

**WATERLOO UTILITY MEETING**  
**MONDAY, SEPTEMBER 11, 2023**  
**6:00 p.m.**

Mayor – Stan Darter

Alderman Ward I Joel Vogt & Matt Buettner

Aldermen Ward II Jim Trantham & Jim Hopkins

Aldermen Ward III Tina Charron

Aldermen Ward IV Gary Most & Russ Row

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

Krebel – Subdivision / Zoning Administrator, Brad Yearian – Building Inspector /

Code Administrator, Sarah Deutch – Community Relations Coordinator, Jeffrey

Prosise – Chief of Police, Sandra Eckstadt – HR Coordinator, Natalie Steppig – City Attorney.

**Petitions by Citizens on Non-Agenda Items.**

Mr. Michael Genin and Mr. Sean McCarthy, representatives from the Illinois Municipal Electric Agency (IMEA) were present to speak on behalf of the IMEA. Mr. Genin explained how and why IMEA was founded and where it stands today. The benefits and reliability of public power, the partnership, and its proven service. The Illinois municipalities who are members and participate in mutual aid were also shown. He cited our mutual aid to Chatham, Illinois as a prime example. Mr. Genin then reviewed the services the IMEA provides to its members. Mr. McCarthy outlined the IMEA's diverse power portfolio and how they deliver power to our substation. The IMEA provides a cost advantage and Mr. McCarthy talked about the various ways the agency helps keep price increases reasonable. There were short discussions and interactions with the Council on renewable energy sources, carbon capture, and power generation plants.

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated August 14, 2023, was made by Alderman Matt Buettner and seconded by Alderman Row.

**Items for Correction:**

**Community Relations Coordinator – Sarah Deutch**

- Under Item b – Waterloo Souvenir City Magnets – change the comment from “....and we will hand them out at the Homecoming Parade.” to “.....and we will hand them out to visitors throughout the year.”
- Under Item c – City Hall Window Project – delete the word “three” from the sentence “The three arch windows on the first floor.....” so the sentence reads “The arch windows on the first floor.....”

Motion passed to approve the Utility Minutes dated August 14, 2023, as amended with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Row, Most, and Vogt voting ‘aye’.

**Director of Public Works – Tim Birk**

- a. Power Outage – There was a 20-minute power outage on August 28, when a squirrel got on top of the breaker box in the substation, causing it to blow up. On August 29, there was another power outage to replace the breaker box and bring the system back online.
- b. Power Plant – The Power Plant reached an all-time electrical peak of 25,627 kW on July 05, 2022. Peak increases typically indicate residential growth.
- c. IEPA Exemption Letter – The City used to have an exemption on running the four old diesel engines at the Power Plant. The IEPA sent a letter stating they are withdrawing the exemption for operating the two Fairbanks-Morse engines.
- d. Gas Turbine Engine – Tim Birk is talking to the IMEA for additional credits if the City purchases a new gas turbine engine.
- e. Sewer Line Contract – The Sewer Line Contract needs to be changed to include an additional 160 feet of 24-inch pipe. There is a corrugated metal pipe on Market Street that has deteriorated and needs to be fixed. Due to the trees and the close proximity of the homes, adding the repair to the lining project is the best-case scenario.
- f. Old Water Tank – The water tank and the control/pumping station building are to be razed. A pre-bid meeting is scheduled for September 26, 2023, and the bid opening will be on October 04, 2023.
- g. Moore Street Phase VII – This project started today (September 09, 2023). A temporary rock road may need to be put in place for accessing the Jaycess's Ball Park. All businesses have been notified. The project is scheduled to be completed by the end of the year (weather permitting).
- h. Utility Gas Management (UGM) Meeting – Attended a meeting with Utility Gas Management. UGM is the City's natural gas purchaser. Currently, our storage units are full.
- i. Oil and Chip Program – The Street Department completed the oil and chip resurfacing project for this year.
- j. Water Plant Update – The Ground Breaking Ceremony for the Water Treatment Facility was held on September 06, 2023, and the first pour was completed on Friday, September 08, 2023. Also, approximately three miles of pipe has been fused.
- k. IMEA Meeting – There will be a regional IMEA meeting in Collinsville on November 16, 2023.

