

**WATERLOO UTILITY MEETING**  
**Monday, September 14, 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 Prosise – 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 08-10-20 made by Alderman Darter and seconded by Alderman Hopkins.

**Items for Correction:**

**Human Resources Coordinator – Jessica Rucks; Item e** change to: **Anti-harassment** training....

Motion passed unanimously to approve the Utility Minutes dated 08-10-20 with Aldermen Darter, Buettner, Row, Heller, Notheisen, Thomas, Hopkins and Trantham voting “yes”.

**Human Resource Coordinator – Jessica Rucks**

- a. Open Positions - The Underground Utilities position has been posted to the public, and the Apprentice Lineman position will be posted on 9-15-20.
- b. Flu Shot Clinic - A flu shot clinic is scheduled for 9-15-2020 and will be provided by St. Luke’s. A total of 37 employees/dependents will be participating.
- c. Mandatory Anti-Harassment - Training has been scheduled for all employees. The training is being presented by Gateway Regional and will be completed by the end of September.

**Community Relations Coordinator – Sarah Deutch**

- a. Pumpkin Fest – it was determined there are some activities that could be implemented like the “How Tall This Fall”, the coloring contest and a virtual 5K run. Fliers on the events have been sent out.
- b. Santa Float – working with the engineering company on the setup of the GIS system and should be performing a test run in the next couple weeks.
- c. City of Waterloo Masks – 600 masks have been ordered.
- d. Hanging Baskets – the baskets are ready to pick up. The small baskets are for around the Court House on Market Street.

**Collector/Finance Officer – Shawn Kennedy**

- a. New Retail Store at Old McDonald’s Strip Center called Creation Station - T-shirt / hobby shop. Currently working with architect on build out.
- b. Sales Tax – The month of June was up 5.8% from June 2019.
- c. Downstate Small Business Stabilization Grant – applied for three businesses in May 2020 and recently received notification that they were awarded. Only the Heartland Travel grant was reduced from what was originally requested. Infinity Tan and Beauty Network received their monies requested. Waiting on the State for further direction and more information.
- d. CURE Act –There will be another round of available funding from the BIG (Business Interruption Grants) grants and other CARES act programs.
- e. Enterprise Zone – the Enterprise Zone map is currently located on the City of Waterloo’s website along with the process guide. At the August 24, 2020 Finance and Economic Development meeting, it was discussed if the City wanted to participate in a property tax abatement with other local communities. If the City of Waterloo wants to take part in a property tax abatement, an ordinance will need to be passed or the City can opt out of the tax abatement. Discussions ensued regarding the pros and cons. The main question is how long and how much is the proposed abatement. All aldermen agreed they would be interested in hearing more about the proposal.
- f. Local CURE Program – an ordinance will be on the next meeting agenda to request financial support of the program from the State of Illinois.
- g. Financial Statements – working on the financial statements in preparation for the audit.

**Subdivision & Zoning Administrator – Jim Nagel**

- a. Natalie Estates – Concrete curbs and gutters will be poured this week. Asphalt should be layed next week.
- b. Country Club Hills –almost complete with all the installations of improvements for Phase III. Public Works should be starting their inspections. Final Plat has been received.
- c. Remlok Lift Station – the City will not pay to have the lift station removed for gravity flow. Discussion was held regarding various ways to handle the situation.
- d. Quail Ridge– development has been at a standstill.
- e. Legacy Phase Two – Dennis Brand is proposing to annex 19.54 acres. He requests one lot to be classified as multi-family and the remaining lots zoned R-2, single family residential. The requests will go to Planning Commission and the Board of Appeals for recommendation next month.
- f. Jon Poetker – interested in annexing property which is near Legacy Place. He would like to meet with the Planning Committee to discuss zoning options as he wants to build a small multi-family development.
- g. Co-op Acres –improvement plans have been received, and they would like to have a meeting to further discuss the plans. Since the City of Waterloo has the more stringent requirements, the developer must meet these requirements.
- h. East / West Transportation Plan – having issues with the ITEP application for sidewalks along North Market Street and HH Road. The East / West Transportation Plan indicates a trail instead of a sidewalk. Request to revise the Explore Waterloo Alternative Transportation Plan to indicate sidewalks instead of trails.

Motion made by Alderman Notheisen and seconded by Alderman Buettner to revise the Explore Waterloo Alternative Transportation Plan to indicate sidewalks instead of trails. Motion passed unanimously with Aldermen Notheisen, Thomas, Hopkins, Trantham, Darter, Buettner, Row and Heller voting 'yea'.

