

WATERLOO UTILITY MEETING
Monday, September 13, 2021
6:00 p.m.

Mayor – Tom Smith
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,
Jeffrey Prorise – Chief of Police, Sarah Deutch – Community Relations, Jessica
Rucks – HR Coordinator, Nathan Krebel – Subdivision and Zoning Administrator,
Dan Hayes – City Attorney, Brad Yearian – City Building Inspector.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated August 09, 2021 was made by Alderman Kyle Buettner and seconded by Alderman Heller. Motion passed unanimously with all aldermen agreeing to approve the Utility Minutes dated August 09, 2021 by a voice vote of “yea”.

HR Department - Jessica Rucks

Jessica introduced the new City Building Inspector - Brad Yearian. Brad’s first day will be September 27, 2021.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Legacy 1st Addition Development – Should be finishing the streets tomorrow (9/14/21). The final plat has been reviewed and will be ready for approval at the next City Council meeting. Waiting on the results from the second round of water testing. Photos were showed on the process required for a 12-inch lime modified subgrade remediation.
- b. Creston Court (street south of the ClearCar Express Car Wash) – The contractor needs to install a retaining wall on the car wash side of the street, and had to revise the construction plans to accommodate the change. This is a private drive, however, it will be built to city specs.
- c. Land Adjoining Creekside Estates – A developer is interested in a section of land between Creekside Estates and the Monroe County Fairgrounds. However, there appears to be an annexation agreement from 2007 that will affect what is allowed on the property. The annexation agreement indicates the land is zoned R-3 and R-5. The discussion stages are very preliminary with the developer. It was mentioned that there is a high-pressure gas line that runs through the property.
- d. Vandebrook Phase III 3rd Addition – Floyd Engel has expressed interest in developing Vandebrook Phase III 3rd Addition. The improvement plans, that were on file, have now expired. The original plans projected 18 lots. We will being suppling Mr. Engle the infrastructure costs for this potential development.
- e. Accessory Sheds – A gentleman would like to place a 192 square foot accessory shed on his property with a metal standing seam roof. The house is shingled except for the rear porch. The porch was shingled, but the roof was replaced with a metal standing seam roof. Per ordinance, if you add to your property the roofing must match the residence, which means the accessory shed will need a shingled roof.
- f. Bootsie’s Restaurant – The restaurant has a new owner, and the establishment will be renamed ‘*Sugar Springs South*’. The facility will be an event center and will host venues such as weddings. Work has already begun in renovating the building.
- g. Popeyes Chicken - DESCO Properties is looking at a Popeyes Chicken opening on their property just south of the CleanCar Express Car Wash. The restaurant chain has expressed an interest; however, nothing has been officially confirmed.
- h. Scooters Coffee – A status update is not available on this potential business.
- i. Boards & Commissions – The Board of Appeals and the Planning Commission will not have meetings this month as there are no agenda items.
- j. Monroe County Comprehensive Plan Meeting – A meeting is scheduled for Tuesday, September 24 at the Courthouse. The meeting will include a discussion on traffic study requirements along the Illinois Route 3 corridor.
- k. Monitor Changes – Will be replacing the TV in the 2nd floor meeting room.

- l. Roof Repair – Still trying to find a company to perform the necessary maintenance to the City Hall roof.
- m. Façade Grants – Only three façade grants remaining: Gaitsch’s, Gallagher’s Food Service and The Wedge.

Human Resource Coordinator – Jessica Rucks

- a. New Hires – Have four new hires starting this month:
 - Crossing Guard - Kay Floarke
 - Apprentice Lineman – Greg Mertz
 - Apprentice Lineman – Nick Guebert
 - City Building Inspector – Brad Yearian
- b. Flu Shots – The City flu shot clinic will be on September 21, 2021. All employees and dependents, which are covered under the employee’s insurance, are eligible.
- c. COVID-19 Policy – The COVID-19 policy was passed out. This is a draft based on discussions with the Finance and Safety Committees. The effective date will be August 12, 2021. All aldermen agreed to the policy as presented.

