

**WATERLOO UTILITY MEETING
MONDAY, NOVEMBER 13, 2023
6:00 p.m.**

Mayor – Stan Darter

Alderman Ward I Joel Vogt & Matt Buettner

Aldermen Ward II Jim Hopkins

Aldermen Ward III Kyle Buettner

Aldermen Ward IV Gary Most & Russ Row

Administrative Staff Present:

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, Mechelle Childers – City Clerk.

Absent: Alderman Ward II Jim Trantham and Alderman Ward III Tina Charron.

Petitions by Citizens on Non-Agenda Items.

Mr. Kevin Eichelmann, resident on Westview Court, commented that a “no outlet” sign should be posted to prevent trucks from driving down Westview Court and turning around. He reported street creep occurring on his home as a result of this problem. In addition, at the end of the cul-de-sac groundwater is eroding the area by the drainage ditch (public waterway). This is weakening the soil around the tree roots making them more prone to being uprooted.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated October 09, 2023, was made by Alderman Matt Buettner and seconded by Alderman Most.

Motion passed to approve the Utility Minutes dated October 09, 2023, with Aldermen Matt Buettner, Hopkins, Kyle Buettner, Row, Most, and Vogt voting ‘aye’.

Collector/Finance Officer – Shawn Kennedy

- a. Landis+Gyr – Landis+Gyr is the company that hosts and supports the City’s meter reading infrastructure. Our current contract with Landis+Gyr is up for renewal at a 3, 5, or 10-year agreement. Costs were received for each of the three contracting options. After reviewing the costs, the 5-year agreement appears to be the best choice due to the discounts available. The contract will be sent to the City Attorney for review. There was a short discussion to validate that any software system that interacts with the Landis+Gyr system is up-to-date.
- b. Green Briar Trailer Park at 500 Mill Street – Mr. Robert Zurfluh, owner of the property, paid his bill and the lien on the property for the unpaid water and sewer bill will be released.
- c. Tax Levy –Having received the Monroe County property tax bills for 2022, the maximum rate increase the City can impose has been calculated. The maximum tax levy number is 6.84%. The calculation is based on a 5% increase in EAV (Equalized Assessed Valuations) on current real estate property and estimates on new property. Any proposed tax levy over 5% will require a truth-in-taxation hearing. In the past, the City has always implemented

the maximum. There was discussion regarding the monetary difference between a 5% and 6.84% tax levy and what impact it could make on the City now and in the future. The aldermen agreed to have a Finance Committee Meeting to discuss the tax levy percentage in more detail.

Director of Public Works – Tim Birk

- a. Old Water Tank Demolition – Insurance requirements have been received from Brewster Company, and we are waiting on the contract. Still looking at a start time between January and February 2024.
- b. Water Plant Update – Pictures of the water plant were shown. The second progressive progress meeting is scheduled for November 16, 2023, to determine if everything is running on schedule. The Street Department will be oiling and chipping the roadway this week per the agreement between Valmeyer Community Unit School District No. 3 and the City of Waterloo. Ameren has not yet installed permanent electricity.
- c. Water Plant Transmission Lines – Haier Plumbing continues to work on rock bore # 2. Some of the conditions they are facing were shown in photos. They are hoping to pull through this week and have this bore completed. The next bore work will start at Fountain Creek. The boring crew is also the trenching crew and at this point, everything is still on schedule.
- d. Water Plant Wells – The drilling of the wells is scheduled to start on December 01, 2023.
- e. Water Tower Update – Water tower status pictures were shown. The first ring of the stem is completed. Each stem is 4 feet high and there are 30 sections (rings) to pour.
- f. Moore Street Phase VII – The finish asphalt (topcoat) has been completed. Speed limit and stop signs need to be installed, and the street needs to be striped. Unfortunately, the stripers will not be here until the first week of December and then they are still going to be weather dependent. IDOT will probably not allow the street to be open until it has been painted.
- g. Splash Pad – Block work is completed on the building and the roof is being installed. All the utilities have been roughed-in. Haier Plumbing is installing the sewer line, and it should be finished by the end of the week. Rain Drop Products is to install the sprinkler system, and they started the installation process on November 13, 2023.
- h. Christmas Decorations – Starting tomorrow the crews will be removing all the baskets and banners in preparation for putting up the Christmas decorations. The Santa Hut will be set up in the next couple of weeks.
- i. Yard Waste Site – A site has been established for people to drop off their pumpkins, and a local farmer is collecting the pumpkins to feed his farm animals. This helps keep the tub grinder and other equipment cleaner.
- j. Lemen Street House – Tentative plans are to raze the home next week. The windows have been removed, and the Waterloo Fire Department has concluded its training.
- k. Manpower on November 17, 2023 – Several people will be off on Friday, November 17 due to the opening of deer season.

