

**WATERLOO UTILITY MEETING
MONDAY, JULY 10, 2023
6:00 p.m.**

Mayor – Stan Darter

Alderman Ward I Joel Vogt

Aldermen Ward II Jim Trantham & Jim Hopkins

Aldermen Ward III Kyle Buettner

Aldermen Ward IV Gary Most & Russ Row

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

Krebel – Subdivision / Zoning Administrator, Sarah Deutch – Community Relations

Coordinator, Dane Luke – Deputy Chief of Police, Sandra Eckstadt – HR

Coordinator, Natalie Steppig – City Attorney.

Ward I Alderman Matt Buettner and City Building Inspector Brad Yearian were absent.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated June 12, 2023, was made by Alderman Kyle Buettner and seconded by Alderman Most.

Motion passed to approve the Utility Minutes dated June 12, 2023, with Aldermen Kyle Buettner, Row, Most, Vogt, Hopkins, and Trantham voting ‘aye’.

Subdivision & Zoning Administrator – Nathan Krebel (also reporting for the City Building Inspector – Brad Yearian)

- a. Monthly Report – The June 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The June monthly permit report was provided.
- c. Green Briar Trailer Park on Mill Street – Nathan summarized the occupied trailers in Green Briar Trailer Park, including the number of residents per trailer. The residents in trailer #8 called about the black mold back in May of 2023 and which started the condemnation process, by the City, of all trailers. The water has been turned off at this property for approximately three weeks due to lack of payment. This means all residents no longer have water. A video of the inside of trailer #9 was shown. The tenant granted permission for the City to observe and record the conditions inside the trailer. Alderman Row questioned if the City should allow residents to occupy a building without water. The City Attorney stated that residents still have rights, and the City cannot engage in self-help evictions. Tenants need to be removed by court order. However, in the case of trailer #9, the City did condemn the mobile home and the utilities were turned off. The City has contacted the property manager who states he is working on the situation. In the meantime, Nathan is trying to convince the residents to look for better housing facilities. It appears the next step will be starting the eviction process.
- d. Subdivision/Development:
 - North Winds Detention Area – The North Winds detention basin comprises roughly seven (7) acres. There are approximately four (4) acres that need to be mowed. The rest of the area is wooded. Simmons Bank, which owns the property, has not maintained or mowed the

property. Brad Yearian met with Simmons Bank regarding their obligation to maintain the property. In addition, some infrastructure needs to be fixed within the basin.

- Dannehold Farm Detention Area – The owner of the detention area is not happy that the City is requiring him to repair the infrastructure and clean up the detention basin so it will function as intended. However, he stated he would have the trees and brush removed by the end of the month. The landowner was reminded that he is responsible for maintaining and mowing the property.
- e. Planning Commission – There is a Planning Commission meeting tonight (July 10, 2023) to review the following:
- Annexation Petition by Dennis Brand for 27.76 acres (Phase 6) – The Planning Committee meeting will meet on July 17 to review any comments/recommendations from the Planning Commission.
 - Discussion regarding the 2018 Comprehensive Plan Updates (Ward 1) – At the last Planning Commission meeting, it was decided to review the Comprehensive Plan by individual ward, looking only at the key points and making notes of what will still work and what no longer will work.
- f. Salisbury Street – There is a blind intersection on Salisbury Street at the alley located between W. Mill and Third Street. Google Maps indicates this alley as Second Street. The suggestion is to pass an ordinance to place stop signs at all four corners. The aldermen agreed to install stop signs on all four corners of this intersection

