

**WATERLOO UTILITY MEETING
MONDAY, JUNE 12, 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

Shawn Kennedy – Collector / Finance, Tim Birk – Director of Public Works, Nathan

Krebel – Subdivision / Zoning Administrator, Brad Yearian – Building Inspector /

Code Administrator, Jeffrey Prosise – Chief of Police, Saundra Eckstadt – HR

Coordinator, Natalie Steppig – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated May 08, 2023, was made by Alderman Row and seconded by Alderman Kyle Buettner.

Motion passed to approve the Utility Minutes dated May 08, 2023, with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Goff, and Kyle Buettner voting ‘aye’.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The May 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The May monthly permit report was provided.
- c. Subdivision/Development:
 - Silver Creek 1st Addition Phase 2 – The owner of the property is trying to finalize an agreement with a local contractor to finish the improvements. The City has documented the work that needs to be repaired and replaced to move forward with the development.
 - Silver Creek OSHA Fine – OSHA distributed a press release regarding unsafe working conditions at the construction site. OSHA fined the company Groundworks Contracting Inc. after a concern report from the City of Waterloo. OSHA found Groundwork employees in trenches as deep as 18 feet with no cave-in protection. Reporting this infraction shows the City is watching the contractors to ensure everyone follows protocols.
 - Remlok Phase 5 – Remlok Phase 5 includes public street access across the creek to a two-lot development. HMG sent a review letter with several small items that needed to be addressed.
- d. Planning Commission – There is a PC meeting tonight (June 12, 2023). The city is at the five (5) year mark regarding the Comprehensive Plan, and we should start reviewing and noting things that need to be changed. The schedule is to review the following:
 - Comprehensive “Future Land Use”.
 - Comprehensive “Future Transportation Improvements”.
 - 1.5 miles outside the City jurisdictional territory – Assessing the 1.5 miles outside the City jurisdictional territory for proper subdivision growth.

- e. Zoning Board of Appeals – The Zoning Board of Appeals will not meet this month, as there are no agenda items.
- f. Beautification – There will be more under Sarah's report, but the Beautification Committee will need to set up a meeting this week.
- g. Excavation – Within the next couple of weeks, the sewer and water lines at 520 S. Main will be disconnected.

City Building Inspector – Brad Yearian

- a. Monthly Report – The May monthly report was distributed.
- b. 520 S. Main – A video was shown of the demolition of the home at 520 S. Main.
- c. Home on W. Third Street – A resident on W. Third had a tent erected in the rear yard and was using it as additional storage space including storing four-wheelers. The yard was also in disarray. The area has been almost entirely cleaned up and the tent removed.
- d. Home on Illinois Avenue – The front portion of a vehicle was in the yard, and it has since been removed.

Community Relations Coordinator – Sarah Deutch (report presented by Nathan Krebel)

- a. Hotel/Motel Tax – The last three (3) year's revenue and expense reports for Hotel/Motel Tax were distributed. This information was requested at the May Utility Meeting. In addition, billboard advertising quotes from the Tourism Bureau were provided.
- b. Beautification Meeting – As mentioned previously, the committee needs to set up a time this week to review the murals and meet the contest deadlines. The agenda will consist of the mural contest applications, Mill Street Treasures Beautification application for tuck-pointing, the Happy Hour Sports Bar Beautification application for an ADA entrance, and a review of the Beautification Application program. The Committee will also need to consider boosting the grant monies to a maximum of \$15,000. The Beautification Committee decided to meet on Thursday, June 15, 2023 at 5 PM.
- c. Waterloo Souvenir City Magnets – An updated proof of the City magnets was distributed for review and comment. The cardinal was removed and the picture was adjusted for balance. The German flag was not added due to cost. The aldermen liked the photo rendition of the magnet, but would not approve the purchase until the quality and cost were known.
- d. Photo Contract – The City attorney reviewed and approved the proposed photography contract between the City of Waterloo and Ivy Bell and Company (Nancy Quernheim).
A motion was made by Alderman Row and seconded by Alderman Most to accept the photography proposal between the City of Waterloo and Ivy Bell and Company (Nancy Quernheim) and have the contract placed on the City Council agenda for approval and sign-off.
Motion passed unanimously with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Goff, and Kyle Buettner voting 'aye'.
- e. Porta Westfalica Parade – The Porta Westfalica Parade is Tuesday, June 20, 2023. A sign-up sheet was distributed for volunteers to participate in the parade. We will need two drivers for the vehicles and walkers to hand out candy. Please meet at the VFW Post at 5:30 PM.
- f. Brochure Reprints – The City is running low on our booklet-style brochure. Our last order was in October 2021 for 10,000 copies. Sarah would like to order 15,000 copies.
A motion was made by Alderman Goff and seconded by Alderman Vogt to support the ordering of 15,000 booklet-style brochures and have this action placed on the City Council

