

**WATERLOO UTILITY MEETING**  
**MONDAY, AUGUST 08, 2022**  
**6:00 p.m.**

Mayor Pro Tem – Clyde Heller  
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  
Shawn Kennedy – Collector / Finance, Tim Birk – Director of Public Works, 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.**

Mr. James Gallagher commented that although an ADA-compliant sidewalk in front of Gallagher's Restaurant has already been talked about, he would like to continue to discuss this issue in the hopes of working out an agreeable resolution.

Mr. Andy Dahlem (WPD Detective and FOP Union Steward) and Mr. Shaun Wiegand (WPD and School Resource Officer) distributed information comparing the pay and benefits of their position to those of the other officers. Detective Dahlem and Officer Wiegand are next in line to be promoted to Sergeant, which brings into question who will fill the roles of Detective and SRO. The general consensus in the department is that these jobs entail a lot, but make less money. They would like to have a discussion on how to make the pay and benefits more attractive and appealing for the detective and SRO positions.

**City Clerk – Mechelle Childers**

Motion to approve Utility Minutes dated 07-11-22 made by Alderman Darter and seconded by Alderman Hopkins.

**Items for Correction:**

**Director of Public Works – Tim Birk**

- Under Item j – Personnel – change the wording regarding Chuck Steppig from **Chuck Steppig's last day is July 29, 2022** to **Chuck Steppig's last day of work is July 29, 2022.**

Motion passed to approve the Utility Minutes dated 07-11-22 as amended with Aldermen Darter, Kyle Buettner, Row, Heller, Notheisen, Matt Buettner, Hopkins and Trantham voting 'yea'.

**Director of Public Works – Tim Birk**

**a. Veterans Drive Project Update:**

- The street has been resurfaced.
- Ditches on the north side still need to be sodded. Expect to start sodding in September.

**b. Morrison Avenue Update:**

- Seeding and strawing along the edges
- Closure signs will be removed tomorrow (08/09/22)

**c. North Moore / Columbia Intersection (Phase 5) – Working on the curb and gutters. The intersection is still closed to the public and the estimated completion is December 2022.**

- d. Handicap Ramps – Handicap ramps have been installed at Third and Library, and this project is completed.
- e. Emergency Gas Meeting – The annual gas emergency meeting will be on Monday, August 15, 2022.
- f. Illinois American Water – Illinois American Water switched treatments to a form of chlorine known as “free chlorine”. We will start flushing the fire hydrants next week.
- g. Lead Service Lines Update – Survey letters were sent out to customers whose homes were built before 1985 and which could have lead service lines. 1,224 of the 1,600 of those surveys have been returned. We currently know of 150 water lines that will need to be replaced, and expect to have 250 lines to replace in total.
- h. Fountain Water District – Attorney Art Morris, who represents Fountain Water District, would like to discuss an emergency water connection to our new water system. We will consult with him once we received our financing.
- i. HMG, John Wieter (Water Project Update) – Replacement pages were distributed to correct the erroneous financial alternates that were supplied by John Wieter.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Report – The July monthly zoning report was distributed.
- b. Monthly Building Permits – The July monthly permit report was provided.
- c. Zoning:
  - Sears Building – Chris Kalbfleisch, owner of Quality Collision, has purchased the old Sears building. He plans to use the facility as a mechanic shop. He would be renovating the building to include garage doors.
  - Riverstone Veterinary Hospital – Riverstone purchased four (4) lots north of Halifax, however, they are not in a hurry to build.
- d. Subdivision/Development:
  - Creekside Estates Detention Areas – The subdivision has two unkempt detention basins that need to be addressed. The developer has agreed to clean up the basins and restore them as they were when built.
  - Remlok Phase 4 – Subgrade and soiling testing is taking place. The sanitary sewer is complete and has passed the pressure testing, and the water is currently being tested.
- e. Planning Commission – meeting tonight (08/08/2022) to review:
  - Remlok Phase 5 – A preliminary plat will be presented for the re-subdivision of lot 92, which is the lot across the creek.
  - Old Car Wash at 231 West Mill – Two special use permits are being requested:
    1. Special Use Permit for a Multi-Family Residence to be located above a new commercial building.
    2. Special Use Permit for a Residence Use (four-unit townhouses) at Library and Flower.
  - Grant Youngs – Mr. Grant Youngs is interested in joining the Planning Commission to fill the vacancy on that Board.
- f. Zoning Board of Appeals – Meeting scheduled 08-18-22 to discuss the same Special Use Permits as mentioned above for the Planning Commission meeting. Also, Mr. Dave Powell is interested in joining the ZBA to fill the vacancy on that Board.
- g. Excavation Work – First Cable Construction was cited for performing boring work without a permit.
- h. Trane Service Agreement – The annual service agreement for Trane is up for renewal. There is a 6% increase in cost.

**City Building Inspector –Brad Yearian**

- a. Monthly Report – The July monthly report was distributed.
- b. Lou Del Subdivision (28 Judith Lane) – This is the property where the homeowner converted their basement into a walkout basement and tied it to the city storm sewer during the process. When meeting with the homeowner on possible resolutions to correct the issue, other code violations were found. The fence is too high for a corner lot, the parking area needs to be paved, and the backyard slopes to the house. These violations have all been corrected.
- c. North Library – There is a home on North Library with an overgrown backyard and an old fence. The family is working on cleaning it up.
- d. Mr. BBQ at Mystic Oaks Golf Course –The new windows are in and siding has been installed. They will need to consult an architect to get the plumbing up to code.
- e. Yard Signs – Collected 42-yard signs this past month.