Director of Public Works – Tim Birk

- a. Water Plant – A preconstruction meeting was held on June 27 and all paperwork has been signed. The clock has now officially started on the building of the Water Plant, and we have 365 days to complete the project.
- b. Water Transmission Line - A preconstruction meeting was held on June 30, and the pipe is currently in production.
- c. Water Tower – A preconstruction meeting will be scheduled in the next couple of weeks.
- d. Roger Street Extension – Mr. Aaron Metzger, Monroe County Engineer, Highway Department, and Mr. Jon Schaller, Sr. Project Manager, Gonzalez Company LLC, provided an update regarding the Roger Street extension. The project is currently in the planning and development stage. The extension will be implemented in two phases, and tonight's focus was on Phase One. The plan is to remove the three 90-degree turns in Country Club Lane, and they are looking at two options for the alignment of Roger Street due to the topography of the land. Presently they are working on drainage studies, reviewing cross sections, and establishing right-of-way. As of now, they do not have environmental or biological clearances. They also need a right-of-way for archaeological testing and digging, as the property owners will not permit this task. They hope to have the right-of-way finalized this fall and start construction in the spring of 2024. There is no federal funding for this project, only local and state funding. A total of five (5) properties are impacted. When reviewing the 100-foot right-of-way and considering future ideas for this project, Mr. Metzger stated he has concerns about how close Roger Street would be to the third hole of Waterloo Country Club. The angle of error on this tee box is 22.5 degrees. This means there is a chance of a golf ball striking a car due to Roger Street's close proximity to the golf course. A couple of options were discussed to alleviate the chances of a golf ball hitting a car. They were:
1. Erect approximately 1,500 feet of netting. Not only is the proper netting difficult to find, but it also would require maintenance in the future.

2. Build berms with plants and trees.
3. Build berms with plants and trees. Along with an additional 40 feet of right-of-way.
4. Build berms with plants and trees. Along with an additional 80 feet of right-of-way.

Mr. Metzger mentioned that every 10 feet of right-of-way would require purchasing 1/3 of an acre. None of these options will provide a 100% guarantee that a shot will not hit a vehicle. The Waterloo Country Club will try to move the tee box and set the shot further away from the road. The City Council suggested building berms with plants and trees. Along with an additional 80 feet of right-of-way. Discussion was held on what was to become of the County Club Road after this development. Various options will be determined at a later point.

e. Asphalt/Milling Overlay Projects –

- Downtown/Parkwood/4th Street/Main Overlay – A video was shown of the milling and asphalt work that was done. The project was completed in eight (8) days. Some soft spots needed to be repaired, but the project costs were within the contingency plan.
- Milling – There are two large piles of asphalt milling from the above project. Although the City will use some of the asphalt milling, we do not need all that we have. A short discussion was held about offering the excess milling to local civic groups namely the Park District, the Sports Association, Jaycees, and the School District, then letting others schedule an appointment to receive free milling.

f. Asphalt Sealant – Photos of the James and Evansville Street asphalt sealant project were shown.

g. City Hall Parking Lot – Money was allocated in the budget to mill and asphalt overlay the upper and lower City Hall parking lots. Moore Asphalt has bid on this project.

h. County Club Lane at Sherwood Lane – County Club Lane at Sherwood Lane is in rough condition. Tim Birk suggested resurfacing the road from the city limits to the other side of Sherwood Lane. The area is approximately 240 feet long and 25 feet in width. He recommends digging the road out, backfilling with rock, and then adding 6 inches of asphalt (2 lifts of 3's). Moore Asphalt would only do the asphalt work. The City will do the rest of the work. The project should take roughly three days, weather permitting. All aldermen agreed to repair the section of Country Club Lane as described.

i. Old Water Tank – This is the water tank behind the old firehouse. Tim Birk recommends razing the water tank and the control building and removing all the piping. However, the demolition is not a budgeted item. Removing the concrete would be a time and material expense as we don't know what we would be getting into. All aldermen agreed to the demolition of the old water tank and control building.

j. Storm-Power Outages:

- Village of Chatham – Two of our employees traveled to Chatham on June 29, 2023, and helped restore their electrical system. They returned on July 07, 2023 and worked 16 to 20 hours a day. Chatham stated they would pay for everything and thank us for helping them out. They also sent compliments about our workers and the job they did.
- Columbia – We have been spending a fair amount of time in Columbia assisting with their cleanup efforts as we have the equipment necessary for this type of job. We are supplying Columbia with several vehicles (dump trucks, backhoes, bucket trucks, etc) and four (4) of our employees to help them with their storm damage. The crew has been assisting Columbia since July 03, 2023. Columbia has been told that July 13, 2023 is our last day as we need to return to our work. Another issue is that the cost is starting to mount up and now the question is...who pays for what? The aldermen determined the City should be a good neighbor and not charge the City of Columbia. However, they hope that if Columbia

receives monetary assistance, Waterloo would be reimbursed. The Council also hopes the City of Waterloo is recognized for their assistance to the City of Columbia.

