

**WATERLOO UTILITY MEETING  
MONDAY, DECEMBER 11, 2023  
6:00 p.m.**

Mayor – Stan Darter

Alderman Ward I    Joel Vogt & Matt Buettner

Aldermen Ward II    Jim Trantham & Jim Hopkins

Aldermen Ward III    Tina Charron & 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, Jeffrey Prosise – Chief of Police, Saundra Eckstadt – HR Coordinator, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Absent: Sarah Deutch – Community Relations Coordinator

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

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated November 13, 2023, was made by Alderman Matt Buettner and seconded by Alderman Vogt.

Motion passed to approve the Utility Minutes dated November 13, 2023, with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Row, Most, and Vogt voting ‘aye’.

*Note: Only seven aldermen approved the Utility Minutes as Kyle Buettner was not present at this time.*

**Director of Public Works – Tim Birk**

- a.** Lemen Street House – The house has been razed, and the project is complete.
- b.** Moore Street Phase VII – The Moore Street project is complete. Final inspection and cleanup work is all that remains to be done.
- c.** Water Plant Update – Pictures of the water plant were shown. The project is still on schedule, and next week there will be a progress meeting.
- d.** Water Plant Transmission Lines – Haier Plumbing is working on rock bore # 3 near Fountain Creek. They lost their rock drill bit in the bore and are currently trying to locate it. The next area they will work on is the bluff from old Valmeyer to new Valmeyer. This should be completed by the end of January. However, Haier will need to drill potholes since the location of the Fountain water lines is unclear.
- e.** Water Plant Wells – The drilling of the wells has begun.
- f.** Splash Pad – Concrete is being poured in areas where the aquatic play structures will be placed. This project is ahead of schedule. The plumbing has been rough-in for the building, electricity is being worked on, the building has been painted, and street lights have been installed.
- g.** Old Water Tank Demolition – The old water tank was demoed today. Tomorrow Brewster Company will begin hauling out all the steel and start breaking up the concrete.
- h.** Water Tower Update – Currently the tower is at 80 feet. At completion, the stem will be 120 feet.

- i. Illinois Municipal Electric Agency (IMEA) – Attended IMEA meetings regarding a future power sales contract and a new capacity purchase agreement. The IMEA is looking to extend the agreements for another 20 years (after 2035), or in other words, extend the contract until 2055. They would like to have the contracts signed by mid-year of 2024. One of the benefits of early signing is that capacity payments would continue at \$3.20 per kilowatt (kW) to 2055. The reason for the extension is so IMEA can purchase future generation. Tim would like to request an Electric Committee Meeting to discuss this further.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Report – The November 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The November monthly permit report was provided.
- c. Remlok Phase 6 – A video showed work continuing on both sides of Gerhardt Creek. Improvement plans are almost complete and should be ready for approval at the beginning of the year.
- d. Remlok Phase 5 – Streets have been poured and we are on our third (3<sup>rd</sup>) round of water pressure testing. On the first round, there was air in the line and on the second, there was a small drip.
- e. Silvercreek Crossing 1<sup>st</sup> Addition Phase 2 – Curbing has been poured and compaction tests are going well. Tomorrow (12/12) they will be on their fourth street pour.
- f. Green Briar Trailer Park at 500 Mill Street – A project spreadsheet was distributed that listed, and will monitor, the tasks to complete for the removal of the trailers. Five (5) contractors have visited the site to gather more details about the job, and three (3) additional contractors have expressed interest in the work. Bid openings will be held on December 12, 2023. The building on the property has siding that contains asbestos. The City wants the asbestos to be abated. Bids have already been received for the asbestos abatement. All costs for abatement and cleanup will be attached to the lien on the property. The estimated completion date for the project is the end of February 2024. The judgement on the property is moving along, but nothing will be decided anytime soon. Nate reiterated that all utilities have been capped. There was a short discussion about vacating the alley.
- g. Planning Commission – A meeting is scheduled for December 11, 2023, to review the Taco Bell site plan. Nate would then like to schedule a meeting with the Planning Committee to discuss the site plan.
- h. Developers and Utilities – Alderman Kyle Buettner mentioned that a developer called inquiring if the city would be interested in running a sewer line to his property. Alderman Buettner is going to inform the developer that the city is not responsible and therefore will not pay for any utilities to be brought to a developer's property.
- i. Old Ahne's Bakery Building (201 W Mill) – Alderman Most asked if there was a status update on the old Ahne's Bakery building. Mayor Darter and Nate both stated there was no update available. No permits have been received and the building remains status quo. The consensus among the aldermen was that the building either needed to be demolished or renovated, and they would like to see some progress being made. It was decided to discuss this issue further after the new year.

**Chief of Police – Jeff Prosise**

- a. Hero 101 Fund – The Hero 101 Fund assists families of police officers, firefighters, EMS and makes charitable contributions. The organization purchased two portable alcohol testers (breathalyzers) and donated them to the Waterloo PD.
- b. Police K-9 – John Luecking, a member of the Waterloo Odd Fellows Lodge, stated that January would be a better month to speak to the club regarding the purchase of a police K-9. John mentioned he heard the Monroe County Sheriff's Department was also interested in receiving support from the Odd Fellows for a K-9.

