

**WATERLOO UTILITY MEETING
MONDAY, AUGUST 14, 2023
6:00 p.m.**

Mayor – Stan Darter

Alderman Ward I Joel Vogt & Matt Buettner

Aldermen Ward II Jim Trantham

Aldermen Ward III Tina Charron & 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, 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 July 10, 2023, was made by Alderman Row and seconded by Alderman Most.

Items for Correction:

Human Resource Coordinator – Saundra Eckstadt

- Under Item c – Record Retention – change the comment from “Performing a personal audit...” to “Performing a personnel audit...”.

Motion passed to approve the Utility Minutes dated July 10, 2023, as amended with Aldermen Row, Most, Vogt, Matt Buettner, Trantham, Charron, and Kyle Buettner voting ‘aye’.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The July 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The July monthly permit report was provided.
- c. Subdivision/Development:
 - Silvercreek Crossing – Henke Excavating Inc. has taken over the development of Silvercreek Crossing. The contractor will finish and correct the sanitary storm, sewer, and water issues before engaging in any type of roadwork.
 - Remlok Phase 6 Preliminary Plat – Copies of the preliminary plat were distributed. They will be review in further detail at the Planning Committee Meeting on August 21, 2023. This development will cross a tributary of Gerhardt Creek and eventually connect to Legacy Drive.
 - Gateway Business Park – The Planning Committee reviewed the plans and opposed a private street connector. The committee requested a 50-foot right-of-way public street connector.
- d. Planning Commission – meeting scheduled for August 14, 2023:
 - Remlok Phase 6 Preliminary Plat by Dennis Brand – Review the Remlok Phase 6 preliminary plat. There should be no issues; however, any comments/concerns from the Planning Commission will be forwarded to the Planning Committee.

- Discussion regarding the 2018 Comprehensive Plan Updates (Ward 2) – Talked to the Chairman of the Monroe County Commissioners, Dennis Knobloch, and informed him the City wants the future road connectors to match up with the County's map.
- e. Zoning Board of Appeals – meeting scheduled for August 17, 2023:
 - Petition for a Variance to Build a Deck – The homeowner wants to build a second-story deck that has a non-conforming setback.
- f. Beautification – Received applications from three (3) businesses. Will schedule a meeting in September to review.
 - Old Town & County Building
 - Old Car Wash – This is for Phil Kelley regarding the old car wash on Mill Street.
 - Petri Insurance – Planning to install an ADA ramp.
- g. Excavation – A ticket was issued to First Cable Construction for excavating without a permit on Polo Run. This is a subcontractor for Spectrum.
- h. Permits Issued:
 - Old Town & Country Building - The building is being converted into a sandwich shop and event center.
 - Mama's On Mill – A sandwich shop moving into the old RE/MAX building on Mill Street.
 - Petri Insurance – Installing an ADA ramp.

Chief of Police – Jeff Prosis

- a. School Resource Officer (SRO) Costs – The Chief distributed comparison costs for what the City incurs with the SRO position. In the 2019 contract, the Waterloo Community School District agreed to pay 67% of the officer's base salary for the SRO. That contract has since expired. An updated breakdown of the SRO cost payment was reviewed, followed by a short discussion. Both the school district and the City have different attorneys, and although there are no issues, we are asking the attorneys to review the contract. The yearly SRO pay increase will be 4% based on the yearly officer salary increase. Last year 330 incidents were logged, indicating the need for an SRO. Utilizing one officer as an SRO is beneficial as the officer has a rapport with the students and faculty. The Chief stated he is planning on replacing current WPD and School Resource Officer Mr. Shaun Wiegand with WPD Officer Brandon Hartin. Officer Wiegand has been the SRO for the past three years and it was time for a rotation of the position.

City Building Inspector – Brad Yearian

- a. Monthly Report – The July monthly report was distributed.
- b. Green Briar Trailer Park on Mill Street – Only a couple of residents remain in the Green Briar Trailer Park. As tenants leave, condemned stickers are placed on the doors. Once the City knows everyone has moved out, electric meters will be pulled. We will start working with the attorneys on a date to demolish the structures. Gas meters will also be locked and removed at a later date. The City has not heard from the property owner.
- c. North Winds Detention Area – The Homeowners Association called regarding the high weeds in the detention basin. Reliance Bank (aka Simmons Bank), which owns the property, decided they were no longer going to maintain it. Brad met with the Bank regarding their obligation to maintain the property.
- d. Old Town & Country Building – The roof has been replaced, and they are working on the parking area. Met with the owners and reviewed their plans for the building's interior.

