

**WATERLOO UTILITY MEETING**  
**Monday, November 25, 2019**  
**6:00 p.m.**

Mayor – Tom Smith  
City Clerk – Barbara Pace  
Alderman Ward I Steve Notheisen & Russ Thomas  
Aldermen Ward II Jim Hopkins & Jim Trantham-absent  
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, Jessica Rucks-HR Coordinator, Sarah Deutch-Community Relations Coordinator, Jeffery Prosis-Chief of Police, Dan Hayes-City Attorney.

**Audit Presentation by Keith Brinkman.**

- a. Distributed memorandum for the meeting with 6 items: Guiding Principle, Retire Illinois Environmental Loan, Eliminate Transfer from Utility Tax Fund, Other Liabilities, Test Back-up of LOCIS, Employees. Explanation and discussion.

**Petitions by Citizens on Non-Agenda Items.** None.

**Executive Session for the Discussion of Collective Bargaining as Per 5 ILCS 120/2(c)(2)**

Motion to go into Executive Session made by Alderman Darter and seconded by Alderman Notheisen. Motion passed by unanimous voice vote. Time: 6:43 p.m.

Meeting reconvened at 7:01 p.m. Motion to reconvene made by Alderman Darter and seconded by Alderman Notheisen. Motion passed by unanimous voice vote.

**City Clerk – Barbara Pace**

Motion to approve Utility Meeting minutes dated Monday 10-14-19 made by Alderman Darter and seconded by Alderman Heller. Motion passed unanimously with Aldermen Darter, Buettner, Row, Heller, Notheisen, Thomas, Hopkins and Trantham voting yea.

**Coordinator- Human Resource Coordinator - Jessica Rucks.**

- a. Personnel Committee will be reviewing the final chapters of the Policy Manual on 12/2.
- b. The Insurance Committee met with CBIZ on 11/15/19 to discuss the renewal rates for 2020. All current insurance vendors will remain the same for 2020. There will be an increase to our medical rates with BCBS at 14.2% due to claims usage. There was a 0% increase with Delta Dental. The renewal rates and changes will be on the agenda during council's next meeting on 12/2.
- c. Andy Vitale with Apex was here last week and part of this week to survey positions for job descriptions and physical requirements for City of Waterloo positions. He will be sending his results in the next few weeks.
- d. Our flu shop clinic and benefits fair had a pretty good turnout thanks to the police department. I would like to give a huge thank you to Chief Prosis and Asst. Chief Dane Luke for enforcing employee engagement in events like this.

- e. Christine Fine was here on 11/22 to meet with upcoming retirees. We had 7 employees that scheduled time and met with her.

Speaking of retirement - I briefly spoke with Tim and Shawn and we estimated that at least ½ of our employment force will be retiring in the next 1-5 years. I would like to meet with the Personnel Committee about succession planning for recruitment of these positions in the near future.

**Collector/Finance Officer - Shawn Kennedy**

- a. Tax Levy - Shawn Kennedy presented the proposed tax levy request of \$1,405,500.00. This is an increase of \$58,405 or 4.3% increase over last year's property tax extension. Much of the increase is due to the increase in assessed property values that the assessor will be raising in response to the state multiplier and new property added into the taxing district. Since the increase is under 5%, no Truth in Taxation Hearing is required. Discussion. Recommended to send to City Council for final approval.
- b. Waterloo Commons Business District – Shawn Kennedy updated the Council on the proposal by the DESCO Group to extend the Waterloo Commons Business District and Business District Note. Shawn reported that she is waiting on a final decision from Illinois Department of Revenue if it is possible to extend. Public Hearing notice was sent to the Republic Times to publish in the November 27<sup>th</sup> and December 4<sup>th</sup> editions for the Public hearing on December 16, 2019. Discussion. Recommendation to continue to move forward on the extension with the following suggestions: Change the extension date from January 21, 2030 to December 31, 2029 and consider lowering the interest rate from their proposed 5% interest rate.
- c. Attended a meeting with Moore County Economic Development; attending were Edie Koch, Joe Hardin and Joe Koppeis with discussion to explore an industrial park suggesting different locations.
- d. Sympathy card passed around for signatures for Wetzler.
- e. Trackless train discussion.

**Community Relations - Sarah Deutch**

- a. Scott Air Force Base Newcomer's Guide was distributed. All the aldermen agreed to renew the ad.
- b. Aldermen agreed to Annual Contribution of \$250.00 to the Explore Waterloo group.
- c. The schedule for the following events: GLOW Parade...Sat, 11-30, Open House City Hall...Sun, 12-01, Candy Bar Wrapping...Wed, 12-04, Santa Float...12-14 thru 12-23.
- d. Partnering with Life Church for leaf pick up from city residents on December 6 and 7.