**Human Resource Coordinator – Jessica Rucks**

- a. Underground Utilities Position – Alex Bishop was hired for the Underground Utilities Position and started on 07-27-22. He has the ability with IMRF (Illinois Municipal Retirement Fund) to purchase his service credit back using the rollover money from the Ohio State Pension, however, to receive the credit he will need approval from the City Council.
- b. CBIZ – Working on the renewal for medical, dental and life insurance. All three need to be renewed and will be going out to Medical Market to compare costs and rates.
- c. Flu Shot Clinic – Inquiring if the City should continue to hold a flu shot clinic. Last year only 15 of the 60 employees participated. All aldermen agreed to continue this program.

**Community Relations Coordinator – Sarah Deutch**

- a. Waterloo Homecoming Parade – A city truck will be displaying the Pumpkinfest banners and a gator will be pulling the pumpkin train in the parade. The parade is on August 27, 2022 and will begin at 5 PM. A signup sheet was distributed for volunteers to walk the route.
- b. Waterloo Planters – We are having trouble getting the planters maintained and need to develop a plan for someone to attend to these containers. Alderman Notheisen will reach out to see if the Waterloo Garden Club would be interested in caring for the planters.
- c. Upcoming Events:
  - Holes for Heroes Golf Tournament on August 12, 2022. This is a national golf series.
  - Folds of Honor Golf Tournament on August 26, 2022.
  - Waterloo Homecoming on August 26 and August 27, 2022.
  - Kaskaskia Cahokia Trail Road Rally on September 10, 2022.
  - PumpkinFest on October 08, 2022.
- d. Military Statues – There is a project to add four military statues at the Veterans Memorial in Lakeview Park. The monies for this project were included in the budget. The Park District has given its approval, and the Oerter Foundation has also contributed monies to fund the project.

**Collector/Finance Officer – Shawn Kennedy**

- a. Finance Committee Meeting Update – The “Dispatching” agreement has been edited to reflect the 15%, 10% and 9% yearly increase. City Attorney Steppig has looked over the document and the revised contract/agreement has been sent over to Monroe County for their review.
- b. AT&T Phones – All new phones have been ordered, however, five of the current phones are not eligible for the iPhone 12 upgrade until February 2023 unless new phone numbers are assigned to them. The employees do not want to change their numbers. The aldermen agreed that there has to be another option to get everyone on the iPhone 12 with the currently assigned phone numbers.

- c. American Rescue Plan Act of 2021 (ARPA) – The next ARPA installment should be at the end of August.

**Chief of Police – Jeff Prosis**

- a. Monroe County Fair – The Monroe County Fair was quiet this year. The WPD issued three underage-age tickets and handled a small disagreement in the grandstands.
- b. Senior Academy – The Senior Academy starts September 07, 2022. This program will be held every Wednesday for six weeks.
- c. House Fire – There was a house fire on Quail Run resulting in a fatality. We are still working with the Crime Scene Unit and the Fire Marshal to determine the cause of the fire. The family thanked the emergency responders for their kindness.

**City Attorney – Natalie Steppig**

No Report.

**Mayor’s Report**

The City received a \$2,500 anonymous donation for a charitable food pantry. The money will be donated to *Meals On Wheels*.

**Committee Reports and Minutes Approval**

- a. 03-17-22 Police Cmte Mtg. Minutes. Minutes were not available.
- b. 07-18-22 Waterloo Beautification Cmte Mtg. Minutes. Notheisen-1st, Matt Buettner-2nd. Passed.
- c. 08-01-22 Ordinance Cmte Mtg. Minutes. Hopkins -1st, Notheisen -2nd. Passed.
- d. 08-01-22 Street Cmte Mtg. Minutes. Kyle Buettner -1st, Notheisen -2nd. Passed.
- e. 08-01-22 Electric Cmte Mtg. Minutes. Kyle Buettner -1st, Hopkins -2nd. Passed.
- f. 08-01-22 Finance Cmte Mtg. Minutes. Row -1st, Matt Buettner -2nd. Passed.
- g. 08-04-22 Insurance Cmte Mtg. Minutes. Darter -1st, Hopkins -2nd. Passed.

**Comments**

**Alderman Hopkins** reiterated that the Holes for Heroes Golf Tournament (aka Tunnel to Towers) is a national golf series. This organization helped the family of fallen ISP Officer Nick Hopkins in their time of need. IPS Officer Nick Hopkins will also be honored during this tournament.

**Alderman Kyle Buettner** requested that all aldermen receive a copy of the Committee Reports and Minutes instead of just the committee members.

**Adjournment** – Motion to adjourn made by Alderman Kyle Buettner and seconded by Alderman Notheisen. Motion passed by unanimous voice vote. Mayor Pro Tem Heller adjourned the meeting at 7:47 p.m.

**Mechelle Childers – City Clerk**