Chief of Police – Jeff Prosise

- a. Police K-9 – A year-by-year analysis of K-9 deployment findings was distributed for review. It was mentioned that the finds do not indicate the quantity found. Toby earns 10% of the estimated monetary value of the find if he is involved in the stop and the find is seized. As a result, Toby brings money back to the City while working with the DEA. The expense of an additional canine for the PD was discussed. Items mentioned were the cost of the canine, extra pay for the canine officer, food, and veterinary care. Alderman Row recommended that the City purchase another K-9 for the department, and all aldermen agreed to this proposal.

- b. Crossing Guards – All crossing guard positions are filled, however, we do not have an alternate available if someone is sick or cannot make it. There would be no pay involved for an alternate unless they were called to work. Having an alternate would benefit the City as a Police Officer would not be needed to substitute for the absent crossing guard. All aldermen agreed to an alternate crossing guard(s).
- c. ‘Shopping with A Cop’ – ‘Shopping with A Cop’ will be held on December 16, 2023. Breakfast will be served at City Hall, followed by shopping at Walmart.

City Building Inspector – Brad Yearian

- a. Monthly Report – The October monthly report was distributed.
- b. 311 W. Third – The homeowner has started chimney repairs, and is trying to get someone to work on the roof. Due to the layering of the roof, it might take some time before a roofing contractor is found.
- c. 705 S. Market – Complaints were received regarding the front and rear yard brush piles. The property has since been cleaned up.
- d. Old ‘Town & County’ Building – The old pole barn structure at the back of the building has been removed. Work continues on the parking lot and the retaining wall.
- e. Ordinance Violation Ticket Issued – An ordinance violation ticket was issued for a lean-to that needs to be torn down. The rafters are falling and there have been several complaints on it. There also is a washer and dryer in the yard that needs to be removed.

Community Relations Coordinator – Sarah Deutch

- a. Upcoming Events – A listing of upcoming events was distributed.
 - November 19-26 – *Christmas Walk*.
 - November 23-24 – City Hall Closed for Thanksgiving.
 - November 25 – *GLOW Parade*, 5:30PM, Downtown Waterloo. A sign-up sheet was passed around for anyone who would like to participate in this event. We need walkers for the Santa’s Float and drivers for the gators that will be in the parade.
 - November 29 - Candy Bar Wrapping for the Santa Float. A sign-up sheet will be passed around for anyone who would like to participate in this event. We will start wrapping candy at 6:00 PM.
 - November 30 - Christmas Tree Lighting Ceremony at 6:30 PM at the corner of Main and Mill.
 - December 14-23 - Santa’s Float. A sign-up sheet will be passed around for anyone who would like to participate in this event. We need drivers, co-drivers, and Santas.
- b. Santa Float – Work continues on the revamping of the Santa Float. Photos were shown of the progress.
- c. Life Church X Leaf Pickup – Life Church X will be providing leaf pickup for the community on December 9 and 10. Residents must register for leaf pickup through City Hall. Priority will go to the elderly, widowed, and disabled persons.
- d. Trimlights – The installation process for the trimlights (the new overhead streetlights) is complete. They are working well and were changed to red, white, and blue for Veterans Day.
- e. Old Xmas Street Lights – The Village of Valmeyer has inquired about the multi-colored street lights. They have asked for a couple of strands to decorate the village.
- f. Billboard Advertising – For the last three months (Sept., Oct., and Nov.) the City has been advertising on the billboard by the JB Bridge, and the three-month trial ends on November 26. Sarah inquired if the City should continue to advertise on the billboard. The money would come from the Hotel/Motel Tax Fund. All aldermen agreed to continue the billboard advertising. Sarah

will check to see how much it would cost to advertise year-round. It was also suggested that the City look into aerial advertising (airplane banner towing).

- g. *Show Me St. Louis – Show Me St. Louis* is featuring Waterloo this week. The show is 30 minutes in length and starts at 10AM Monday through Friday.