- k. Natural Gas Purchasing Contract – Alderman Matt Buettner, Chairman of the Gas Distribution Committee, would like to set up a meeting on Monday, July 17, 2023, to discuss acquiring a new gas purchaser. The committee would review the proposed contract and the projected savings before moving to a new purchaser and company.
- l. House of Neighborly Service of Monroe County – The House of Neighborly Service would like to use the conference room side of the old firehouse. They would clean it, paint it, and add new window shades. There is no timeline for how long the facility will be needed. The old firehouse would be used for food storage, and food pickup for the summer lunch program and the holiday outreach program. HNS would also install three freezers, and name the City as an additional insurer on their policy. The aldermen had several additional concerns/questions and believed the use of the firehouse should be reviewed by a committee for further discussion. The Planning Committee meets on July 17 and will address the concerns mentioned at this meeting.
- m. Gas Turbine Engine – Tim Birk requested an Electric System Committee meeting to discuss the purchase of a new gas turbine engine.

Community Relations Coordinator – Sarah Deutch

- a. Economic Development Committee Meeting – There was an Economic Development Committee Meeting on July 03, 2023, and the following items were discussed:
 - Tourism Times Ad – The Committee decided to renew the Fall Tourism Times Ad.
 - Billboard Advertising – The Committee agreed to try a digital advertisement on the billboard by the JB Bridge. The trial will be for three months (Sept., Oct., and Nov.).
 - Songs 4 Soldiers Sponsorship – The Committee voted to support the Songs 4 Soldiers Benefit Concert with a Platinum Level Sponsorship. The sponsorship includes a video featuring the City of Waterloo.
- b. Recycling Program – Citizens are questioning the recycling program as they hear that recycling trucks are being sent straight to the landfills. Some trucks are going to landfills, as the load contamination is too high for recycling. These contaminants include plastic bags, Styrofoam, construction materials, general trash, etc... Recycling guidelines will be printed in the Republic Times and in the Monthly Newsletter. Sarah is looking into additional methods to educate citizens on proper recycling techniques.
- c. Mural Program – Progress is being made on the downtown murals.
- d. PumpkinFest – Continuing to work on PumpkinFest. We already have 115 vendors signed up. In addition, the trains are being worked on to make them safer.
- e. Brochure Reprints – Working on updating the City brochure.

Human Resource Coordinator – Saundra Eckstadt

- a. Open Positions – There are two open positions. One is for a Power Plant Operator Apprentice and the other is for an Underground Utilities Operator Apprentice. Job openings will be posted on the City's website, the newsletter, and in the newspaper. The application submission deadline is July 28, 2023.
- b. Retirement – Chris Frank will retire on October 02, 2023, and Jason Goff has begun training to take over Chris' position.
- c. Record Retention – Performing a personnel audit to verify that every paid employee and elected official has a Form I-9 on file. Out of 16 issues found, only five are still outstanding.

- d. Global Address List (GAL) – Working with Sara to develop group GAL's within the City. Plans are for an employee GAL, an elected official GAL, aldermen, police, City Hall and utility departments GAL's.
- e. FMLA (Family and Medical Leave Act) – Although FMLA allows employees to take unpaid leave, employees may choose or be required to use employer-provided leave. This is a recent update to the Family and Medical Leave Act.
- f. EEOC (Equal Employment Opportunity Commission) – There is a new law titled the “Pregnant Workers Fairness Act” (PWFA) which requires employers to provide reasonable accommodations related to pregnancy, childbirth, or related medical conditions.
- g. Bereavement Leave – The City currently offers three paid days of bereavement leave. However, Illinois' Family Bereavement Leave Act requires employers with 50 or more employees to provide employees with ten (10) workdays of unpaid bereavement leave. Therefore, the City will allow an additional seven days of unpaid bereavement leave and update the policy accordingly. The Family Bereavement Leave Act now includes domestic partners, a miscarriage, an unsuccessful assisted reproductive technology procedure, a failed surrogacy agreement, a stillbirth, and a failed adoption match.
- h. One Day Rest in Seven Act (ODRISA) – ODRISA requires employers to provide employees a minimum of 24 consecutive hours of rest within every consecutive 7-day period. Employees can work on the 7th day provided that the employee voluntarily agrees to work and signs documentation stating they are voluntarily working. Employees must also be given a meal period of at least 20 minutes for every 7.5 hours.
- i. Hair Discrimination (CROWN Act) – The CROWN (“Create a Respectful and Open Workplace for Natural Hair”) Act allows for hair diversification and prevents discrimination based on hair texture or hairstyle.

