

**WATERLOO UTILITY MEETING  
MONDAY, FEBRUARY 12, 2024  
6:20 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, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

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

**Audit Report – Keith Brinkmann**

Keith Brinkman stated the audit report looks great (“a fine-tuned machine”). He distributed a high-level summary of cash and investments, investments in capital assets, and long-term debt from 2019 to the present. Mr. Brinkman stated all the books and records were top-notch.

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated January 08, 2024, was made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner.

**Items for Correction:**

**Subdivision & Zoning Administrator – Nathan Krebel; Item e. Old Ahne’s Bakery Building change ‘Nate stated that a building permit had been received,.....’ to ‘Nate stated that a building permit application had been received,...’**

Motion passed to approve the Utility Minutes dated January 08, 2024, as amended, with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘yea’.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Report – The January 2024 monthly Zoning report was distributed.
- b. Monthly Building Permit – The January 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. Silvercreek Crossing 1<sup>st</sup> Addition Phase 2 – Approximately 90% of the streets have been poured. There was an issue with the display house sanitary sewer. As a result of an incorrect intersection with the lateral, wastewater was unable to flow. To correct the issue, the contractor had to dig back to the main and drop the lateral. This sewer problem was discussed with Craig Brauer, the consultant on this development. Craig was informed that all lots should have a gravity sewer design. Concerns were expressed by Nathan regarding the proper installation of the laterals throughout the development. Sewage ejector pumps are not an acceptable solution. The developer will need to show this sewer problem does not exist elsewhere before the final plat will be accepted.
- e. Remington Ridge Phase 3 – Remington Ridge and Country Club Hills need to reach an agreement to construct one sanitary lift station that will service both developments. Work is moving in this direction and hopefully, in the next couple of months, plans can be finalized.
- f. Planning Commission – A meeting is scheduled for February 12, 2024 (tonight). Tony Groves purchased the property at 404 West Third Street (the old Don’s Electric Contracting building) and he would like to continue the non-conforming use. Per the Zoning Code, a non-conforming use can remain under a Special Use Permit. Mr. Groves would like to move his office to this building.

- g. Zoning Board of Appeals – The ZBA is scheduled to meet on February 15, 2024. The same agenda item will be discussed as previously mentioned under the Planning Commission.
- h. Greenbrier Trailer Park at 500 Mill Street – Abate-Pro anticipates completing the abatement process by February 19, 2024. SOIL Excavation & Hauling is scheduled to start the demolition of the mobile homes on February 20, 2024.
- i. Old Ahne's Bakery Building (201 W Mill) – The building permit application has been reviewed and several items need to be addressed.

**Collector/Finance Officer – Shawn Kennedy**

- a. Audit Report – The Audit Report (Financial Statements) was distributed to the council. Shawn encouraged everyone to review the report and ask questions if they have any.
- b. Fair Solar Credit Rate – Every March the City has to adjust the Fair Solar Credit which is calculated by the IMEA. The credit is given when a customer produces more energy than they use. IMEA has calculated our new solar credit rate at 0.0536 (5) cents per kW (kilowatt). The rate is effective from March 01, 2024, to February 28, 2025.
- c. IRS Penalty – As a reminder, the IRS notified the City that it was being penalized for not electronically filing the W-2s on time. We requested leniency and explained our side of the story. In response, the IRS has agreed to waive and eliminate the penalty.
- d. January Gas Rate – There was an extremely high gas rate in January. A polar vortex caused well heads to freeze which in turn caused higher gas prices. The invoice was approximately triple what was normally seen in January. Alderman Matt Buettner, Chairman of the Gas Distribution Committee, stated he is talking with Utility Gas Management, who is the City's natural gas purchaser, for more information and preventative measures. A spreadsheet was distributed that compared city invoices from last year to this year, as well as examples of residential use and costs during the same period. The spreadsheet also contained fuel adjustment rates if the City decided to subsidize some of the cost. Discussion was held on using City funds to mitigate passing these high rates on to the citizens. The alderman agreed that a third of the invoice amount would be paid by the City.

**Director of Public Works – Tim Birk**

- a. Market Street Upgrade – A meeting is scheduled with IDOT on February 16, 2024, to receive an update on this project. IDOT plans to include handicap sidewalks and ramps in the Market Street upgrade.
- b. Rogers Street Extension – The Monroe County Board of Commissioners approved an engineering agreement with Gonzalez Companies. Plans, designs, and specifications for the project will be handled by Gonzalez. Costs will be evenly split between the county and the city. Due to the City's contract with the County, the City does not need to approve the Gonzalez contract. Once Gonzalez has the plans and specs completed, the City and County will then begin negotiation of right-of-way.
- c. IMEA Power Sales Contract and Capacity Purchase Agreement – A webinar was held on January 25, 2024, with the IMEA attorney. In addition, all 32 IMEA Energy Members, along with their attorneys, were also online. Once a final document for this agreement has been drafted, it will be brought before the Electric Committee.
- d. Water Plant Transmission Lines – Rock bore #4, which is on the bluff, has been completed. They are now open cutting from the rock bore toward the Fountain Water District Plant. Environmentally the transmission line has to reach the streets of Valmeyer by the end of March, as we have to be off the bluff by this time.
- e. Water Plant Wells – Drilling of wells #1 and #2 have been completed. The well casings and buildings are scheduled to arrive on the first of March. Currently drilling well #3.
- f. Water Plant Update – The flooring and foundation have been poured. Waiting for filters and a tank to be installed before constructing walls around the equipment. Everything should be coming in within the next couple of weeks, and March should be a huge progress month.

