

WATERLOO UTILITY MEETING
Monday, August 10, 2020
6:00 p.m.

Mayor – Tom Smith
City Clerk – Mechelle Childers
Alderman Ward I Steve Notheisen & Russ Thomas
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, Jim Nagel –
Subdivision / Zoning Administrator, Nathan Krebel – Building Inspector / Code
Administrator, Jeffrey Prosize – 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 07-13-20 made by Alderman Heller and seconded by Alderman Darter.

Items for Correction:

Community Relations Coordinator – Sara Deutch; Item b change to: Currently Monroe County is at 80% and #10 in the entire country for census returns.

Building Inspector/Code Administrator – Nathan Krebel; Item g change to: New property owner planning to build two town homes on old KDO lot.

Motion to approve amended Utility Minutes dated 07-13-20 made by Alderman Notheisen and seconded by Alderman Heller. Motion to approve minutes passed 8-0 with Alderman Notheisen, Thomas, Hopkins, Trantham, Darter, Buettner, Row and Heller voting “yea”.

Human Relations Coordinator – Jessica Rucks

- a. The Underground Utilities position has been posted to the public.
- b. Crossing Guard posting has been removed since schools will be held virtually for right now.
- c. An updated COVID memo and flow chart has been sent out to each department. Temperatures are being checked every morning.
- d. A flu shot clinic is scheduled for 09-15-2020. Notification will be sent out to every employee. All Aldermen agreed to the flu shot clinic.
- e. Anti-Harassment training will be scheduled for all employees before the end of the year.

Community Relations Coordinator – Sarah Deutch

- a. Welcome Signs – approval needed to set the sign height at 10 (ten) feet. All Aldermen agreed to the 10 (ten) foot height.
- b. Planters – new planters are ready to replace the current containers. Discussion was held regarding the present state of the floral arrangements. Businesses are not assisting in watering of the plants.

- c. A Household Hazardous Waste Collection has been tentatively scheduled for May 22, 2021. Participant communities will need to provide four (4) volunteers to **only** greet and direct traffic. A \$200 contribution is also required for advertising. All Aldermen agreed to participate in this event.
- d. Good Neighbor Award entries – Mary Ann Toenjies and Glen Bieber have been nominated, and Sarah read the nomination letters. All Aldermen agreed to the nominations.
- e. Downtown Beautification Meeting – A GIS system is scheduled to be installed on the Santa Float.

Collector/Finance Officer – Shawn Kennedy

- a. ITS Solar - No updates regarding a grant in partnership with the City of Waterloo. Outstanding issues with the shipping containers and the front façade continue, and their building permit still has not been picked up.
- b. Sales Tax – The month of May was up 3.23% from May 2019.
- c. Utility Payments and Debt Collection – the number of accounts in arrears and the average monthly debt was reviewed. Of the 200 shut off letters that were sent out on July 13, 2020, only 23 people have contacted the city. The deadline for any payment arrangement is August 17, 2020. Late fees will be re-instated starting September 5, 2020.

Subdivision & Zoning Administrator – Jim Nagel

- a. Natalie Estates – Storm sewer installation is complete. Sanitary sewer has been completed, tested and passed. Working on installing water mains. They are also thinking of changing from concrete to asphalt streets and will supply the necessary improvement plans.
- b. Country Club Hills – Sanitary and storm sewer installation is complete. Water mains have been installed and are currently being tested. So far, they are not passing. Curbs and streets are being poured.
- c. Quail Ridge – development has been at a standstill.
- d. History Museum – Met with Shelby Mathes to review setbacks. They would like to add to the facility with the help of the Zimmer Foundation.
- e. Outdoor Dining Permits – two permits were requested. One from Vintage Wine Bar and the other from Stubborn German.
- f. Co-op Acres – still waiting on improvement plans.
- g. Jiffy Lube – request for all the City’s code documentations has been sent. Final plat has not been submitted.
- h. Bank of Belleville – has purchased their lot and drawings are out to bid.
- i. Brad Chandler called and someone is interested in the Debonis property. Access to the property could be an issue.
- j. Legacy Phase Two – Dennis Brand is planning on building 4 to 5 duplexes on the R5 lots on Legacy Drive.
- k. Rural King Fair Food Day – complaints were received regarding the lack of masks by vendors.
- l. Nietzsche Family – meeting is needed to address their issues.

Building Inspector/Code Administrator-Nathan Krebel

- a. 315 North Library (across from old swimming pool) – trailer has been torn down. Framework remains as someone wants to scrap it. Homeowner plans to replace with an accessory shed.
- b. Trailer on North Library across from Skate Park – also scheduled to be torn down. New property owner planning to build two town homes on old KDO lot.

- c. Shorty's Smokehouse – work still needs to be completed in the rear and siding needs to be finished.
- d. Clearwave – working on their underground utility bore along Market. A sewer lateral and gas line have been hit during the boring. Communication vaults have been moved to locations that do not interfere with sidewalks or IDOT setbacks.
- e. 215 Library – home is in rough shape. Homeowner has stated he wants to get the house redone by the end of the year.
- f. Waterloo Amoco – would like to add drive up window to the south side of the building, however they will need a variance due to setback requirements.
- g. Waterloo Donuts – space is being considered for an Asian restaurant.
- h. Rosedale House – violations will be sent out. Fire alarms are not working properly, emergency exit lighting not operational and doors are being blocked.

Director of Public Works-Tim Birk. Report given by Mayor Tom Smith

Tim Birk was present at the start of the meeting but had to leave due to storm damage.

- a. Storm Damage – multiple trees are down blocking various streets within the city.
- b. H.O.A. of West Lake – meeting was held and the City will overlay eighteen (18) feet of the damn once approval has been received from IDNR.
- c. Guard Rails – several guard rails are out of compliance and should be replaced. A survey will be conducted to review the guard rails.
- d. Huebner Concrete – is pouring sidewalks and will work on the sidewalks on Flower Street.

Chief of Police-Jeff Prosis

- a. LPR cameras – the cameras on the south end of town have been installed. The cameras on the north end of town should be installed this week.
- b. School Parking issue – curbing was painted yellow in Remington Ridge due to parking issues.
- c. Public fighting tickets were issued for a disturbance in town.
- d. School Payment for SRO – continue to bill as normal.
- e. Downtown cameras to be installed the week of August 17, 2020.
- f. Songs for Solders – will be held at the fairgrounds on October 10, 2020. The event will be a tailgate format. 400 spots will be available and individuals will need to stay in their assigned area.
- g. Police Vehicles – one new vehicle is in the budget and a couple of the cars are in rough shape.

City Attorney-Dan Hayes. No report.

Mayor's Report- No report.

Committee Reports and Minutes Approval

- a. 08-03-20 JOINT Safety/Health & Street Cmte Mtg Minutes. Thomas-1st, Trantham-2nd. Passed.
- b. 08-03-20 Downtown Beautification Cmte Mtg Minutes. Notheisen-1st, Darter-2nd. Passed.

Adjournment – Motion to adjourn made by Alderman Hopkins and seconded by Alderman Thomas. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 7:35 p.m.

Mechelle Childers, City Clerk