

WATERLOO UTILITY MEETING
MONDAY, JANUARY 08, 2024
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, Sarah Deutch – Community Relations Coordinator, Jeffrey Prosise – Chief of Police, Sandra Eckstadt – HR Coordinator, Tony Gilbreth – City Attorney, Mechelle Childers – City Clerk.

Petitions by Citizens on Non-Agenda Items. None.

Discussion: Chapter 1 of the Code of Ordinances.

Mayor Darter stated there have been several discussions regarding changes to Chapter 1 of the Code of Ordinances; however, no decision has been made on how to revise the ordinance. Ideally, the newly created position would be within the Department of Public Works and report to the Director of Public Works. The position would be structured as an assistant/deputy to the director with a primary responsibility for field supervision and operations. The Director would then be responsible for the office and administrative side of the business. We also need to build in flexibility for the Mayor or Director to assign duties to the assistant as necessary. Each position will have its own job description, but the assistant will take on the Director's duties in their absence. Although we currently know the people we would like in these roles, we need to objectively examine the structural perspective of these positions for the future. This would also include the operational and responsibility perspectives. A brief discussion was held regarding who will be authorized to hire and/or fire the assistant director. Further discussion of the proposed ordinance changes will take place on Wednesday, January 17, 2024, at the Ordinance Committee Meeting.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated December 11, 2023, was made by Alderman Row and seconded by Alderman Matt Buettner.

Motion passed to approve the Utility Minutes dated December 11, 2023, with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting 'aye'.

Collector/Finance Officer – Shawn Kennedy

- a. Waterloo Park District – A check for \$200,000 was issued to the Waterloo Park District for the Splash Pad. We expect the Park District to ask for the remaining money in April or May.
- b. Monroe-Randolph County Enterprise Zone Management Organization – There is a meeting tomorrow to review the annual fee schedule. There are also plans to discuss investing the fees collected in a CD. Shawn distributed a list of all the businesses that have taken advantage of the Enterprise Zone with a sales tax exemption. In the past Edie Koch always managed the sales tax exemptions. With Edie leaving the group, it is unclear how this will be handled in the future.

- c. Invoice Cloud – We are still waiting on the credit card terminal (reader) to be received so we can continue with the installation process. A call has been scheduled with Invoice Cloud on Wednesday (1/10) for a progress update. A go-live date has not yet been set up as we are waiting for Bonnie to come back to work. Bonnie is currently scheduled to return on January 31, 2024.
- d. Audit - The auditors are working on the report, and it should be finished soon.

Director of Public Works – Tim Birk

- a. Water Plant Update – The walls and flooring are being poured. Waiting for two filters and a 20-foot tank to be installed before constructing walls around the equipment. The first filter is scheduled to be delivered in January, and the second in February. The project is still on schedule; however, the above equipment must arrive on time.
- b. Water Plant Wells – Drilling of well #2 has been completed, and the depth of this well is between 125 and 150 feet. Drilling on well #1 will begin next week.
- c. Water Plant Transmission Lines – Approximately 40% of the pipeline is in the ground. Haier Plumbing is working on rock bore #4, which is on the bluff. They have punched through and are now back reaming the borehole for the installation of the pipe.
- d. Water Tower Update – Work continues on the tower. Weather permitting, they should have the stem/pedestal completed by the end of January. Once the pedestal is finished, another crew will start the steel portion and erect the bowl.
- e. Splash Pad – Concrete pours have been discontinued due to the cold. Working on the inside of the building. The plumbing has been rough-in for the building and the electric is completed.
- f. Snow Call Report – We used 125 tons of salt in response to the snow on 1/5. Street crews were out for five hours.
- g. Moore Street Phase VII – The final inspection with IDOT, HMG, and Baxmeyer was performed and everything looked good. The only issue found was a small crack, which Baxmeyer will rectify.
- h. Christmas Decorations – Christmas decorations should be down by the end of the week.

Chief of Police – Jeff Prosisie

- a. Police K-9 – The Waterloo Odd Fellows Lodge have not held their January meeting yet, so there is no update concerning support for a K-9. Morrow Brothers quoted a price of approximately \$41,000.00 for the K-9 Police Car excluding equipment. The car would be needed as part of the training at Vohn Liche Kennels. Funding and budgeting for a K-9 car were briefly discussed.
- b. Thank You – Since this was his last meeting, Jeff thanked everyone for all they have done.
- c. Police Manpower Status – Currently the department is still understaffed by 2 officers. The City advertised for lateral applicants a couple of weeks ago with a closing date of December 29th. Nine applications were received and were forwarded to the Board of Police Commissioners for review.

