

## WATERLOO UTILITY MEETING

Monday, July 12, 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, Dane Luke – Deputy Chief of Police, Sarah Deutch – Community Relations Coordinator, Jessica Rucks – HR Coordinator, Nathan Krebel – Subdivision and Zoning Administrator, Dan Hayes – City Attorney.

Alderman Darter requested an Executive Session for the Discussion of Contract Negotiations be added to the agenda for this evening.

Motion to approve an Executive Session for the Discussion of Contract Negotiations to be added to the agenda was made by Alderman Darter and seconded by Alderman Notheisen. All aldermen agreed by unanimous voice vote.

**Petitions by Citizens on Non-Agenda Items.** None.

### **City Clerk – Mechelle Childers**

Motion to approve Utility Minutes dated June 14, 2021 made by Alderman Kyle Buettner and seconded by Alderman Darter.

### **Items for Correction:**

- **Director of Public Works – Tim Birk; Item g** change spelling of *Bull Dog* to *Bulldog* and under **Item o** change *Water* Plant to *Power* Plant.

Motion passed unanimously to approve the Utility Minutes dated June 14, 2021 as amended with Alderman Kyle Buettner, Row, Heller, Notheisen, Matt Buettner, Hopkins, Trantham and Darter voting “yea”.

### **Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Report – the June monthly report was distributed.
- b. Quail Ridge Development – they are making progress on the streets and submitted their final plat, which is currently in review.
- c. Legacy Phase I – the storm and sanitary sewer work is complete, and they are presently installing the water main. They should start pouring the streets soon.
- d. DESCO Properties Private Drive – DMS has broken ground and is working on the storm sewer.
- e. July Planning Commission Meeting – the monthly meeting has been moved to Tuesday, July 20, 2021 to review a Special Use Permit for Rosedale. All Planning Commission members will be present.
- f. July Zoning Board of Appeals Meeting – the monthly meeting has been moved to Wednesday, July 21, 2021 to review a Special Use Permit for Rosedale. All Board of Appeals members will be present.
- g. Zoning Board of Appeals – Ron Hagenow has submitted his resignation from the board.
- h. Bank of Monroe County – rough-in has been inspected and everything is looking good.
- i. Ms. Middy’s – appears two businesses operating out of one location. A second business called ‘Splatter’ is in the front portion of the slip, with Ms. Middy’s operating in the rear. The owners of the building were unaware of this situation and will pursue it further. A permit also should have been pulled for the operation of a kiln.
- j. Macaluso Property – there is concern regarding duplexes on lots 12 and 13 and 19 and 20. The duplex within the inner circle is acceptable; however, the aldermen did not want duplexes along the highway and were more interested in the property being used as a B2 zoned area.
- k. Massage Spa – proposed massage parlor in the building in front of Rural King. The business owners however are expressing concern over the annual renewal requirements. Will research other communities and inquire into their renewal conditions.
- l. Roof Repair – the roof leaks at City Hall will be repaired this fall.

- m. New home at 303 Kolmer – a section of the concrete driveway curves leaving a gap between the end of the driveway and the street. This section is currently backfilled in rock. Will contact the contractor to determine what the plans are for this area.
- n. Natalie Estates – ladders are left up, weeds are growing around spec house, homeowners complaining of incomplete work and the sidewalks along Hamacher need to be completed. Crosswalks will be implemented at Hamacher and Rogers.

**Human Resource Coordinator – Jessica Rucks**

- a. Flu Shots - Working with St. Luke’s on a 2021 flu shot clinic. Once St. Luke’s knows when the doses will be available, a schedule will be developed for all employees and their dependents.
- b. Employee Insurance – A reminder email was sent to all employees regarding the IMRF (Illinois Municipal Retirement Fund) public employee protection plan. It is a voluntary program that includes various additional insurance plans.
- c. Apprentice Lineman Position – today is the last day for the union posting. The position will be posted to the public tomorrow.
- d. Police Pension Payroll – the police pension payroll will be going paperless so direct deposit notification will no longer be sent out.
- e. Building Inspector Position – an ad will be placed in the paper to fill this position.

**Community Relations Coordinator – Sarah Deutch**

- a. Mural Contest – progress is being made on the downtown murals. The only one not started is the one on the Burriss building, and she will be starting on her mural soon.
- b. Tourism Bureau – The Tourism Bureau has contacted the City of Waterloo about a special program on KTRS (Big 550 AM). The radio would like to do a split program on the reopening of Illinois Caverns and the City of Waterloo. The cost would be shared between the Tourism Bureau and the City of Waterloo and will include five 30-second commercials. It is also time to renew our annual membership dues with the Tourism Bureau.
- c. Electronic Recycling – the Boy Scouts are hosting an electronic recycling event in August at the Monroe County Fairgrounds.