agenda for approval.

Motion passed unanimously with Aldermen Goff, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.

Human Resource Coordinator – Saundra Eckstadt

- a. Retirement Luncheon – Over 55 people attended Tom Maag’s retirement luncheon. Pictures were shown of the event. Saundra gave special thanks to all those who assisted her in setting up and taking things down.
- b. Employee Engagement – Working with Sarah on employee engagement. One of the ideas is starting an Employee Engagement Committee; where one person from each department would represent their area with input and feedback on what they would like to see happen.
- c. Work-Life Journey – Statics indicate that 78% of workers believe that their employers are responsible for helping them achieve a better work-life Journey.
- d. New Hires – The City has hired two (2) Police Officers that started on June 05, 2023. They are Mr. Richard Smith and Mr. Brandon Hartin.
- e. Employee Transfers – Mr. Alex Rongey is transferring from Underground Utilities to an Apprentice Lineman effective June 12, 2023.
- f. Open Positions – There will be an Underground Utility position open and the Underground Utility Lead position will be open in October with the retirement of Chris Frank.
- g. Summer Hires – The City has one (1) office and five (5) public work summer hires.
- h. Record Retention – Looking at the record retention policy for employee files. Specifically, for employees who are no longer active and should be moved to an inactive file. Also in the process of verifying that every paid employee and elected official has a Form I-9 on file.
- i. Emergency Action Plan – Will meet with the Mayor to discuss and review the Emergency Action Plan.
- j. Monroe Randolph Transit District – Attended her first Monroe Randolph Transit District meeting.

Collector/Finance Officer – Shawn Kennedy

- a. IMLRMA Insurance Renewal – The City’s liability and workmen’s comp insurance renewal is due. The rates over the past three years have remained the same, however since the cost is based on property values, the fees could be higher. In addition, the purchase of new equipment could affect our rates. A couple of years ago, the City did seek competitive bids for our insurance needs. It was determined to entertain outside bids from other companies interested in bidding/supplying our insurance needs. The City also has cyber liability coverage and accident insurance for volunteers through the IMLRMA. The volunteer accident insurance covers those who help with the Santa Float, Pumpkin Fest, etc...
- b. Invoice Cloud – InvoiceCloud is a software payment platform that would provide a portal that will allow customers to pay their utility bills online using multiple payment methods. The program is compatible with our LOCIS (accounting) system and provides a secure, private, third (3rd) party certified payment solution to electronically present bills and accept payment using all major credit and debit cards. InvoiceCloud is responsible for the security of cardholder data, thereby relieving the City of all online PCI (Payment Card Industry) requirements. This program would also allow for paperless billing, autopay, text messages, payment options, scheduled payments, invoice reminders, roundup donation options, etc. The software will save time, money and be more progressive. Invoice Cloud also offers a “Cloud Store” service. Cloud Store will accept online payments for non-invoiced services such as building fees, permit fees, rental inspections, Pumpkinfest vendor fees, etc... Other

advantages for the customers and for the City were discussed. To implement the program the City would need to upgrade the LOCIS E-pay module. The monthly access fee for InvoiceCloud is \$100.00 a month and there would be charges for paperless billing and online bank direct. It is estimated that the yearly cost to operate the system is less than \$10,000.00. Credit card fees and eCheck fees would be paid by the customer.