- c. ‘Shopping with A Cop’ – ‘Shopping with A Cop’ will be held on December 16, 2023. There will be approximately 15 children participating.
- d. Police Manpower Status – Currently the department is still understaffed by 2 officers. A fully staffed department has 20 officers and we have 18. The City advertised for lateral applicants a couple of weeks ago with a closing date of December 29<sup>th</sup>. It is getting more and more difficult to find recruitments. Pensions and years of service may or may not transfer with a move.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The November monthly report was distributed.
- b. Foundation Pier on West 3<sup>rd</sup> Street – Photos of a deteriorating brick foundation pier on a West 3rd Street building were shown. The pier will be repaired.
- c. Huck’s – The gaming room addition is complete, and work continues on the building exterior with the replacement of the pole barn metal with Nichiha panels.
- d. Ordinance Violation Notice Issued – An ordinance violation notice was issued to a homeowner in Natalie Estates who was parking their boat in the backyard. The boat has since been moved.
- e. Jobs without a Permit – Two jobs were being performed without a building permit.
  - A home on Columbia Avenue where a porch was being installed.
  - A home on West View where a deck was being built.Building permits have now been obtained.
- f. Momma’s on Mill – Final inspection scheduled for December 13, 2023.
- g. New Construction – New construction has been slow, however Natalie Estates is still excavating for new homes.
- h. Santa Float – Work continues on the revamping of the Santa Float. Photos were shown of the progress since the GLOW parade. Boat seats and rails have been installed. Mayor Darter acknowledged the time, teamwork, the joint effort with the Line Department, and work done outside of normal work hours that Nate, Sarah, and Brad put into this project.
- i. 4709 Vandebrook – Alderwoman Charron stated she continues to receive calls regarding the condition of the home at 4709 Vandebrook. Brad commented that he has talked to the Mayor, the Chief of Police, and the City Attorney about this situation. The property owner will not answer the phone or the door when attempting to reach out to him. People are willing to help the residents; however, the occupants do not want assistance.

**Human Resource Coordinator – Saundra Eckstadt**

- a. Union Negotiations – Union negotiations continue with AFSCME. Dialogs with IBEW will start once AFSCME negotiations are finished.
- b. Health Insurance – Open enrollment for health insurance was held December 4 to December 8.
- c. Year-End Reports – Working on year-end reports. The City census for CBIZ and the payroll information to CBIZ for the Affordable Care Act Health Insurance Coverage.
- d. Year-End Training – The following training will be required by year-end:
  - Sexual Anti-Harassment Training – All employees and aldermen need to complete the mandatory training by the end of 2023. Free training is available from IML.
  - Drug and Substance Abuse Training – This is a training program for supervisors.
- e. New Employee – Elizabeth “Libby” Barrett is our new Office Assistant/Utility Billing Clerk and will start on December 18, 2023.

**Collector/Finance Officer – Shawn Kennedy**

- a. Public Hearing – There will be a public hearing on December 18, 2023, at 7:15 PM regarding the property tax levy increase.
- b. Waterloo Park District – The Waterloo Park District is expecting its first payment from the City in January 2024. Bills are coming due for the Splash Pad sooner than expected as the project is ahead of schedule.
- c. New Employee – As Sandra already mentioned, Elizabeth “Libby” Barrett is our new Office Assistant/Utility Billing Clerk and will start on December 18, 2023. Plans are to have her start at the front desk.
- d. Budget – Working on the budgets and gathering information.
- e. Invoice Cloud – Working on setting up the Invoice Cloud system. Waiting for our card reader to be received so we can continue with the installation process. Bank account information is complete. The tentative go-live date is the end of February.

**City Attorney – Natalie Steppig**

- a. Landis+Gyr Contract – We will have a response sent out this week regarding the Software as a Service Agreement with Landis+Gyr.
- b. 4709 Vandebrook – Request to meet with Alderwoman Charron after the meeting to discuss potential ideas/suggestions.

**Mayor’s Report**

- a. Zoning Administrator Position – Plan to post the Zoning Administrator position next week, and hope to have interviews starting the first week of January 2024. Alderman Vogt questioned if an ordinance needed to be changed/updated since public works was an ordinance position. The Mayor responded that an ordinance change would need to be made. An ordinance meeting was then scheduled for Tuesday, December 19, 2023, at 4 PM.
- b. New Vehicle – With the addition of a new employee, we will need a new vehicle. In the past, the City has purchased Ford Explorers. In discussion with other City officials, it has been suggested that it would be better to purchase a mid-size 4WD quad cab pickup.
- c. Schnucks Gift Cards – The Schnucks gift cards will be on the December 18, 2023, City Council agenda for approval. The gift cards will be in recognition of holiday appreciation for full-time employees.
- d. Organization Gifting Program – Alderman Kyle Buettner proposed an idea provisionally called the “Organization Gifting Program”. The program would gift money from the gambling funds to some of the organizations within the city that do not have an outlet to raise large sums of money. The organization would apply for the money and there would be a cap similar to the Beautification Grant. A short discussion was held on library funding which would not qualify since it is a taxing body.

**Committee Reports and Minutes Approval**

- a. 10-16-23 Street Cmte Mtg Minutes. Hopkins-1st, Matt Buettner-2nd. Passed.
- b. 11-15-23 Insurance Cmte Mtg Minutes. Vogt-1st, Trantham-2nd. Passed.
- c. 11-20-23 Waterloo Beautification Cmte Mtg. Minutes were unavailable.
- d. 11-20-23 Finance Cmte Mtg Minutes. Minutes were unavailable.
- e. 12-04-23 Water-Sewer Cmte Mtg Minutes. Matt Buettner-1st, Vogt-2nd. Passed.

**Comments**

**Alderman Most** mentioned that the Monroe County Economic Development Corporation (MCEDC) is working on an economic recovery plan. A meeting is scheduled for December 13, 2023 if anyone would like to attend.

**Adjournment** – A motion to adjourn was made by Alderman Hopkins and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:02 p.m.

**Minutes respectively submitted by Mechelle Childers – City Clerk**