

WATERLOO UTILITY MEETING

Monday, October 11, 2021

6:00 p.m.

Mayor – Tom Smith

Alderman Ward I Steve Notheisen & Matt Buettner

Aldermen Ward II Jim Trantham & Jim Hopkins

Aldermen Ward III Stan Darter & Kyle Buettner

Aldermen Ward IV Clyde Heller & Russ Row

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

Jeffrey Prosise – 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 September 13, 2021 was made by Alderman Kyle Buettner and seconded by Alderman Darter. Motion passed unanimously with Aldermen Kyle Buettner, Row, Heller, Notheisen, Matt Buettner, Hopkins, Trantham and Darter voting ‘yea’.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The September monthly zoning report was distributed.
- b. Potential Occupancy Violation at Caywood's Youth Center - In May the Health Department called and stated the owners were living in the basement of the daycare facility. No proof was provided, it was just a suspicion, therefore no action was taken. Last week the Health Department called again, and stated it was for certain that the owners are living in the basement. The property is in a B-3 zoned district with a Special Use Permit issued to operate a daycare facility. The Health Department was concerned that food is being cooked in the basement residence and then being brought upstairs into the daycare facility. A discussion was held regarding the combination of a residence, and a special use permit, at the same B-3 zoned location. It was decided more research was needed before any decisions could be made.
- c. Gaming/Liquor Store – An individual has expressed interest in opening a liquor store with gaming capabilities. However, there is no definition for a standalone convenience store. All convenience stores are currently associated with gas stations. The aldermen agreed this matter should go to the ordinance committee.
- d. Planning Commission Meeting – There will be a Planning Commission meeting tomorrow night (October 12, 2021) at the Waterloo High School regarding the recovery residence at the old Rosedale House location. The Commission will also review the stipulations that were added to the special use request.
- e. Vandebrook Phase III 3rd Addition – Infrastructure costs were supplied to Floyd Engel.
- f. Massage Therapy – A massage parlor will be going in next to Infinity Tan (which is the building in front of Rural King). The business and employees will be licensed by the State of Illinois and therefore, not have to apply for a local license.

City Building Inspector – Brad Yearian

- a. Monthly Report – The September monthly report was distributed.
- b. Inspections – Perform several new construction and rental inspections. This includes site inspections, footings, framing, electrical, foundations, etc.
- c. Code Violations – Several codes violations this month. A basketball hoop in the street, inoperable vehicle, street visibility issues due to plant growth, etc.
- d. Job Adjustment – Still adjusting to the new position.

Human Resource Coordinator – Jessica Rucks

- a. Whistle Blower Act – The Whistle Blower Act was distributed to the aldermen. Approval for the Whistleblower Protection Policy will be on the next City Council agenda for approval
- b. Sexual Anti-Harassment Training – This is a yearly mandatory training. CBIZ offers an online training program where the employees watch a video, take a quiz and receive a certificate after they pass the quiz. This training sounds more beneficial and the cost is \$365 annually. All the aldermen agreed to implement this online training program.
- c. Payroll Clerk – Today was the last day for the Payroll Clerk posting. There were six applicants.
- d. Open Positions – ‘Underground Utility’ and ‘Sewer Plant Operator’ positions are currently open for the union employees to apply for.
- e. Insurance Renewal – Waiting on insurance renewal rates from Eric File (CBIZ).

Community Relations Coordinator – Sarah Deutch

- a. Pumpkinfest - The event was a huge success. Thank you to everyone who helped. The weather was perfect, everyone had a great day and no negative comments were received. The event was such a success that vendors were running out of food.
- b. Trunk-or-Treat – This event is on October 31, 2021, and takes place along Main Street. The event begins at 6:00 pm and ends at 8:00 pm. No reservations are needed to participate.
- c. Veteran’s Day Program – The program will be at Gibault on November 10, 2021. The theme will be Honoring VFW members in recognition of Metzger-Crook VFW Post 75th Anniversary. Invites have been sent to all Post #6504 members.
- d. Midwest Firebirds – Rod Haffer from the Midwest Firebirds Club would like to hold a car show in downtown Waterloo in 2022.
- e. Santa Float – Need to get a sign-up sheet started of participants for the Santa Float. Will need driver coverage for 10 nights plus Christmas Eve. Also, we need to have Sister Cities get a letter out for sponsorship. We should start buying toys now since a Christmas toy shortage is predicted and toy prices continue to rise.
- f. First Responder Memorial – Still waiting on the lights that need to go into the concrete. The stone monument and plaque are also delayed.

Collector/Finance Officer – Shawn Kennedy

- a. Insurance Renewal Update – Discussing our property, liability and workers’ comp insurance with IMLRMA and two other companies. It was requested that all quotes be received by October 18, 2021. IMLRMA and Strategic Risk Management have stated they will have their numbers in by the deadline, however, the third company requested an extension on the required deadline. All three companies would like to present to the Insurance Committee. It was agreed that all quotes need to be received by October 18, 2021. The Insurance Committee decided to have IMLRMA present on October 25, 2021 and the remaining companies present on October 27, 2021. In order

to receive an early payment discount, Shawn would like to have the selected company on the November 15, 2021, City Council agenda for approval.