Human Resource Coordinator – Saundra Eckstadt

- a. Union Negotiations – The Mayor and Attorney Gilbreth have started the union negotiation process with IBEW and AFSCME.
- b. Office Assistant/Utility Billing Clerk – Approximately 70 applications were received for the Office Assistant/Utility Billing Clerk. The top 14 candidates were forwarded to the Personnel Committee. Of those 14 candidates, six (6) are scheduled to be interviewed this Friday.
- c. 2024 Insurance Benefits – On November 15, the Insurance Committee will meet with CBIZ to discuss the renewal of our health, dental, vision, life, and ADD insurance.
- d. Health Insurance – Open enrollment for health insurance will be from December 4 to December 8.
- e. Voluntary Benefits – During open enrollment additional voluntary benefits will be offered:
 - NCPERS (National Conference on Public Employee Retirement Systems) – a group decreasing term life insurance.
 - Nationwide 457(b) – a deferred compensation plan.
- f. Aflac Insurance (Voluntary) – Aflac’s open enrollment is in November and they will be available for inquiries and enrollment in the Lobby Conference Room on November 28, 2023.
- g. Year-End Training – The following training will be required by year-end:
 - Sexual Anti-Harassment Training – All employees and elected officials need to complete this mandatory training.
 - Drug and Substance Abuse Training – This is a training program for supervisors.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The October 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The October monthly permit report was provided.
- c. Remlock Phase 5 – Curbing has been poured and they are currently working on the streets. Compaction tests are passing.
- d. Remlock Phase 6 – Working on the creek crossing. The excavator was there today digging down to bedrock, and they poured the “mudsill”. If the weather holds out, the bridge structure could be in place by mid-December.
- e. Silvercreek Crossing 1st Addition Phase 2 – Curbing has been poured and compaction tests are going well. We still run into issues here and there. As an example the water department was trying to trace a new water line and the trace abruptly ended.
- f. Zoning Board & Planning Commission – The Zoning Board of Appeals and the Planning Commission will not meet this month, as there are no agenda items.
- g. Beautification Meeting – Will be scheduling a Waterloo Beautification Committee Meeting on November 20, 2023, for an application from *Oh Sugar! Ice & Cream*. *Oh Sugar* was the last business to complete an application before the council raised the dollar amount that could be reimbursed. The business owners want to install a lean-to on the building for the customers and have re-applied for additional monies.

City Attorney – Natalie Steppig

- a. Green Briar Trailer Park on Mill Street – West Mill Properties did pay their outstanding bill, however, the City filed a default order against West Mill Properties which is set for November 30, 2023.

- b.** Bench Trial – A bench trial has been set for a litigation case involving the City. It is anticipated that the bench trial will progress the need for additional information.

Mayor's Report

No Report.

Committee Reports and Minutes Approval

- a.** 09-05-23 Water-Sewer Cmte Mtg Minutes. Row-1st, Vogt-2nd. Passed.
- b.** 10-10-23 Personnel Cmte Mtg Minutes. Most-1st, Row-2nd. Passed.
- c.** 10-11-23 Insurance Cmte Mtg Minutes. Vogt-1st, Matt Buettner-2nd. Passed.
- d.** 10-16-23 Gas Cmte Mtg Minutes. Hopkins-1st, Most-2nd. Passed.
- e.** 10-16-23 Street Cmte Mtg Minutes. Minutes were unavailable.
- f.** 11-06-23 Planning Cmte Mtg Minutes. Vogt-1st, Matt Buettner-2nd. Passed.
- g.** 11-06-23 Water-Sewer Cmte Mtg Minutes. Row-1st, Hopkins-2nd. Passed.

Comments

Alderman Hopkins wanted to know if a five-year contract and a signing bonus could be considered in the contract negotiations.

Alderman Vogt said he would like to discuss water service to Steve Wilke's property. There was a short discussion with the following overall views:

- The City installing approximately 500 feet of waterline along Concord Presbyterian Church to the Wilke property line. Mr. Wilke would then be responsible for the remaining installation on his property. This would require a hydrant and regular flushing of the lines due to a closed system. This is not a good course of action to take.
- Installing a 2" line on and through the private property of a home on Louis Lane in Remlock. Running a private water line on another person's property is not a good plan.
- Developers are responsible for the installation of their water. The city does not pay to bring water to someone's property. Mr. Wilke should be responsible for supplying his water.
- The biggest issue is keeping a looping system.
- The City needs to be vigilant to prevent finding themselves in a comparable situation in the future.

A Water-Sewer Committee Meeting will be held on November 20, 2023, to continue this conversation.

Adjournment – A motion to adjourn was made by Alderman Vogt and seconded by Alderman Most. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:06 p.m.

Minutes respectively submitted by Mechelle Childers – City Clerk