- i. Steve Miller's lot on Bellefontaine – Clearwave Communications would like to purchase that lot and build a hub station. A special use permit would be required. Clearwave is asking to erect a 6-foot fence on all four sides of the lot.
- j. Rural King – has a contract with a third-party vendor to sell frozen meat products off their parking lot. This type of retail is not showing support for our local businesses. A discussion was held on ways to modify the food truck ordinance prohibiting third-party retail of this nature. The Ordinance Committee will meet and discuss a possible resolution.

**Building Inspector/Code Administrator-Nathan Krebel**

- a. Old Payless Shoe Store location – space is being considered for an urgent care clinic.
- b. Old Waterloo Donuts location – will become by a Chinese restaurant.
- c. State Bank – exterior renovations will be performed replacing the wood paneling with hardy board siding.
- d. Town & Country Sales and Services – cabinetry work is taking place inside the building but not for Town & Country. The cabinet maker stated he would like to rent the building and manufacture organic pesticides.
- e. 1409 Dannehold Drive – homeowner stated that he has holes in his yard due to a storm sewer leakage. About three (3) years ago the pipe was replaced. A camera was run through the sewer line and nothing is wrong with the pipe.
- f. Mr. Thomas Nitzsche, at 29 Victor, stated in a letter that run-off from Dannehold Estates, Lou Del and the former lagoon property should not have been directed to his property. The run-off is creating erosion.
- g. Water Run-off between Laurel Drive and Front Street Near Fireside – Homeowner states there is excessive water drainage into his backyard, and would like the City of Waterloo to build a berm to redirect the flow of the water.
- h. Quality Collison – would like to put a self-storage facility on the property. Nathan will add to the Ordinance Committee meeting.

**Director of Public Works-Tim Birk.**

- a. Asphalt Overlay - The asphalt contractor is finishing up in the Ditch's Run area. Covington will be next and then they will move into the Debra Lane area. All residents have been notified.
- b. Fiber Line – electric crew has completed the installation of the pole on Rogers Street and will start pulling the fiber cable.
- c. Sunset Lift Station – contractor is in town and will be repairing the lining on the rings.
- d. AMI Water Meter Update –1,434 installations still need to be completed.
- e. No Parking Area – Petition signed by Popular Street residents for no parking on the south side the street.
- f. Country Club Hills – complaint from resident that the City of Waterloo will not give money to Monroe County Road District to fix Monroe County roads.

**Chief of Police-Jeff Prosis**

- a. Living Rosary – Gibault had a Living Rosary on September 11, 2020. The Mayor, representatives from the Waterloo Police Department and Monroe County Sheriff’s Department attended. Mr. Stephen Kidd, Principal of Gibault, requested more police presence at the school.
- b. Special Olympics “Row 4 Dough” – the department was third out of twenty-eight (28) teams in raising money for this event.
- c. Uptown cameras - have been installed and are operational.
- d. LPR cameras – have been installed but we will not have access to them until a Memorandum of Understanding with the DEA is approved.
- e. Washy’s Saloon – Mr. Thomas Nitzsche signed another complaint. Some of his property is in the City and some of the property is in the County. The main residence on the property is in the County. Discussion was held on who determines loud and raucous noise.

**City Attorney-Dan Hayes.** No report.

**Mayor’s Report**

- a. Faith Church – worked on the bushes at Bellefontaine House.
- b. Bike Trail – Kyle Buettner and Ed Foster worked on the Bike Trail.
- c. Jim Nagel requested that anyone who sees a political sign to please contact him with the address.

**Committee Reports and Minute Approval**

- a. 08-24-20 JOINT Finance & Economic Development Committee Meeting Minutes. Notheisen-1<sup>st</sup>, Heller-2<sup>nd</sup>. Passed.
- b. 09-08-20 Water / Sewer Committee Meeting Minutes. Row-1<sup>st</sup>, Buettner-2<sup>nd</sup>. Passed.
- c. 09-08-20 – Street Committee Meeting Minutes. Thomas – 1<sup>st</sup>, Heller – 2<sup>nd</sup>. Passed.

**Comments**

**Alderman Heller** wanted to pass his thanks to Nathan Krebel for his assistance in handling a citizen complaint regarding open burning.

**Alderman Row** requested that the stop signs in Hardy Acres be added to the Ordinance Committee agenda for discussion only.

**Alderman Buettner** mentioned that he was not aware of a bike trail by the Sewer Plant until a couple months ago. The trail has been clean up and is ready to use.

**Alderman Darter** thanked everyone for their participation in the VFW Golf Tournament.

**Mayor Smith** thanked Shawn Kennedy for all her work with the CURE Act.

**Adjournment** – Motion to adjourn made by Alderman Buettner and seconded by Alderman Notheisen. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:23 p.m.

**Mechelle Childers, City Clerk**