City Building Inspector – Brad Yearian

- a. Monthly Report – The December monthly report was distributed.
- b. Trees on Church Street – Overgrown trees were reported on Church Street. The homeowner has since trimmed the trees.
- c. 4709 Vandebrook – Some boxes have been removed, however, the property remains in an unmaintained condition. Tickets were issued to the female property owner, and she did reach out to the City, however, we have not been able to reconnect with her.
- d. Oddfellows Hall Exterior Staircase – Checked on the newly constructed exterior staircase. It is well designed and code-compliant.
- e. Splash Pad – Performed a rough-in inspection at the Splash Pad. No violations were found.

Community Relations Coordinator – Sarah Deutch

- a. Santa Float – Sarah thanked everyone for their support. The City received a lot of nice comments and feedback on the Santa Float. Twenty-six of the thirty golden tickets have been claimed.
- b. Waterloo Chamber of Commerce Resource Guide – The Waterloo Chamber of Commerce is republishing the ‘Community Profile and Resource Guide’. In 2018 (the last time the guide was updated) the City placed a full-page ad on the back cover. The aldermen agreed to purchase another back cover ad.
- c. Billboard Advertising – For the last three months (Oct., Nov., and Dec.) the City has been advertising on the billboard by the JB Bridge. To help plan for the budget, prices for a 25-week period were presented. The money would come from the Hotel/Motel Tax Fund.
- d. Hometown Heroes Banner Program – This program will be coming up for renewal, and the application is in the process of being updated. There will be 190 spaces available on a first come first serve basis. The average life span of the banners is two to three years. A new banner design will also be introduced. Sarah plans to announce the program and have applications available by the middle of February.
- e. Water Tower Logo – Tnemec is to provide scaled proofs for review.

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 – Completed “Open Enrollment” for health insurance for all employees and retirees who are still on the City’s plan.
- c. 2023 Year-End Training Update:
 - Sexual Anti-Harassment Training – Three individuals still need to complete this training.
 - Drug and Substance Abuse Training – Training completed.
- d. Crossing Guard – A new substitute crossing guard was recently hired.
- e. Zoning Administrator Interviews – Two interviews have been scheduled for January 9, 2024.
- f. Public Safety Appreciation – National Law Enforcement Day is January 9, 2024.
- g. ATT Net – ATT Net is hosting a Public Safety Appreciation luncheon for all employees on January 26, 2024, from 11am to 1pm at City Hall.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The December 2023 monthly Zoning report was distributed.
- b. Monthly Building Permit – The December monthly permit report was provided.
- c. Remlok Phase 5 – Remlok Phase 5 Final Plat approval will be on the City Council agenda next Tuesday.
- d. Wilke Property – Mr. Wilke currently has ten variance requests on file for the property and it no longer appears to be feasible to pursue annexation. Although we would like to work with Mr. Wilke, the requests better fit into the Monroe County Code of Ordinances than the City of Waterloo. The aldermen agreed with Nate’s assessment that the County’s restrictions are less stringent than the City’s.
- e. Old Ahne’s Bakery Building (201 W Mill) – Alderman Most asked if there was a status update on the old Ahne’s Bakery building. Nate stated that a building permit application had been received, along with the plans from Quadrant Design.
- f. Potential End Dates on Building Permits – Alderman Vogt suggested adding a building permit expiration date/time frame to the Zoning Code. The purpose would be to prevent properties from remaining unfinished for an extended period of time. An example of this is the unfinished home at the corner of Kolmer and Evansville. A short discussion was held on this topic with no action taken.

- g.** Green Briar Trailer Park at 500 Mill Street – Alderman Trantham inquired about the status of the cleanup of Green Briar Trailer Park. Nate stated that once the judgment on the property is complete, the City will start asbestos abatement.

City Attorney – Tony Gilbreth

No Report.

Mayor's Report

Mayor Darter thanked Jeff Prosise for his service over the years. His last day of employment will be January 12, 2024. Deputy Chief Dane Luke will be appointed Chief of Police and sworn in on January 16, 2024.

Committee Reports and Minutes Approval

- a.** 11-20-23 Waterloo Beautification Cmte Mtg Minutes. Vogt-1st, Hopkins-2nd. Passed.
- b.** 11-20-23 Finance Cmte Mtg Minutes. Matt Buettner-1st, Vogt-2nd. Passed.
- c.** 12-18-23 Planning Cmte Mtg Minutes. Most-1st, Vogt-2nd. Passed.
- d.** 12-19-23 Ordinance Cmte Mtg Minutes. Minutes were unavailable.
- e.** 01-02-24 Electric Cmte Mtg Minutes. Hopkins-1st, Matt Buettner-2nd. Passed.
- f.** 01-02-24 Gas Cmte Mtg Minutes. Hopkins-1st, Most-2nd. Passed.
- g.** 01-02-24 Planning Cmte Mtg Minutes. Matt Buettner-1st, Vogt-2nd. Passed.

Comments

Alderman Hopkins thanked the City for the card and expressing condolences for the loss of his mother.

Adjournment – A motion to adjourn was made by Alderman Kyle Buettner and seconded by Alderman Most. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 7:55 p.m.

Minutes respectively submitted by Mechelle Childers – City Clerk