- g. Water Tower Update – They are pouring concrete for the bowl foundation, and the tank construction should begin the first of March.
- h. Splash Pad – With the nice weather, we have been pouring concrete for the past two weeks. The finishing work for the plumbing and the electrical is being completed in the building. The installation process for the fixtures and filter systems is set to begin in March.
- i. Water Tower Design – A mockup of the water tower design was distributed. The “Waterloo logo” will be on the north and south sides of the bowl, and the American Flag on the east and west sides.
- j. Waterloo County Club – Met with Dennis Weisenborn and Emmett Rusteberg, from the Waterloo County Club regarding the effluent from our wastewater treatment plant. The County Club would like to acquire some of the overflow for their lakes. The City if not opposed to this, however, all costs to acquire the effluent would be the responsibility of the County Club.

**Chief of Police – Dane Luke**

- a. Monthly Report – The January 2024 monthly Police report was distributed. In addition, a February month-to-date report was also provided. The Chief briefly reviewed the investigations that are currently in process; vehicle burglaries and Bitcoin scams.
- b. IDOT Grant – The IDOT Grant for the 2025 fiscal year has been completed. It will be a couple of months before we know if the grant money was approved.
- c. Police K-9 Explorer - The vehicle is at Morrow Brothers, however, we are still trying to contact Richie Wellenkamp for the invoice. Our last contact with Richie was on January 9, 2024.
- d. Wayne’s One Stop – The Chief was informed that there is a rumor going around town that anyone could buy anything, regardless of age, at Wayne’s One Stop.
- e. Downtown Cameras – A video was shown of a vehicle incident near the Court House. It was beneficial to have the video recording to show what happened versus what was stated as having happened. The camera near Ahne’s also assisted in the fire inquiry of the bakery fire. Since the surveillance/security cameras have been useful in investigations, the Mayor and the Waterloo PD would like to add three additional cameras to the downtown area. The cameras will not be used for monitoring, but only for investigative procedures.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The January monthly report was distributed.
- b. Home on West 3<sup>rd</sup> Street – Despite the absence of a formal driveway, a renter drives and parks in the backyard. She was sent a violation notice and has since been parking on the street.
- c. Home on Park Street – In the back yard of this home is a boat, car, 4-wheelers, etc... The homeowner was informed that these items cannot be stored openly in the rear yard.
- d. Home on Fourth Street – The homeowner was informed more rock was needed on their driveway entrance as the mud from their driveway was making a mess on Fourth Street.
- e. Home on Sandalwood Drive – A camper was parked illegally and in a precarious position. The recreational vehicle has since been moved.
- f. 4709 Vandebrook – This is the home with the boxes on the porch, the yard full of weeds, and the fence in poor condition. The home recently had a water main break, and Brad was able to talk to them. The homeowners have agreed to have one of the local churches take down the fence and clean up the yard.
- g. Bradford Lane Trash – Several businesses off Bradford Lane do not have dumpster enclosures per ordinance. These businesses were notified of loose trash, with the worst area being the ditch behind Rippling Waters Counseling. The businesses have agreed to a dumpster enclosure and have been picking up trash. There also was a homeless individual living in a tent in the area.

### **Community Relations Coordinator – Sarah Deutch**

- a. Tourism Times Ad – The Spring/Summer Issue of the Tourism Times Ad is due for renewal. The ad will be updated to promote our upcoming events.
- b. Hometown Heroes Banner Program – The new banner design was introduced and everything is ready to go for renewal. Applications have been sent to everyone on the waitlist. After about a week, renewals will be sent out to those already participating in the program and there will be a press release. There will be 190 spaces available on a first come first serve basis.
- c. Updating the Website – The City website was last updated seven (7) years ago and needs a complete refresh to make it mobile-friendly, ADA-compliant, more streamline, and more responsive. Improvement costs could be included in the fiscal budget if everyone is in agreement. The aldermen approved updating the City's website.

### **City Attorney – Natalie Steppig**

- a. Union Negotiations – Union negotiations continue with AFSCME.
- b. Greenbrier Trailer Park at 500 Mill Street – There should be closure of the Green Briar Trailer Park property within the next few weeks.

### **Mayor's Report**

- a. Budget Committee Meetings have been set. It will be necessary to set up a Street Committee meeting after the Budget Committee meets to prioritize the street projects.
- b. Tim Birk and the Mayor expressed their desire to go to Washington, D.C. for the American Public Power Association Conference from February 26 to February 28, 2024, and request the City of Waterloo pay for their expenses.  
A motion was made by Alderman Kyle Buettner and seconded by Alderman Row for the City of Waterloo to pay the expenses for Tim Birk and Mayor Darter to attend the Conference of the American Public Power Association from February 26 to February 28, 2024, in Washington, D.C.  
Motion passed unanimously with all aldermen voting 'aye'.

### **Committee Reports and Minutes Approval**

- a. 12-19-23 Ordinance Cmte Mtg Minutes. Row-1st, Trantham-2nd. Passed.
- b. 01-16-24 Waterloo Beautification Cmte Mtg Minutes. Kyle Buettner-1st, Vogt-2nd. Passed.
- c. 01-22-24 Waterloo Beautification Cmte Mtg Minutes. Vogt-1st, Most-2nd. Passed.
- d. 02-05-24 Ordinance Cmte Mtg Minutes. Hopkins-1st, Most-2nd. Passed.

### **Comments**

**Alderman Hopkins** mentioned that the Monroe Actors Stage Company (MASC) is currently performing the play "*She Loves Me*" at the Capitol Theatre, and he recommends seeing this production. He also encourages everyone to stop by and visit the people at Western Egyptian.

**Alderman Kyle Buettner** inquired if there was any update on InvoiceCloud. The Mayor stated that a demo of the product needed to be rescheduled.

**Adjournment** – A motion to adjourn was made by Alderman Matt Buettner and seconded by Alderman Most. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:11 p.m.

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