- b. Multi-Factor Authentication – In answering cyber security questions for the insurance renewal applications, the question of multi-factor authentication was mentioned. Rejis offers this service and has requested a meeting on October 19, 2021.
- c. FEMA Reimbursement Update - Reimbursement request was submitted for PPE, plexiglass, disinfectant, etc., however, FEMA only approved to reimburse the expenses used for the Police Department. FEMA is now stating that they are revisiting our application.
- d. Audit - Draft of financial statements are complete and sent to the auditors.
- e. Monroe County Water Bill – An estimated bill was submitted to the county with an explanation of what happened. Monroe County has agreed to pay the bill with no issue.
- f. Gaming Fund Monies – Alderman Kyle Buettner requested if the amount of monies in the gaming fund could be shared at the next Utility Meeting.
- g. Christmas Street Lighting – Extending the lights down Mill Street to the Car Wash. Lights are currently on order.

Director of Public Works – Tim Birk.

- a. Rogers Street Extension – Cost estimate for the first 2,000 feet of road has been received. This would be for an asphalt street with no curb or gutter and no bike trail. The cost of the extension would be \$1.7 million, and to extend Rogers to Rose Lane the cost will be twice as much.
- b. Old Water Tank Storage – A price has been received for the demolition of the storage tank. The cost is \$10,000 to \$12,000 and is on the high side due to the potential of asbestos. This cost is for the steel removal only. We would have to remove the foundation. It was agreed to let the storage tank stay “as-is”.
- c. CAAPP (Clear Air Act Permit Program) - HelperBroom law firm has the results for the permit out for public notice.
- d. Natural Gas Unaccountable Percentage – The Natural Gas Unaccountable Percentage report was passed out. This yearly report compares the amount of gas purchased versus gas usage. The report is used to help determine leaks in the natural gas system. Waterloo’s unaccountable percentage is at 0.87%, which is an excellent rating. The Illinois Commerce Commission fines cities/ municipalities for anything over a 5% rating.
- e. IDOT Overlay Project – Met with IDOT on October 06, 2021 regarding the asphalt overlay project for Market Street. The State of Illinois will mill and overlay Market Street from Plaza Drive to Illinois Route 156 (Front Street). This project is scheduled for the Fall of 2022.
- f. Comprehensive Plan – In the meeting with IDOT, the comprehensive plan was also discussed. Since the fairgrounds is classified as a “generator” for tourism, the city will need to put in a walking trail from Creekside Estates to the Fairgrounds. This should be added to the comprehensive plan so future developers are aware.
- g. High School Traffic Issues – IDOT suggested a round-a-bout for the resolution to the traffic issues at Bulldog Blvd. and Market Street.
- h. IEPA Lead Water Lines – IEPA is pushing legislation regarding lead water pipes in homes. The City would be responsible for replacing lead water lines from the main to two feet inside the home.
- i. Veterans Drive Project – Still looking at ways to redesign the road and the various challenges it presents.

- j. Water Plant Design – Received one of the necessary permits for the water line from the County. Waiting to receive the permit to install the water line along Bluff Road. Also will be applying for the IEPA loan in a couple of months.

Chief of Police – Jeff Prosis

- a. Homecoming Parade – The Waterloo High School Homecoming Parade will be on October 13, 2021.
- b. Homecoming Dance –The Waterloo High School Homecoming Dance will be on October 16, 2021 and will be held on the school’s football field.
- c. Drug Take-Back – The DEA Drug Take-Back program will be on October 23, 2021 at Walgreens.
- d. Body Cameras – The body cameras are working, everyone is using them and there have been no issues. In addition, the first FOIA was filed regarding the cameras.
- e. Canine Officer – The new canine officer is now working the streets with his partner/handler.
- f. Triple R Bar – Issuing of the tickets is still in process.

City Attorney – Dan Hayes

No Report.

Mayor’s Report

No Report.

Committee Reports and Minutes Approval

- a. 10-04-21 Personnel Relations Cmte Meeting Minutes. Darter-1st, Heller-2nd. Passed.
- b. Gas Committee Meeting Minutes will be available at the next meeting.

Executive Session for the Discussion of Personnel as Provided for by 5 ILCS 120/2(c)(1).

Motion to move into Executive Session made by Alderman Notheisen and seconded by Alderman Darter. Motion passed with unanimous voice vote.

Entered into Executive Session at 7:53 p.m.

Recessed Executive Session at 8:23 p.m.

Motion to Resume Session made by Alderman Notheisen and seconded by Alderman Darter. Motion passed with unanimous voice vote. Mayor Smith resumed the regular Utility Meeting at 8:23 p.m.

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 8:24 p.m.

Mechelle Childers, City Clerk