**Chief of Police – Jeff Prosis**

- a. Monster Truck Show – There were no issues at the Monster Truck Show on August 26, 2023. The show was held at the Monroe County Fairgrounds in conjunction with the Waterloo Homecoming.
- b. Waterloo Homecoming Parade – The Waterloo Homecoming Parade also went smoothly with no problems.
- c. New Hires – Three individuals have completed and passed all the requirements and are on the list to be hired.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The August monthly report was distributed.
- b. Green Briar Trailer Park on Mill Street – The Green Briar Trailer Park is officially vacant of all residents. The next step will be to notify the owner to demolish the structures. So far, the City has not heard from the property owner. The City currently has a lien on the property and will need to file a suit to demolish the buildings if the owner does not take action. There is also a loan on the property. As soon as the City has the legal authority to do so, we will take all our utilities out back to the mains.

- c. Grass and Weed Complaints – There have been numerous tall grass and weed complaints. Tickets have been issued.

**Community Relations Coordinator – Sarah Deutch**

- a. Billboard Advertising – Pictures of the City’s digital advertisement on the billboard by the JB Bridge were shown. The trial will last three months.
- b. 2024 Visitor’s Guide – Need to decide if we want an ad in the 2024 Visitor’s Guide. The Tourism Bureau is offering a 10% savings if you commit to an ad in the Visitor’s Guide and the seasonal Tourism Times editions. The City typically places a full-page ad in the Tourism Times. The number of printed copies is roughly 60,000 and there will be a digital campaign. Half-page ads are placed in the seasonal editions. All aldermen agreed to renew our yearly participation and purchase the bundle package that is being offered.
- c. Pumpkinfest – A volunteer sign-up sheet was passed around. Hoodies will be ordered for volunteers. The vendor spaces have been completely sold out, and there are already 18 vendors on the waitlist. Alderman Charron has offered to MC the event. Illinois Central School Bus Company will shuttle people from the old high school to the Monroe County Court House circle drive.
- d. Trimlight St. Louis – Installation of the Trimlights (the new overhead streetlights) is scheduled to begin on October 2, 2023, and be completed by October 14, 2023.
- e. Elected Officials Photos – Nancy Quernheim (Ivy Bell and Company) will take individual photos of the elected officials on September 18, 2023. A group photo will also be taken at this time. Please remember to wear one of the new City of Waterloo polos.
- f. Korean War Statue – A statue honoring Korean War veterans was shown. To maintain uniformity at the site, other military statutes were reviewed. Alderman Trantham suggested purchasing the Korean War statue and the Iraq/Afghanistan/Gulf War era statue. All aldermen agreed to this selection.
- g. Water Tower Color – Mock photos of the water tower painted in green, dark grey, and navy blue were shown. The water tower has a large surface area, so a graphic artist could even create a design for it. The alderman agreed to a green color on the bottom of the tank with striping.
- h. Santa Float – For the last couple of Fridays we have been revamping the Santa Float. Pictures were shown of the progress being made and what the end project will look like.

**Human Resource Coordinator – Sandra Eckstadt**

- a. New Employees – The City has two new employees. Payton Dill started on August 30, 2023, and works at the Power Plant. Travis Henry is scheduled to start on September 18, 2023, and will work in the Underground Utility Department. Correspondence has been sent to those individuals who applied but were not selected for the open positions.
- b. Retirement – Chris Frank will retire on October 02, 2023. There will be a retirement luncheon on October 02, 2023, to celebrate his work with the City at the Underground Department from 11:30 to 1PM.
- c. Audit Update – The audit update regarding the employee files is completed. Sandra has been working with City Attorney Tony Gilbreth on what information is classified as “confidential” and excluded from FOIA requests.
- d. Flu Shot Clinic – The flu shot clinic will be held on September 19, 2023 from 2PM to 4:30PM
- e. CBIZ – An open enrollment date should start soon.

**Collector/Finance Officer – Shawn Kennedy**

- a. CBIZ – CBIZ is hoping our renewal rates for medical, dental, and life insurance will be favorable because our HRA (Health Reimbursement Account) loss ratios are trending better than in 2022. We have a qualified high-deductible plan, however, the IRS has increased the new minimum high-deductible plan limits, so the City will need to budget more for health reimbursements.
- b. Liability/Workmen's Comp – Liability and Workmen's Compensation insurance renewal is due. Information has been sent to the quoting companies that we need sealed quotes by October 11, 2023. Any presentations will be scheduled for October 11, 2023.
- c. ACH Payment – Haier Plumbing and Heating has contacted HMG and would like to be paid by ACH (automated clearing house) rather than by check. Since we currently do not pay vendors by ACH, we are working to set this up with the banks and in LOCiS.
- d. Audit – Working on the financial statements and the auditors are working on their part remotely.
- e. Finance Committee Meeting – There will be a Finance Committee Meeting tomorrow, September 12, 2023. A presentation/demo of Invoice Cloud will be shown.

