

**WATERLOO UTILITY MEETING
MONDAY, DECEMBER 12, 2022
6:30 p.m.**

Mayor – Tom Smith

Alderman Ward I 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, Nathan

Krebel – Subdivision / Zoning Administrator, Brad Yearian – Building Inspector /

Code Administrator, Jeffrey Prosise – Chief of Police, Sarah Deutch – Community

Relations Coordinator, Natalie Steppig – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated November 14, 2022 was made by Alderman Heller and seconded by Alderman Kyle Buettner.

Items for Correction:

Director of Public Works – Tim Birk.

- Under Item a – IMEA Strategic Planning Meeting – change the comment from “*Prairie State will eventually shut*” to “*Prairie State will eventually be shut down*”.
- Under Item d – Power Pole Fire – change the sentence from: “*The top of a power pole near the Amoco caught on fire....*”. to “*The top of a power pole near the Amoco Service Station caught on fire....*”.

Motion passed to approve the Utility Minutes dated November 14, 2022 as amended with Aldermen Heller, Matt Buettner, Hopkins, Trantham, Darter, Kyle Buettner and Row voting ‘yea’.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The November monthly zoning report was distributed.
- b. Monthly Building Permits – The November monthly permit report was provided.
- c. Splash Pad – The Park Board is looking at alternatives to help cut expenses and wanted to share some ideas they had. One thought was to eliminate or reduce the parking. Per code, the number of parking spaces for a municipal recreational or community center is determined by the Zoning Board of Appeals. Another suggestion was an oil and chip parking lot, which is allowable by code since the property is in an agricultural-zoned area. The aldermen expressed their displeasure with an oil and chip parking lot and would like to encourage the Park Board to asphalt the parking lot. Another change is the elimination of the concrete around the Splash Pad.
- d. Subdivision/Development:
 - Natalie Estates – The contractor is street grading in preparation for laying asphalt. Curbing should be installed before winter sets in.

- Silver Creek – The contractor is not using proper materials for the sanitary laterals and backfilling. In addition, there are safety concerns with trenching and excavation. Employees are working in the trenches with only minimal shoring or benching and with only one trench box. The sanitary laterals have been corrected, but excavation safety issues continue. OSHA has been notified.
- e. Monroe County Jail Expansion – Monroe County purchased the lot across from the jail at 226 E. 3rd Street. The County would like to temporarily rock a portion of the property. The current plan would be to asphalt the rock area sometime in 2023 and put in a proper detention basin. Because the property is in a B-3, the County will need a special use permit for government use. Parking on the property will assist in the expansion of the administrative portion of the jail. The aldermen agreed to work with the County on the property but would like to see some scheduling and completion dates.
- f. Planning Commission – meeting tonight (December 12, 2022) to review:
 - Text Amendment Petition to add “convenience store” to the B-2 permitted use. There is a request to place a convenience store in the old Hibbett Store location which is in a B-2 zoned district.
 - Text Amendment Petition to add “pet washing and grooming” to the B-3 permitted use. There is a request to open a pet grooming business on W. Mill which is in a B-3 zoned district.
 - Text Amendment discussion to modify the accessory building section 40-3-2 to allow premanufactured patio covers.
- g. Zoning Board of Appeals – Meeting scheduled for December 15, 2022 with the same three text amendments as under the Planning Commission.
- h. Ordinance Meeting – An Ordinance Committee meeting is scheduled for December 19, 2022. At this meeting we will discuss sprinkler system requirements for commercial buildings that have living quarters on the second floor.
- i. Lemen Street House – The house is currently on hold from being torn down. The House of Neighborly Service is using the garage for storage and it might be beneficial for them to store their items in the house.

Community Relations Coordinator – Sarah Deutch

- a. Illinois Governors Conference on Travel & Tourism – Attended the Illinois Governors Conference on Travel & Tourism. The highlight of the event was ILLINOISouth Tourism winning the Best of Show Award. ILLINOISouth also won Best Event with the NASCAR Cup Series at Gateway Raceway. We should meet after the first of the year to start discussing potential tourism projects.
- b. Santa Float – The Santa Float starts on December 14, 2022 and concludes on December 23, 2022. Driver training will be held on December 13 for both the float and the lead truck. The ‘Golden Ticket’ drawing will be on Christmas Eve at 9 AM.
- c. Simshauser Photo Contract – In 2019, a contract was signed with Simshauser Photo. The contract was to supply photo content for tourism and advertising purposes. We did receive some event photos, but then COVID hit we decided we did not want pictures of patrons with masks on. In August 2021, we met with Simshauser to resume where we left off in 2019 and Simshauser agreed. A year has passed and we have received no pictures and communication with them has deteriorated. The Aldermen agreed to have City Attorney Steppig reach out to Simshauser.
- d. Heritage Wall – Work continues on the Heritage Wall. The designers stated the mock-up should be ready for review by the end of 2022.

Collector/Finance Officer – Shawn Kennedy

- a. Health Insurance – Open enrollment was held last week for all employees and is now complete.
- b. Invoice Cloud – City Attorney Gilbreth has been in discussion with the attorney at Invoice Cloud over some concerns regarding the indemnification portion of the contract agreement. Invoice Cloud did supply a certificate of insurance; however, Attorney Gilbreth still would like to see the actual policy, not the certificate.
- c. Microsoft Office Upgrade – Received a quote to upgrade our computers to Microsoft Office 2021. Microsoft will stop supporting our current version (Microsoft Office 2016) in 2023.
- d. Public Hearing – There will be a public hearing on December 19, 2022 regarding the property tax levy increase.