The decision to purchase InvoiceCloud was stalled when City Attorney Gilbreth expressed concerns regarding the indemnification portion of the contract agreement. The Mayor requested that Shawn make sure all the information she has is still current and that a demo be shown of the program to the Finance Committee.

- c. Fleet Fueling – The City has been using Fuelman as our fleet fueling provider since 2013. This is a card-based system where the employee enters the odometer reading and their PIN to purchase fuel. Billing is then consolidated into one statement. Fuelman has suddenly started charging monthly service fees for items that were free in the past. Example: Without prior notice, they began charging the City \$5.00 for each Fuelman card. Shawn researched other fleet card companies and presented to the alderman the WEX Government Fleet Card Program. This program has no setup or card fees. It also provides monthly rebates and is accepted at almost all service stations in town. It will take a couple of months to switch to this new program. The Aldermen agreed to change the fleet fueling to WEX.
- d. Audit – The fiscal year ended on April 30, 2023 and Shawn is currently working on the audit. She has reached out to Keith Brinkman at Scheffel Boyle for an engagement letter to perform the audit. Shawn expects the cost of the audit to increase as a ‘Single Audit’ needs to be prepared. A ‘Single Audit’ must be completed by any entity or organization that expends \$750,000 or more in federal funds in one year. The City received grant money for the Moore Street project, the Library, and various other projects that qualify the City for a ‘Single Audit’. The City also has to have two (2) actuary studies that need to be compiled. One of the studies will be for the Police Pension Fund (which will also determine the tax levy amount) and the other study will be for the reporting of projected benefit payments (re: insurance) to active and inactive employees.

Director of Public Works – Tim Birk

- a. Project Updates:
 - May 17 – Met with Fountain Water District regarding their request for an emergency connection to our new water line. Fountain Water District will be charged for the cost of this connection. HMG will handle the project and update the plans accordingly.
 - June 1 – IDOT, DMS Contracting and Tim Birk performed the final inspection for Phase V and VI of the Moore Street Project. There are approximately 10 items on the punch list and the contractor has two weeks to complete them.
 - June 7 – The crosswalk control was turned on at HH and Illinois Route 3. Still need to perform the final inspection.
 - June 15 – The three CAT engines at the Power Plant will be tested for their capacity peaks as per the IMEA requirements.
 - June 16 – Bid opening for Moore Street Phase VII.
 - June 27 & 28 – The City will be sealing Evansville and James Streets.
- b. Downtown Resurfacing – The contractor would like to start putting up signs and patching holes between June 15 and June 19. No work will be performed on June 20, which is Porta Westfalica.

Milling will start on June 21st, and the plan is for the resurfacing job to be completed in 3 to 4 weeks.