**Collector/Finance Officer – Shawn Kennedy**

- a. Small Business Stabilization Grants – approval has been received by the State of Illinois for the Small Business Stabilization Grants.
- b. FEMA Reimbursement – reimbursement request was submitted for PPE, plexiglass, disinfected, etc., however, FEMA only approved to reimburse the expenses used for the Police Department.
- c. American Rescue Plan – this plan is where money is distributed from the U.S. Treasury Department to the counties. Waterloo is considered a “non-entitlement” city and our money, therefore, will need to come from the State of Illinois. However, the State of Illinois has not requested their funding from the Treasury Department so there are no monies to distribute at this time.
- d. Illinois Municipal Treasurer’s Association – The IMTA be holding its annual conference virtually this year. Meetings will be held in July and August.
- e. Gas Settlement – waiting on the paperwork from Symmetry Energy. Would like to have this completed before the end of July.

**Director of Public Works – Tim Birk.**

- a. Moore Street – high-pressure gas line is being relocated.
- b. South Market Street Project – the sidewalk on South Market Street between Illinois Route 3 and Bulldog Blvd. has been poured; and, the tree containing Indiana Bats will be removed in November to prevent it from buckling the newly installed sidewalk.
- c. South Market Street / Stonefield Waterline – boring started under Illinois Route 3 for the waterline. Currently, they have bored approximately 100 feet under the road and should be done by the end of the week.
- d. Electric Car Charging Station – have received three quotes for electric car charging stations and State Bank has agreed to allow the stations on the property that City leases from them. Juice Bar had the lowest quote and is the local representative in the area. The City can set its own for kilowatt-hour. Juice Bar will perform maintenance and any upgrades.
- e. Bids – At this time, the City has bids out for a Vacuum Excavator (which does the potholing for the utilities) and for a trailer to haul heavy equipment. The bids will be open tomorrow.
- f. New Truck – the truck that has been ordered from Sunset Ford is still waiting for a chip and there is no ETA as to when the truck will be delivered.

- g. Backhoe from Fabick – waiting on a coupling and no ETA as to when it will be ready.
- h. REGIS – talked to REGIS regarding the potential of hackers and/or ransomware situations with the City’s computer systems. REGIS is checking with other clients to see if there was additional interest in holding such a training class.
- i. SCADA system – installing today and working on the power plant portion of the system. Once the power plant install is complete, they will start working on the sewer portion of the program.
- j. HeplerBroom LLC – would like to hire HeplerBroom law firm to review the CAAPP (Clear Air Act Permit Program) Renewal for the power plant.
- k. VFW Real Estate – the contract has been received, and the VFW Post has signed their copy.

**Deputy Chief of Police – Dane Luke**

- a. Body Cams – Information and quotes were received and distributed. State’s Attorney recommends that every office wear a body camera so we will probably have to order two additional body cams. A grant has been applied to assist with the reimbursement for the body cams. It was suggested that the City purchase a couple of spare cameras for backup.
- b. Car Cameras – applied for a grant to assist in payment for car cameras, however the grant needs to be completed by September 15, 2021.
- c. Narcan – all officers carry two doses of Narcan. Some of our Narcan is close to expiration, and we will be replacing those close to their expiration date.
- d. New Cars – still waiting on the new cars that were ordered from Sunset Ford.

**City Attorney – Dan Hayes**

No Report.

**Mayor’s Report**

IML Training Program – if interest in going please contact Tammy.

**Committee Reports and Minutes Approval**

- a. 05-24-21 Planning Cmte Mtg Minutes. Notheisen -1<sup>st</sup>, Heller-2<sup>nd</sup>. Passed.
- b. 06-17-21 Ordinance Cmte Mtg Minutes. Notheiser-1<sup>st</sup>, Hopkins-2<sup>nd</sup>. Passed
- c. 06-21-21 Electric Cmte Mtg Minutes. Kyle Buettner-1<sup>st</sup>, Hopkins-2<sup>nd</sup>. Passed.
- d. 07-06-21 JOINT Beautification Cmte Mtg Minutes & Planning Cmte Mtg Minute. Notheisen-1st, Matt Buettner-2nd. Passed.

**Executive Session for the Discussion of Contract Negotiations as allowed per 5ILCS 120/2(c)(2).**

Motion to move into Executive Session made by Alderman Darter and seconded by Alderman Matt Buettner. Motion passed with unanimous voice vote

Entered into Executive Session at 7:39 p.m.

Adjourned Executive Session at 8:59 p.m.

Motion to Resume Session made by Alderman Notheisen and seconded by Alderman Kyle Buettner. Motion passed with unanimous voice vote. Mayor Smith resumed the regular Utility Meeting at 9:00 p.m.

**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 9:00 p.m.

**Mechelle Childers, City Clerk**