City Building Inspector – Brad Yearian

- a. Monthly Report – The November monthly report was distributed.
- b. 520 S. Main – Talked to Clyde Haudrich, owner of the property, informing him he had 30 days to vacate the home. The house is scheduled to be demolished due to its poor condition.
- c. Dollar General – The aisles of Dollar General are no longer cluttered. Senior management was called, and they are taking steps to straighten up the interior of the building. A ticket was issued for the exterior of the building which also needs to be cleaned up and maintained.
- d. Casa Romero Mexican Restaurant – The new fence has been installed along with a new dumpster enclosure.
- e. Ahne's Bakery – There is a scheduled meeting with an architect for Ahne's Bakery. The front trusses are in serious condition, and we need to determine how they can or cannot be fixed. The damage to the trusses is due to age and is not related to the fire.
- f. Washy's Saloon – Washy's was recently shut down for renovating the property without a permit.
- g. Grosse Building – Michael Harvey has decided to demolish the old building and plans on rebuilding at a future date.
- h. Stamped Area behind The Vaults Workplace – This area will have tables for Gallagher's Restaurant. The sidewalk and the alley have been completed. An opening date is still unknown.

Director of Public Works – Tim Birk

- a. Downtown Resurfacing Project – Would like to have a Street Committee Meeting to review the estimates.
- b. Gibault Easement – Met with the Catholic Diocese of Belleville to discuss the stormwater easement at Monroe and Columbia Avenue. The Diocese understands the drainage project and we should be granted the easement.
- c. Lead Service Lines Update – Survey letters were sent out to customers whose homes were built before 1989. All 1,700 surveys that were sent out have been returned. We have 309 lead service lines that will need to be replaced at our cost.
- d. Moore Street Project – The asphalt work is completed. The contractors are now working on the wall at the thrift store. They also need to complete the work on the north entrance of Gibault's parking lot, the walking path, finish the wall and then seed and grade.
- e. Mill Street Sidewalk – Final cost figures are not yet available as not all the invoices have been received.
- f. IMEA Board of Directors Meeting – Attended the IMEA Board of Directors Meeting last week. The IEPA is trying to eliminate the startup exemption for our power plant air permit. If this happens, the old power plant engines will no longer be used. Discussions also included the need for the negotiation of power sales contracts.

- g. Drug and Alcohol Program – The ICC (Illinois Commerce Commission) will be performing a two-day inspection/audit of our random drug and alcohol-testing program.
- h. Fire Department Hydrant Fittings – The Waterloo Fire Department is interested in changing all the threads on their equipment to the standard fire hose thread (aka the National Standard Thread). This is the most widely used thread standard. The City has 601 fire hydrants with ‘Chicago’ style threads. The fittings/adapters to interchange the ‘National’ thread to the ‘Chicago’ thread are getting difficult to obtain. The WFD is not telling the City to change the hydrants to the ‘National’ thread but wanted to inform the City of the changes the WFD was initiating. The City has the option to change all hydrants, require new developers to install ‘National’ standard fire hydrants, or just keep the ‘Chicago’ thread hydrants.

Chief of Police – Jeff Prosis

- a. Queen of Hearts – The Queen of Hearts drawing for December 13, 2022 has been canceled due to the forecast for strong winds.
- b. Job Applications – We will be accepting applications for a lateral police officer until December 30, 2022.
- c. ‘Shop with A Cop’ – On December 17, 2022 we did ‘Shop with A Cop’ at Walmart. 14 children had breakfast and shopped with us.

City Attorney – Natalie Steppig

No report.

Mayor’s Report

No report.

Committee Reports and Minutes Approval

- a. 11-21-22 JOINT Finance & Police Cmte Mtg. Minutes. Kyle Buettner-1st, Heller-2nd. Passed.
- b. 12-01-22 Waterloo Beautification Cmte Mtg. Minutes. Darter-1st, Matt Buettner-2nd. Passed.
- c. 12-05-22 Personnel Cmte Mtg. Minutes. Kyle Buettner-1st, Heller-2nd. Passed.
- d. 12-05-22 Planning & Annexation Cmte Mtg. Minutes. Row-1st, Heller-2nd. Passed.

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 Darter and seconded by Alderman Hopkins. Motion passed unanimously by voice vote

Entered into Executive Session at 8:10 p.m.

Adjourned Executive Session at 8:24 p.m.

Motion to Resume Session made by Alderman Matt Buettner and seconded by Alderman Hopkins. Motion passed with unanimous voice vote.

Mayor Smith resumed the regular Utility Meeting at 8:25 p.m.

Comments

Alderman Row stated the applications for Payroll Clerk will close on December 19, 2022. In addition, the person we thought would be best suited for the Human Resource Position is now hesitant to accept the job due to the Consolidated Election for Mayor in April. She does not want to get in the middle of an election process.

Mayor Smith passed the City condolences to Alderman Trantham on the loss of his mother.

Adjournment – A motion to adjourn was made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 8:27 p.m.

Mechelle Childers – City Clerk