- e. Japanese Restaurant – Hiko Japanese Steak, Sushi & Ramen Restaurant has passed inspection and is open for business.
- f. Adorable Beast – Adorable Beast, and the apartments above Adorable Beast, should be opening soon.
- g. Grass Complaints – There have been numerous tall grass complaints.
- h. KB Contracting – Mike Thomas, owner of KB Contracting, has not yet applied for a permit to work at the old Ahne's Bakery location.

Community Relations Coordinator – Sarah Deutch

- a. Waterloo Homecoming Parade – The parade is on August 26, 2023, and will begin at 1 PM due to the Monster Truck Show that evening at the Fairgrounds. A sign-up sheet was distributed for volunteers to walk the route. Drivers are needed for the city truck and gator, and children are also needed for the pumpkin train.
- b. Waterloo Souvenir City Magnets – The City souvenir magnets were received, and we will hand them out at the Homecoming Parade.
- c. City Hall Window Project – The three arch windows on the first floor were tinted this weekend and the window shades will be installed later this week.
- d. Songs 4 Soldiers Video – Filming for the Songs 4 Soldiers video took place today. Mayor Darter spoke at the Veterans Memorial at Lakeview Park regarding Waterloo's support of Veterans and the Songs 4 Soldiers mission. Drone footage of Waterloo and the downtown area will be included in the video.
- e. Street String Lights (Overhead Lights) – The current string lights were purchased in 2015, and they are starting to look worn. The bulbs are turning an orange color, and replacement bulbs stand out. Sarah found a company called 'Trimlight St. Louis' that offers outdoor string lighting. The lights are individually linked so if one goes out they can easily be replaced. The lights are LED and Wi-Fi compatible. With a controller, we can change the colors of the lights with just the touch of a button. The lights are expected to last approximately 20 years if only on during nighttime hours. Since the color of the lights can be easily changed with a controller, the removal and restringing of lights for the holidays will no longer be needed. The company also offers a lifetime warranty if they do the installation. All aldermen agreed to have updated street string lights installed by 'Trimlight St. Louis'.
- f. Santa Float – The float was built in 2017 and needs to be revamped. The garland is worn, ornaments are broken, tires need to be replaced, etc. In addition, the float needs to be safer. We plan to turn almost the entire float into a Santa House so everyone is protected from the elements, has heat and is safe. The house would have large windows for the distribution of candy. All aldermen agreed to redesign the Santa Float.
- g. Village of Chatham – The Village of Chatham sent a very kind "thank you" letter for our assistance in helping them clean up their storm damage.

Human Resource Coordinator – Saundra Eckstadt

- a. Open Positions – Pre-screened twenty-five applications for two open positions. One for a Power Plant Operator Apprentice and the other for an Underground Utilities Operator Apprentice. Seventeen of those pre-screened will move forward to the Personnel Committee for further review. The Personnel Committee will then select those individuals they would like to interview.
- b. HR Audit – Continuing to work on the HR audit.

c. New Employment Law Updates:

- Paid Leave for All Workers Act (PLFAW) – Goes into effect on January 01, 2024. The act requires employers to provide employees with up to 40 hours of paid leave for any reason during a designated 12-month period. The act, however, does not supersede the current Collective Bargaining Agreements (CBA). CBA's entered after January 01, 2024 can waive PLFAW, but it must be clearly defined.
- Amendment to the Illinois Nursing Mothers in the Workplace Act – The act now includes language that the employer must provide a paid break time and location to employees who need to express breast milk.
- Amendment to the One Day of Rest Act – New language deletes the term “calendar week” and now refers to the time as “twenty-four hours of consecutive rest for every consecutive seven-day work period”. The act also does not include employees under a Collective Bargaining Agreement.

Collector/Finance Officer – Shawn Kennedy

- a. Economic Development Corporation - Met with Edie Koch, Executive Director at Monroe County IL Economic Development Corporation, regarding the renewal of the City's membership for next year. Edie reviewed their programs and the benefits to the City. The renewal fees are included in our budget. The Corporation has access to grants that they can source out to business owners. All aldermen agreed to renew the City's membership in the Economic Development Corporation.
- b. Lien on 500 W. Mill – A lien has been filed for the unpaid water and sewer bill associated with the property at 500 W. Mill.
- c. WEX Government Fleet Card Program – The cards have been received and distributed. There have been no issues reported, so we will continue to move away from Fuelman.
- d. Invoice Cloud – A demo of the program will be scheduled for the Finance Committee. Alderman Row will send available dates to Finance Committee members. Shawn also requested that any revised or updated agreements be sent to her for review. Shawn will then forward them to the City attorneys.
- e. Insurance Renewal – IMLRMA should have its proposal ready for the City to review by the second week of October. Therefore, October 11, 2023, has been tentatively scheduled for IMLRMA to present its insurance plan and quote. Two other brokers were interested in bidding on our insurance, and Shawn will contact them to present that evening as well.
- f. IRS Penalty Notice – Received an IRS notice that the City is being penalized for not filing W-2s electronically on time. The 2021 W-2s were supposed to be electronically transmitted to the IRS by January 31, 2022. The issue first came into awareness when a couple of employees noticed their Social Security statement indicated no wages for 2021. The 2021 W-2s were electronically transmitted on January 19, 2023. The City will write a letter requesting leniency.