**Subdivision & Zoning Administrator-Jim Nagel**

- a. Had a meeting with Dave Whittenauer and Pastor Matt to discuss selling a portion of Whittenauer's property (Route 3-Columbia Ave) to LifeX Church (Park Street) as shown on overhead. Discussion. Nagle will take this request to the Planning Committee.
- b. Meeting with Bill Ebeler who wants to purchase frontage property for access to Route 3 (adjacent to Nice/Twice) as shown on overhead and explained. Discussion. Nagel will take this request to the Planning Committee.
- c. Hartman wants to annex Kueker property. Discussion. Nagel will take this to the Planning Committee.

- d. Sidewalks in Quail Ridge where they are needed on both sides of the street. Proposal for sidewalk requirements in all 5-acre properties or larger. Nagel will take this to the Planning Committee.

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

- a. Distributed Building Inspector/Code Administrator Monthly Report thru 10/31/19.
- b. All commercial and residential work is moving along fine.
- c. Showed the following properties on the overhead wherein letters and/or tickets have been issued requesting clean up: North Main, South Library and Alley on Oak Street.
- d. Country Club Hills 2<sup>nd</sup> Phase streets shown on overhead. There was a discussion on scaling & popping of the street surface.

**Director of Public Works-Tim Birk**

- a. Ameren completed electric problems on substation November 20.
- b. Average Revenue per kWh was distributed for comparison with Illinois Publicly Owned, Investor Owned and Cooperatives in Illinois. Discussion.
- c. Had a strategic meeting a couple weeks ago at IMEA to discuss legislation in Illinois and planning meeting with Electric Committee is needed.
- d. Water Plant Timeline: Need 2 more signatures, easements complete end of 2019, IDNR; Feb-March 2020, design completed; 4-2020 (pipe and plant, permits submitted to EPA 4-2020), Loan Approval; May-June 2020, Construction; 9-20-20.
- e. Map of LED street lights completed.
- f. AMI Water Pilot program: 4500 meters, 148 of 300 has been completed started 8 days ago and doing about 20 per day and about 40% done with Pilot Program.
- g. Visu Sewer is working at 1<sup>st</sup> Street and 4<sup>th</sup> St and should be done in couple weeks.

**Deputy Chief of Police-Jeff Prosis**

- a. Reported on the loud booms being heard in City. They have narrowed down to SPPS soccer field and think it is from pellet gun and shooting at targets (bottles) which cause the noise.
- b. Stabbing on Osterhage Drive: victim is recovering and arrests have been made with an ongoing investigation to continue.
- c. Telephone booth on Market Street may be replaced by HTC.
- d. Lateral transfer applications have been distributed which are due back by 12/16/19 and then interviews will begin.
- e. SRO contract is ready to show to the school.

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

**Mayor's Report**

- a. Mayor has requested numbers for what we owe for sewer plant, purchase of new turbine and police department upgrades.

**Miscellaneous**

**a. Travel Expenses:**

- 1) January 2020 trip for Mayor, Tim Birk, Alderman Darter, Alderman Thomas and Shawn Kennedy to go to California in January to look at water treatment plant.
- 2) Travel Expenses for Mayor, Tim Birk and Shawn Kennedy to go to Washington D.C. for APPA in February.

Motion to approve expenses made by Alderman Notheisen and seconded by Alderman Heller. Motion passed unanimously with voice vote.

**Committee Reports and Minutes Approval**

- a. 10-21-19 JOINT Planning & Ord. Cmte Mtg Mins. Motion Notheisen, 2<sup>nd</sup> Hopkins. Passed.
- b. 10-22-19 Downtown Beautification Cmte Mtg Mins. Motion Notheisen, 2<sup>nd</sup> Darter. Passed.
- c. 11-01-19 Downtown Beautification Cmte Mtg Mins. Motion Darter, 2<sup>nd</sup> Thomas. Passed.
- d. 11-04-19 Personnel Relations Cmte Mtg Mins. Motion Darter, 2<sup>nd</sup> Thomas. Passed.
- e. 11-18-19 Street Cmte Mtg Mins. Motion Row, 2<sup>nd</sup> Thomas. Passed.
- f. 11-18-19 JOINT Fin. & Econ. Dev. Cmte Mtg Mins. Motion Notheisen, 2<sup>nd</sup> Heller. Passed

**Comments**

**Alderman Notheisen** stated the Garden Club will be holding a wreath making session Tuesday, 11-31-19 @ 6:30 here at City Hall on 2<sup>nd</sup> floor.

**Alderman Hopkins** will ask the Street Committee to make changes on Poplar Street and Third and Moore.

**Adjournment** – Motion to adjourn was made by Alderman Buettner seconded by Alderman Notheisen. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:50 p.m.

**Barbara Pace,**  
**City Clerk**