Community Relations Coordinator – Sarah Deutch

- a. Fort de Chartres Rendezvous – Mayor Smith went to the 300th anniversary of the historic fort. The event was well attended, and the city had a one-page ad in the anniversary booklet.
- b. Mural Contest – all five of the downtown murals are finished. Receipts have been received and disbursements made. This project is now complete.
- c. Good Neighbor Award – Frank Weber has been nominated for alerting the occupants of a home that was on fire. The homeowners exited safely. All aldermen agreed to the nomination.
- d. Pumpkinfest – Volunteer sign-up sheet is being passed around. Event planning is going well and currently 97 vendors have signed up to participate. IEMA (Illinois Emergency Management Agency) will have a tent to give COVID vaccinations.
- e. Lifetime Tables – Purchased 22 tables, which were delivered on September 13, 2021. Will continue to monitor availability at local stores. The plan is to have 50 tables on hand.
- f. First Responder Memorial - The statues have been set in place. The next phase of the project will be the installation of the lighting.
- g. Kaskaskia Cahokia Trail Road Rally – This event will be held on September 25, 2021.
- h. Chamber of Commerce Annual Social – A sign-up sheet will be passed around for those who would like to attend. The event date is September 30, 2021.
- i. Group Photo – The Republic Times will be taking a group photo of City Officials on September 20, 2021 before the City Council meeting.
- j. HTC – The city will be honoring HTC next month for their 125th Anniversary.
- k. Heritage Wall – Still working on this project, but no updates are available.

Collector/Finance Officer – Shawn Kennedy

- a. Monroe County Jail Water Meter – The Monroe County Jail has been billed the minimum charge for water usage each month since the installation of their irrigation system, and therefore has been underbilled for their water service for the past year. The jail had an irrigation system installed, under a separate water meter, on June 10, 2020. The billing for the new meter began on July 1, 2020. The timing on this installation coincides with when the original water meter stopped reading. It was found that a plug was caught in the meter during the installing process of the sprinkler system, which prevented the reading of the main water meter. Documents were distributed comprising the last three years of water usage for the jail so a proper estimate of underbilling could be determined. A letter will be written to the County explaining what happened, how the underbilled costs were calculated and how it is being rectified.
- b. Ordinance 1831 (American Rescue Plan Act Funds) – a sample ordinance model, from the IML, was distributed as part of the American Rescue Plan. This plan is also known as the Coronavirus Local Fiscal Recovery Fund. Guidelines have been provided for what qualifies as an eligible expense and there are reporting procedures for the expenditure of the money that needs to be submitted to the US Treasury Department. The first report is due on October 31, 2021. All monies need to be spent by December 31, 2024. It was proposed to use funds allocated to the City of Waterloo to invest in water infrastructure by applying monies to the new water tower. Ordinance 1831 will be on the City Council agenda for September 20, 2021.

- c. Monroe County, Illinois Economic Development Corporation – Ms. Edie Koch, Executive Director at Monroe County IL Economic Development Corporation, inquired if the City would be interested in renewing its annual investment with the corporation. A synopsis of what the corporation has done within the past year was distributed. All aldermen agreed to renew the City’s support to the Economic Development Corporation.
- d. Insurance Renewal – Currently accepting bids for our property, liability and workmen’s comp insurance. IMLRMA has been apprised that the City is seeking quotes from other companies. We should be receiving the IMLRMA quote about mid-October. Also, a report was filed with the insurance company regarding a fall that occurred near Wightman Pharmacy.

Director of Public Works – Tim Birk.

