – pressure test completed and passed. Still need to perform a mandrel test.
- e. JSR Jewelry Store location (201 North Main) – space is being considered as a mercantile bakery with prepackaged baked goods.
- f. Tequila Mexican Restaurant – requested a building permit for a gazebo.
- g. Conversations are being held regarding a drive-thru coffee shop at Plaza Drive and Route 3.
- h. Meetings are scheduled the week of May 17, 2020 for the Planning Committee, the Beautification Committee and the Ordinance Committee.

Human Resource Coordinator – Jessica Rucks

- a. Monroe Randolph Transit District Meeting – a new logo was approved at the last meeting. In addition, the meeting minutes and financial reports are available for review.
- b. Public Work Summer Interns – the summer interns started on May 10, 2021.
- c. Building Inspector Position – position was posted on April 19, 2021, and the deadline for resumes is May 18, 2021. Currently, we have received 9 resumes.
- d. Police Department – new officer, Michael Benda, will be sworn in on May 17, 2020. Officer Benda comes to us from the Cahokia Police Department.
- e. Open Meeting Act Training – the site has been hacked and currently unavailable for any training.

Community Relations Coordinator – Sarah Deutch

- a. Economic Development and Health/Safety Committees will be meeting this week.
- b. Mural Contest – finalized rules and received notice from five businesses that are interested in having a mural placed on their building. In addition, the first mural entry has been received.
- c. GLOW Community Yard Sale – scheduled for June 05, 2021.
- d. Yard of Distinction Contest – The City of Waterloo will again be co-sponsoring this event along with the Waterloo Garden Club and the Waterloo Chamber of Commerce. Judging will take place on June 28, 2021.
- e. Flag Ceremony – will be performed by the Boy Scouts at the City Council meeting next week.
- f. Junior City Council – scheduled for June 18, 2021.
- g. Outside Tables on Downtown Streets – many people are starting to drink outside since the weather has been nice. This is disrupting other downtown businesses.

Collector/Finance Officer – Shawn Kennedy

- a. Small Business Stabilization Grants – a public hearing was held on May 03, 2021, and the final paperwork has been submitted to the state.
- b. Motor Fuel Tax – Chris Wilson closed out the fiscal year motor fuel tax program. A Supplemental Salt Purchase will be on the City Council agenda as the salt expenditures were more than expected for the year 2020-2021.
- c. Census Bureau – no population updates have been received.
- h. Restaurant Revitalization Fund – a grant/program that covers the loss of profits due to COVID. Applications for the grant began May 03, 2021. Please spread the word, encourage those businesses that may qualify to apply for the non-repayable monies that may be available to them.
- d. American Rescue Plan – this plan is to provide COVID relief to municipalities, and the City’s monies will be distributed by the state. There are certain items the monies can be spent on. One of them is water and sewer infrastructure.
- e. REGIS – talked to REGIS regarding the potential of hackers and/or ransomware situations with the City’s computer systems. Would like to hold training classes for those employees who have a City email account. All aldermen agreed for Shawn to gather more information on the cost and availability of training classes.

Director of Public Works – Tim Birk.

- a. Zoning and Ward Maps – updated maps were distributed to those in attendance; however, some ward boundaries will soon be changing due to population growth.
- b. City Council Agenda Items for approval:
 - Solar Turbine #12 Upgrade – Need to retrofit engine #12, which is over 20 years old. The cost will be paid out of the electric fund.
 - Veterans Drive Engineering – Task Order #11 for engineering, plats, etc....of Veterans Drive. The plan is to reconstruct Veterans Drive in 2022.
 - Natalie Estates Traffic Signs – Ordinance to establish Natalie Estates stop signs. Zahnow traffic is cutting through the subdivision.
 - Motor Fuel Tax – bids were open for oil and concrete materials. Prices have increased for both oil and concrete products.
- c. Moore Street Phase V and VI – acquired all the necessary right-of-way and easements. IDOT bid letting will be in June 2021. Next is relocating at least 1,000 feet of high-pressure gas line and 800 feet of low-pressure gas line.

- d. Moore Street Phase VII – need one more acquisition of right-of-way. This project is still several years in the future.
- e. Morrison Avenue Project – working on the acquisition of temporary construction easements. Six of the 15 easements have been acquired. Four easements will need to be purchased due to the required street radii and IDOT requirements. Still hoping to have this project completed this year.
- f. AMI Water Meter Update – this project has been completed. Three homeowners have opted out of the program and another five homeowners have not responded. These homeowners will have a \$35 charge added to their monthly utility bill starting with the May billing cycle for meter reading. Currently reviewing water usage with particular attention to those customers who appear to have a continuous usage between midnight and 4 A.M.

Chief of Police – Jeff Prosis

- a. Patrol Cars – there are 2 patrol cars that the mechanics have designated as not worth repairing. One has a blown engine and the other would need a new transmission. The Waterloo High School will accept the cars as a donation for their shop class. All aldermen agreed to donate the cars to the Waterloo High School shop class.
- b. “Badges and Bags” Tournament – this event is scheduled for May 15, 2021 at the Monroe County Fairgrounds to support the Monroe County Patriots Special Olympics program.
- c. Outside Tables on Downtown Streets – as mentioned earlier, many people are starting to drink outside since the weather has been nice. This is disrupting other businesses. It was determined that businesses would be notified that the outside tables would be eliminated as of June 1, 2021.
- d. Helmets First – the Waterloo PD is partnering with “Helmets First” to distribute free bicycle helmets.
- e. Body Cams – Monroe County Sheriff’s Department will be getting WatchGuard body cameras which are compatible with their WatchGuard in-car video cameras. Will be monitoring the process of incorporating the cameras in the daily jobs of the deputies. We have applied for a grant for WatchGuard in-car video cameras and will gather more information on body cameras

City Attorney – Dan Hayes

The process for the “Rosedale recovery residence” was reviewed. The first phase will be a meeting with the Planning Commission and Board of Appeals for approval for a text amendment.

Mayor’s Report – No Report

Committee Reports and Minutes Approval

- a. 04-13-21 Waterloo Beautification Cmte Mtg Minutes. Notheisen -1st, Trantham-2nd. Passed.
- b. 04-29-21 Gas Cmte Mtg Minutes. Heller-1st, Trantham -2nd. Passed.

Comments:

Alderman Trantham mentioned that the Law Enforcement Barbeque will be held on Wednesday, May 12th at Konarcik Park; and, on Sunday, May 16, 2021, Hecker will be hosting their annual Fire Department Barbeque. Aldermen Trantham also stated he read in the paper that several citizens approached the Monroe County Board of Commissioners regarding the repair of Country Club Lane

and were told to bring the matter up to the Mayor and the alderman. The Mayor commented that we could not spend City monies to repair a county road.

Alderman Hopkins stated he was glad to see we were being proactive on downtown concerns and our support for our police.

Alderman Kyle Buettner mentioned that there would be a Safety & Health Committee Meeting on Monday, May 17, 2021.

Alderman Heller commented that twice within the past week the Fire Department was called out to Creekside Drive. Director Tim Birk stated the calls were due to reported gas odors.

Mayor Smith mentioned that the Girl Scouts and Boy Scouts need to be notified for the placement of flags for Memorial Day. Also, the Memorial Day Program will take place at the Band Stand on May 31, 2021 at 11a.m. Lastly, the downtown city flags need to be put up for Armed Forces Day.

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 7:55 p.m.

Mechelle Childers,
City Clerk