- c. Water Plant – Tim talked to IEPA regarding the water plant project. Everything has been received and approved. Waiting for the Director to sign off on the papers. As soon as we have that we are ready to move forward. IEPA has until the 30th to sign the papers.
- d. Vehicles – There is a need to replace older fleet vehicles.
 - Bucket Truck – Looking to swap out the 2006 Bucket Truck, but there is a 1.5 to 2-year waiting period before delivery. This creates a problem as the receipt of this truck would be outside of the current budget year.
 - Two Utility Trucks – One for the Water Department and the other for the Gas Department. They would replace the 2006 and 2005 Utility trucks respectively in these departments. The trucks are currently available and are in the budget.
 - Half-Ton Pickup Truck – This truck would be for the Street Department and would be a crew cab with a 5 ft bed.
- e. Summer Hires – Two of the summer hires are painting fire hydrants. There are over 600 hydrants to be painted, so this project will take a couple of years to complete. Two additional summer hires are mowing.
- f. IMEA Non-Residential Energy Efficiency Funds – The energy efficiency funds were recently allocated to the City, and we have three (3) years to spend \$23,000 on energy efficiency funding on a commercial business(s).
- g. Sycamore & Morrison – Painted stop bars and installed speed limit signs at this intersection.
- h. Gas Utility Alliance Annual Meeting (GUA) - Tim Birk will attend the annual meeting on June 13, 2023. The GUA assists with achieving compliance with the Illinois Commerce Commission and provides the City's natural gas liability insurance.
- i. Roger Street Extension - Aaron Metzger, Monroe County Engineer, Highway Department, will be present at the next Utility Meeting to bring everyone up-to-date with the Roger Street Extension project. Negotiations are still ongoing on the house and property.

Chief of Police – Jeff Prosis

- a. Automated External Defibrillators (AEDs) – At a recent department meeting we reviewed and checked our AED devices. We found that many of our machines were no longer supported by Philips HeartStart. We cannot buy the electrode pads we need and the batteries are outdated for our models. A review was then made of all AEDs to ensure they were compliant and that replacement electrode pads could be purchased. It was determined that the City needed to update approximately 15 AED machines. The Aldermen agreed to purchase new AEDs.
- b. New Police Officers – As previously mentioned, the City has hired two (2) Police Officers who started on June 05, 2023. They are Mr. Richard Smith and Mr. Brandon Hartin.
- c. New Hire Written Test – The written test has been completed for potential new hires. Five individuals passed the written test and will move on to the next phase which is the oral interviews.

City Attorney – Natalie Steppig

- a. Issues – Attorney Steppig mentioned that one of the City's issues appears to have been resolved and will be discussed at the next Executive Session.

Mayor's Report

- a. At-Will (Managerial) Employee Raises – In the past, at-will employees received the same percentage increase as the Unions. The Mayor would like all at-will employees, except for Sarah Deutch, to receive a four-percent (4%) increase effective May 01, 2023. He will have a conversation with the Personnel Relations Committee regarding Mrs. Deutch. All aldermen agreed to the 4% increase for at-will employee, with the exception of Sarah Deutch.
- b. Blinds – The blinds in City Hall are 26 years old and typically we have issues where they cannot be completely closed and the sun gets in people's eyes. The Mayor distributed a sample of solar shades which can block out various degrees of light. He is getting this type of shade in his office and wanted to know if the aldermen thought the entire building should be done at the same time. All aldermen agreed to have the new solar shades installed throughout City Hall.

Committee Reports and Minutes Approval

- a. 04-10-23 Water-Sewer Committee Meeting Minutes. Minutes were unavailable.
- b. 05-15-23 Planning Committee Meeting Minutes. Most-1st, Vogt-2nd. Passed.
- c. 05-15-23 Ordinance Committee Meeting Minutes. Row-1st, Most-2nd. Passed.
- d. 06-05-23 Street Committee Meeting Minutes. Matt Buettner-1st, Hopkins-2nd. Passed.

Comments

Alderman Hopkins stated he had talked to Courtney Schweickhardt, a probation officer for Monroe County, regarding community service work in Waterloo. Ms. Schweickhardt mentioned that misdemeanor offenders would be more interested in community service work than being locked up. There may be situations where we could use these individuals for work. Alderman Hopkins added that he would be willing to lead this effort. If anyone has any suggestions of work that could be done, please let him know.

Alderman Most attended the Monroe County Economic Development Corporation Planning meeting last Thursday. This is the first of three planning meetings where the committee, along with a consulting group, is looking at a growth plan.

Adjournment – A motion to adjourn was made by Alderman Goff and seconded by Alderman Kyle Buettner. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:36 p.m.

Mechelle Childers – City Clerk