**City Attorney – Natalie Steppig**

No Report.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Report – The August 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The August monthly permit report was provided.
- c. Sav-On-Liquor Signage – Sav-On-Liquor placed approximately 315 square feet of additional signage on the rear of their building which faces Wal-Mart. Sav-On was informed this was illegal per the City's sign ordinance, and they removed the rear signage.
- d. Subdivision/Development:
  - Silvercreek Crossing – Henke Excavating Inc. has taken over the development of Silvercreek Crossing and is correcting all the sanitary sewer taps at the main. Henke will also rectify the two taps that were installed with the flow running the wrong way. Lastly, Henke will fix the sanitary sewer manhole that is too low. The contractor will finish and correct the sanitary storm, sewer, and water issues before engaging in any type of roadwork.
  - Remlok Phase 5 (Bridge) – A video was shown of the work being done in preparation for the precast bridge that will be erected over a tributary of Gerhardt Creek. The majority of this work is on the foundation (footing) of the bridge. Also visited the company that is constructing the precast bridge for this project.
- e. Planning Commission – meeting scheduled for September 11, 2023:
  - Gateway Business Park – The Planning Committee reviewed the preliminary plat for the Gateway Business Park. Copies of the plat were distributed. The developer intends to construct this business park in phases. Therefore, the contractor would like to pour the connector street only to the phase line and not directly to Lakeview Drive (Maeystown Road). Nathan would like to discuss this with the Planning Committee as soon as possible. After a short discussion, it was decided to hold a Planning Committee Meeting and a Beautification Committee Meeting on September 20, 2023.
  - Discussion regarding the 2018 Comprehensive Plan Updates (Ward 3) – The Planning Commission was short three members, so this discussion did not take place.

- f. Zoning Board of Appeals – meeting scheduled for September 21, 2023:
  - Petitions for two special sign permit applications.
- g. Beautification – Received applications from two (2) businesses.
  - Application at 119 West Mill Street (Petri Insurance) – Request for ADA Concrete Ramp.
  - Application at 610 South Market Street (Salt & Honey) – Request for doors, windows, and painting.
  - Check reimbursement for Mill Street Treasures.
- h. Zahnow Elementary School – Zahnow Elementary School is working on its expansion plans. The City does not have much say in this project. Site plans were distributed.

### **Mayor's Report**

- a. Old Ahne's Bakery Building (201 W Mill) – The Mayor stated he has been asked numerous times why the City has not condemned the old Ahne's Bakery building. The fire occurred almost a year ago, and the city has a letter from an engineer recommending that the front portion of the structure be torn down. Several aldermen requested an update on the property and action to be taken. After a short discussion, it was agreed that Attorney Natalie Steppig would send a letter to Mike Thomas (KB Contracting) and owner of the property, that he has thirty (30) days to submit signed and sealed prints of his intentions for the building and request a building permit.

### **Committee Reports and Minutes Approval**

- a. 08-16-23 Personnel Cmte Meeting Minutes. Most-1st, Row-2nd. Passed.
- b. 08-21-23 Planning Cmte Mtg Minutes. Vogt-1st, Most-2nd. Passed.
- c. 08-22-23 Finance Cmte Mtg Minutes. Hopkins-1st, Charron-2nd. Passed.
- d. 09-05-23 Water-Sewer Cmte Mtg Minutes. Minutes were unavailable.

### **Comments**

**Alderman Hopkins** stated that he was happy to have been involved with the resurfacing of the downtown streets. The Chalk-A-Lot Art Festival participants had a great time drawing on the new surface.

**Alderman Trantham** mentioned that a representative from Immanuel Lutheran Church asked him if the City could put a painted crosswalk on Hoener Street from the Preschool Parking Lot to the Church sidewalk. The crosswalk would be in the middle of Hoener Street between Watertower Lane and South Church Street (basically in the middle of the street). Tim Birk requested that the church representative call him.

**Alderman Most** reminded everyone that Song for Soldiers was this weekend, September 15, 2023, along with the Optimist Bull Riding at the Monroe County Fairgrounds.

**Adjournment** – A motion to adjourn was made by Alderman Matt Buettner and seconded by Alderman Most. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:36 p.m.

**Minutes respectively submitted by Mechelle Childers – City Clerk**