Director of Public Works – Tim Birk

- a. Water Transmission Line - The 16” pipe is starting to come in, and they are beginning to fuse the pipes. The plan is to fuse the pipe in 500-foot sections, and it takes approximately an hour to fuse each joint.
- b. Water Tower – The water tower will be a 500,000-gallon tank. A preconstruction meeting was held on July 26, 2023 and the clock has now officially started on the building of the water tower. The contractor expects the completion date to be September 2024.

August 14, 2023 – UTILITY MEETING MINUTES

Page 5

- c. Water Tower Logo – A sample of the proposed logo and paint color for the water tower was shown. The color blue was chosen for the bottom portion of the bowl to hide dust, condensation, and mold. The aldermen did not care for the blue color and requested to see what the tower would look like if painted green instead.
- d. Country Club Lane at Sherwood Lane – The resurfacing of this road from the city limits to the other side of Sherwood Lane is complete. The project was started on August 01, 2023, and completed on August 04, 2023.
- e. Oil and Chip – The oil and chip resurfacing dates are August 22, August 23, and September 06. The rain date will be September 12, 2023. The streets to be oiled and chipped were named and given to the aldermen.
- f. Milling – At the last Utility Meeting, it was decided to let people take the milling, from the downtown asphalt overlay project, for free. For two days straight there were no less than ten (10) trucks waiting in line for the milling.
- g. July 29th Storm – A severe storm struck Waterloo on July 29, 2023, which downed a lot of trees and power lines. Pictures were shown of some of the damage around town.
- h. Natural Gas Leak Survey – Crews are driving around town in the Gator Utility Vehicle performing the ICC (Illinois Commerce Commission) requirement for a natural gas leak survey. Tests need to be conducted from the main line up to the residential meter.
- i. Cross Connection Survey – Cross Connection Surveys have been sent out. Please complete and return to City Hall. This is an IEPA water requirement.
- j. Gas Emergency Meeting - The annual gas emergency meeting will be on Monday, August 21, 2023.

City Attorney – Natalie Steppig
No Report.

Mayor's Report

- a. Splash Pad Funding – The Mayor attended a Park Board meeting where the Board was discussing the building of the Splash Pad in Zimmer Park. The Board is running into a construction time crunch and laboring over the complexity of the project. After this meeting, the Mayor met with several groups and individuals to discuss the issues at hand. Construction would have to begin September 15, 2023 to meet the June 22, 2024 deadline. If the deadline is not met, the Park District will lose a substantial amount of money. In talking with all the parties involved, the Splash Pad can be built if the City contributes an additional \$200,000.00, and Tim Birk oversees the project. The Park Board feels they have the yearly funds to support the Splash Pad once it is completed. There was discussion regarding more support money being allocated to the Splash Pad.

Alderman Row requested that this be reviewed by the Finance Committee. He further asked for a line item breakdown of the costs involved in the construction of the Splash Pad. This includes Tim Birk's time, any City time, and the finances from the Park District. The aldermen also requested Park Board President Gina Pfund, Board Member Mary Gardner, and Treasurer Julie Whelan attend the meeting. The meeting will be held on Tuesday, August 22, 2023.

Committee Reports and Minutes Approval

- a. 07-17-23 Personnel Cmte Meeting Minutes. Most-1st, Row-2nd. Passed.
- b. 07-17-23 Gas Cmte Mtg Minutes. Most-1st, Row-2nd. Passed.
- c. 07-17-23 Planning Cmte Mtg Minutes. Vogt-1st, M. Buettner-2nd. Passed.
- d. 07-31-23 Electric Cmte Mtg Minutes. M. Buettner-1st, Darter-2nd. Passed.

Comments

Alderman Trantham stated that he continues to be questioned about the status of the Korean War Veteran statue in Lakeview Park. The Korean Veterans have informed him that they were promised this statue. He would like to see some type of memorial honoring Korean War Veterans at Lakeview Park even if it is not a statue. Sarah Deutch commented that she would look into the cost of another statue, and see if she could find a Korean Veteran statue that did not look like a WWII statue. In addition, two statues would probably need to be purchased to maintain conformity at the site. The aldermen asked Sarah to also search for some type of memorial honoring Korean War Veterans even if it is not a statue.

Adjournment – A motion to adjourn was made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:25 p.m.

Mechelle Childers – City Clerk