- a. Country Club Road – Roadwork has been completed, and Country Club is now open to the public.
- b. Rogers Street - Monroe County asked if the City of Waterloo would be interested in taking over the jurisdiction of the road from Hamacher to the bridge. All aldermen agreed to acquire jurisdiction of the road.
- c. Veterans Drive Project – A portion of the proposed southern expansion is on private property, so we will need to obtain right-of-way. In addition, the fence at Library and Veterans would obstruct the design plans, and lastly power poles will need to be relocated. Looking at ways of redesigning the road and reviewing how to handle the various challenges. On the northern side only two-eleven foot lanes can be installed without impacting the front yards of the residents.
- d. New Employees – welcome to Greg Mertz and Nick Guebert our new apprentice linemen. They are scheduled to start lineman school in October.
- e. Sewer Plant – A shout out to our sewer plant crew. The IEPA nominated the crew for the Sewer Plant of the Year Award.
- f. Dump Trucks – Dump trucks are a year out for delivery after ordering. Recommending that the city order 2 dump trucks before the end of this year knowing they would come out of next year’s budget.
- g. Flower Street – Gateway FS currently owns the Flower Street right-of-way between Moore and Rau. They would like to transfer this right-of-way to the City of Waterloo.
- h. Traffic Signal Master Agreement – The Illinois Department of Transportation has sent a revised Intergovernmental Agreement for the traffic signals along Illinois Route 3. The revised Master Agreement holds IDOT less responsible for traffic incidents on the City’s portions of the cross streets.
- i. Preliminary Census Report – A preliminary census report was received which states that the population of the City of Waterloo is 11,013. This calculates to an approximate 6% growth in the past 10 years.
- j. Market Street (Old Route 3) – The State is looking at upgrading Market Street. This will include handicap crosswalks, shoulder work, etc.
- k. Moore Street Project – This project has been put on delay until November.
- l. North Market Street Sidewalk – The project should be completed by the end of September.
- m. South Market Street Sidewalk – Completed.
- n. ADA Sidewalk Project – Will start this job next year.
- o. Morrison Avenue Project – The tree containing the Indiana bats will be removed by the end of October.
- p. Sealing Project by East Ridge – Completed.
- q. Vandebrook Water Line – The project has been completed and all the tests have passed. Final grading work still needs to be done.
- r. Water Plant Design – The design will be going to EPA for their input.
- s. Sewer Rehab – Sewers have been cleaned and the manhole and lift station lining were also done.
- t. Solar Turbine #12 Upgrade – Need to retrofit engine #12. This is scheduled for January or February 2022.
- u. Moore Street Pole Replacement – On hold due to the Indiana bats.
- v. Electric Car Charger – Talked to ChargePoint which is the company that Ameren uses. ChargePoint operates the largest online network of independently owned charging stations. Waiting for them to send more information on their program.
- w. Wood Pole Inspection – Have 34 poles which need to be replaced.
- x. Moore Street Gas Line Project – Has been completed.
- y. Old Water Tank Storage – A bid has been received on renovating this building for city storage. A discussion was held on what the bid included, was the storage tank worth saving, how much would a new storage building cost, etc.

- z. SCADA system – The SCADA system at the sewer plant is currently running parallel with the old system.
- aa. IMEA Energy Efficient Program – SPPS has inquired about this program for their ballfields.
- bb. Debonis Property – This is the property north of the ambulance garage. Our agreement is such that if any development occurs on the property the developer or builder would be responsible for the detention pond maintenance. The property is being subdivided and the potential owners, of 60 acres of that property, would like to take full ownership of maintaining the detention pond. The aldermen had a lot of questions regarding this, and the topic was tabled until more information could be made available.

Chief of Police – Jeff Prosis

- a. Gibault Full Moon Ride – The event went very well, however, we will recommend that some type of lighting be required on all bikes for any future events.
- b. Car Break-ins – As mentioned in the media, seven juveniles were taken into custody following car break-ins.
- c. Canine Officer – Officer Steve Moravec is still in training as our new canine officer.
- d. New Cars – The two SUV's that were ordered have been received. They will replace 2 patrol cars that the mechanics have designated not worth repairing. The Waterloo High School will accept the cars as a donation for their shop class.
- e. Body Cameras – The body cameras have been received and training on their use has taken place. The cameras should be in service within the next two weeks. Still waiting on the in-car cameras.
- f. Triple R Bar – As reported by the media, Triple R Bar was open and serving alcohol after hours (2AM), and we had to shut them down. Tickets will be issued. There have been complaints about loud music when the outside speakers are being used. The noise ordinance will be reviewed.
- g. Crossing Guard – Kay Floarke is our new Crossing Guard.
- h. License Plate Readers – We are still having issues with the license plate readers. We have reached out to the company we purchased the readers from, but so far no response. It is believed the readers might be too far away from the road.

City Attorney – Dan Hayes

No Report.

Mayor's Report

Expression of sympathy on the passing of Matt Buettner's father-in-law.

Committee Reports and Minutes Approval

- a. 08-16-21 Ordinance Committee Meeting Minutes. Notheisen-1st, Row -2nd. Passed.
- b. 08-16-21 JOINT Street & Water/Sewer Cmte Mtg Mins. Darter-1st, Trantham-2nd. Passed.
- c. 09-07-21 JOINT Finance & Safety/Health Cmte Mtg Mins. Hopkins-1st, Row-2nd. Passed.
- d. 09-07-21 Water / Sewer Committee Meeting Minutes. Kyle Buettner-1st, Row-2nd. Passed.

Comments

Alderman Trantham mentioned that with the increase in potential development, we might consider adding two additional street department employees in the next budget year.

Alderman Hopkins inquired if there were any plans on filling the empty Board of Appeals position. The Mayor stated he has someone in mind.

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 8:34 p.m.

Mechelle Childers, City Clerk