

WATERLOO UTILITY MEETING
Monday, October 12, 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 Prosis – 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 09-14-20 made by Alderman Darter and seconded by Alderman Buettner. Motion passed unanimously to approve the Utility Minutes dated 09-14-20 with Alderman Darter, Buettner, Row, Heller, Notheisen, Thomas, Hopkins and Trantham voting “yes”.

Human Resources Coordinator – Jessica Rucks

- a. Illinois Municipal Retirement Fund (IMRF) – City’s first ever audit is complete.
- b. Illinois Commerce Commission – Natural Gas (ICC) – will be contacting the City soon for the annual drug testing audit.
- c. Anti-Harassment – training has been completed for 52 of out 57 full-time employees. A course will be held on 10-21-20 for part time/seasonal employees and any full-time employee who missed the prior training.
- d. CBIZ – meeting scheduled for 10-14-20 to discuss the 2021 insurance plans and renewals.
- e. Illinois Municipal League (IML) – sent a model “Diversity, Equality and Inclusion Policy” for review.
- f. Waterloo Employee Handbook/Policy Manual – approval of the handbook was put on hold and discussion was held on whether to revive a review of the manual. All aldermen agreed they would be interested in reviewing the manual.
- g. Monroe Randolph Transit District (MRTD) – virtual meeting held on 09/24/20.

Community Relations Coordinator – Sarah Deutch

- a. Chamber of Commerce Calendar –The City listed all elected officials in the 2020 calendar, and will do so again in the 2021 Calendar.
- b. PumpkinFest – judging of the art and coloring contest will be a “people’s choice” on Facebook.
- c. Virtual Veteran’s Day – working on the program.
- d. Summit Sign – working on the fabrication and location of the signs.
- e. Santa Float – working on the setup of the GPS system. Should be performing a test run in the next couple of days.

Collector/Finance Officer – Shawn Kennedy

- a. Farm/Acreage Leases – two farm leases expire in December and it is recommended to renew the leases with the same terms for a three-year period.
- b. Sales Tax – the month of July was up 4.0% from July 2019.
- c. Downstate Small Business Stabilization Grant – contacted recipients Heartland Travel, Infinity Tan and Beauty Network to submit receipts for their grants.
- d. CURE Reimbursement – new regulations allow for submittal of Police Department salaries.
- e. PPE/Plexiglass Reimbursement – working on submitting expenses to FEMA.
- f. Audit – Financial statements have been prepared.
- g. IMLRMA Renewal - expect to receive in October.

Subdivision & Zoning Administrator – Jim Nagel

- a. Proposed Itinerant Vendor Ordinance Language – proposed ordinance was reviewed and discussed. All aldermen agreed with the suggested language.
- b. Outdoor dining – with winter approaching a date should be provided to the vendors as to when they will need to remove their tables from City streets. The date of November 30 was discussed. All aldermen agreed to the November 30th date.
- c. Co-op Acres – improvement plans have been reviewed and forwarded to TWM.
- d. Remlok Lift Station – both Dennis Brand and the Natalie Estates developers were informed that they will need to update the sewer lift station at their expense. Discussion was held regarding various ways to handle the situation.
- e. East / West Transportation Plan – revision of the Explore Waterloo Alternative Transportation Plan to indicate sidewalks instead of trails has been completed.
- f. Country Club Hills – improvements for Phase III have been completed, and Public Works have started their inspections.
- g. Joshua Schmidt Annexation Inquiry – Mr. Schmidt was informed that the City of Waterloo is currently not interested in annexing the property.
- h. Dennis Brand Annexation – annexation request and preliminary plat is to be reviewed by the Planning Commission on 10-12-20.
- i. Jon Poetker – interested in annexing property which is near Legacy Place. He would like to meet with the Planning Committee to discuss options.