Collector/Finance Officer – Shawn Kennedy

- a. iPad Pro – The City purchased and set up 15 iPad Pro tablets for the utility departments. The tablets will be used with the 192.GIS for updating the City's utility mapping program. USDI (Utility Safety & Design, Inc.) will start training in August.
- b. WEX Government Fleet Card Program – The application has been completed and is ready for the Mayor's signature. Shawn wanted to make sure the aldermen still approved moving the fuel provider from Fuelman to WEX. The Aldermen agreed to change the fleet fueling to WEX.
- c. IMLRMA Insurance Renewal – The renewal information packet has been completed and sent to IMLRMA. Our insurance quote will probably not be received until October 2023. “Strategic Risk Management Group” has contacted Shawn requesting to bid on our insurance, and she will forward them the same information she presented to IMLRMA.
- d. Monroe County StartUP Program – The City of Waterloo has been an investor in this program since it started. The City pledges a thousand dollars per year to the program. The Aldermen all agreed to continue to support the StartUP Program at the same investment level.
- e. Audit - Still working on the audit. However, the city does not have to complete a ‘Single Audit’ as originally thought. The Rebuild Illinois funds are not classified as federal funds, so the City did not expend the funds required for a ‘Single Audit’.

Deputy Chief of Police – Dane Luke

- a. IDOT ‘Click It or Ticket’ Campaign – Completed our sixth IDOT ‘Click It or Ticket’ Campaign and issued 44 citations. Twenty of those citations were for seat belt violations. There will be another campaign over Labor Day.
- b. New Police Officers – The new police officers are still in field training, and we expect them to be on their own by next week.
- c. Monroe County Fair – The Monroe County Fair is from July 23 to July 30, 2023. There will be six to eight WPD officers at the fair on the busy evenings.
- d. New Vehicles – Four of the new vehicles are at DataTronics waiting for the equipment to be installed. DataTronics is hoping to start working on the cars in the next couple of weeks.

City Attorney – Natalie Steppig

No Report.

Mayor’s Report

- a. Window Treatments – The new window treatments have been ordered. ‘Auto Designs by Sebastian’ will submit a bid to tint the three arch windows on the first floor.

Committee Reports and Minutes Approval

- a. 04-10-23 Water-Sewer Committee Meeting Minutes. Kyle Buettner-1st, Hopkins-2nd. Passed.
- b. 06-15-23 Waterloo Beautification Cmte Meeting Minutes. Most-1st, Hopkins-2nd. Passed.
- c. 06-19-23 Personnel Cmte Meeting Minutes. Minutes were unavailable.
- d. 07-03-23 Economic Development Cmte Meeting Minutes. Row-1st, Hopkins-2nd. Passed.

Comments

Alderman Trantham wanted to confirm that July 25, 2023, at 6 PM was a convenient date and time for the Electric System Committee members to meet to discuss the purchase of a new gas turbine engine. The committee members present agreed to this date and time. Alderman Trantham also read an email he received regarding the status of the four (4) statutes that were approved for installation at Lakeview Park. The consensus was that the City has no plans at this time for additional statues. Lastly, Alderman Trantham stated he would not be able to attend the July 17, 2023 City Council meeting.

Alderman Kyle Buettner suggested alternating the order of the agenda so that those managers who are always at the end of the agenda are not hurried in giving their update due to time concerns.

Alderman Most mentioned he would not be in attendance at the October 02, 2023 City Council meeting.

Adjournment – A motion to adjourn was made by Alderman Vogt and seconded by Alderman Most. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:40 p.m.

Mechelle Childers – City Clerk