Building Inspector/Code Administrator-Nathan Krebel

- a. Joshua Schmidt Annexation Inquiry – architectural and structural prints were not submitted and the exterior walls of the building do not meet City requirements. It was reiterated again that the City of Waterloo is currently not interested in annexing the property.
- b. Dollar General – appropriate paperwork has been submitted and a building permit was issued. Shipping containers will need to be moved within the week.
- c. Wal-Mart – shipping containers are in front parking lot. Will request they be moved to the back of the building.
- d. Old Waterloo Donuts – is now a China King restaurant. Final inspection complete.
- e. Natalie Estates – developer will be installing sidewalks along Hamacher and Rogers.

Director of Public Works -Tim Birk.

- a. Remlok Easement – work is progressing on the easement situation.
- b. AMI Water Meter Update – Second Sight licensed plumber has started. Currently have three crews working on water meter installations.
- c. 709 Elaine – owner will hire private licensed plumber, and the City will assist in the installation of the new water meter.
- d. Country Club Hills – gas and electric has been completed; however, three transformers still need to be installed.
- e. Natalie Estates – currently installing gas lines and electric.
- f. Sprinkler Systems – systems are becoming more and more prevalent in the easements and crews are hitting the heads and/or water lines when working on utilities. Homeowners need to be responsible for any damage within the easement.
- g. West Lake Dam Project – asphalt pavement should be started this week.
- h. East / West Transportation Plan – as mentioned earlier in the meeting, the maps have been revised to indicate sidewalks instead of trails. Need to pass a resolution in support of the Country Club/HH Road pedestrian walk.
- i. South Library – between Illinois Route 3 and Lakeview Drive. MRT is working on gas main repair.
- j. Asphalt Overlay – has been completed.
- k. Fiber Line installation – completed from Legacy to City Hall.
- l. Sunset Lift Station – contractor has repaired the man holes, but still needs to repair the lift station.
- m. Poplar Street Parking – no parking signs have been installed.

Chief of Police-Jeff Prorise

- a. Speeding Complaint – resident complained about speeding near the Bell/Mill intersection. Complainant requested a stop sign at the intersection. Stop signs however, cannot be used for speed control.
- b. Washy's Saloon – no complaints this week.
- c. Phase 4 for Bars – bars can now remain open to 1 a.m.
- d. Officer Shawn Wiegand – talked about the implementation of the Explorer Program. This is a hands-on program for high school students that are interested in a career in law enforcement. All aldermen agreed they would be interested in seeing more on this program.
- e. Cannabis – no real increase in DUI stops.

City Attorney-Dan Hayes.

- a. Easement on South Market – Hanson needs to meet with Huetsch on the property.

Mayor's Report – No Report.

Committee Reports and Minutes Approval

- a. 09-17-20 Ordinance Committee Meeting Minutes. Notheisen-1st, Heller-2nd. Passed.
- b. 09-21-20 Downtown Beautification Cmte. Mtg. Minutes. Notheisen -1st, Trantham -2nd. Passed.
- c. 09-28-20 Water & Sewer Committee Meeting Minutes. Row – 1st, Buettner – 2nd. Passed
- d. 10-05-20 Water & Sewer Committee Meeting Minutes. Row – 1st, Thomas – 2nd. Passed.

Executive Session for Discussion of Contract Negotiations as allowed per 5ILCS 120/2(c)(2).

Motion to move into Executive Session made by Alderman Notheisen and seconded by Alderman Darter. Motion passed unanimously to enter into Executive Session with Alderman Notheisen, Thomas, Hopkins, Trantham, Darter, Buettner, Row and Heller voting “yes”.

Entered into Executive Session at 7:37 p.m.

Adjourned Executive Session at 7:48 p.m.

Comments

Alderman Trantham - Wanted to mention that Margaret Loomis was appreciative of the cooperation of the City with her water meter issue.

Alderman Darter – Ordinance committee meeting on 10-26-20.

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 7:49 p.m.

Mechelle Childers,
City Clerk