

**WATERLOO UTILITY MEETING
MONDAY, MARCH 11, 2024
6:05 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.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated February 12, 2024, was made by Alderman Vogt and seconded by Alderman Matt Buettner.

Motion passed to approve the Utility Minutes dated February 12, 2024, with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting ‘aye.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Report – The February 2024 monthly Zoning report was distributed.
- b. Monthly Building Permit – The February monthly permit report was provided.
- c. Residential & Commercial Lots – A memo and spreadsheet were disbursed indicating the number of residential and commercial lots available. This should be a big year for development with Remington Ridge, County Club Hills, Remlok, and Quail Ridge subdivisions. There are approximately 63 commercial lots available.
- d. Joint Plat Review – There will be a joint plat review on March 14, 2024, for Quail Ridge Phase V. Phase V will include the extension of Seneca. Once Phase V is complete, there will be one phase left to complete the development.
- e. Planning Commission – A meeting is scheduled for March 11, 2024 (tonight) on a proposed Zoning Map Amendment for Lot #5 North Wind Phase 1. The request, from JLP Homes, is to change the property from a B-3 Central Business District to an R-2 Single Family Residential. Laurie Homes made the same request in 2019, and it was denied.
- f. Beautification Meeting – A Beautification Meeting is scheduled for Monday, March 18, 2024. There are two applications: one for Groves Investments at 404 W. Third and one for Clayton Schneider at 209 W. Mill (Republic Times building). There will also be three non-profit grant applications to review.
- g. Green Briar Trailer Park at 500 Mill Street – An invoice for additional work was presented. There were areas under the trailers where thick rock had to be removed and fill dirt added to support vegetation. In addition, a third of the block building was a wood-framed structure which required extra dumpsters for removal. Lastly, the larger block building had multiple concrete footings underneath resulting in extra concrete having to be hauled off.

Chief of Police – Dane Luke

- a. Monthly Report – The February 2024 monthly police report was distributed. The Chief briefly reviewed the report with the council.
- b. Detective Office – The detective office has been expanded and remodeled. The office now offers a higher level of functionality for working.
- c. Police Manpower Status – The Police Commissioners have completed interviewing for the open lateral positions. The Commissioners will email a list of their selections to the Chief and the department will then hire two (2) officers from this list.
- d. WHS Staff of the Month – SRO Officer Brandon Hartin was named the March 2024 Waterloo High School Staff of the Month. He was nominated by student Shea Brafford.
- e. Police K-9 Explorer - The invoice for the Police K-9 Explorer has been received, and a check has been issued. We are now waiting to be informed as to when the vehicle will be ready to be released. After the car is delivered, plans will be made to attend the K-9 academy.
- f. Drone Project – Captain Trin Daws talked about WPD’s desire to purchase a thermal drone. The Matrice 30T Thermal Drone comes with six (6) batteries and a car power converter. It has a 200-zoom camera, and with two batteries, the drone has a 40-minute run time. Thermal imaging will be an added benefit with agricultural fields being close to our senior facilities and highway systems. A drone would also be an asset when working with other police departments. There are specific pilot licenses for the drone, which are certified through the FAA.
A motion was made by Alderman Kyle Buettner and seconded by Alderman Trantham to purchase a thermal drone. The motion passed by a unanimous voice vote.
- g. License Plate Reader (LPR) – Detective Andy Dahlem spoke about an LPR program that uses the Axon camera system in the patrol cars. Currently, the City has stationary LPR cameras at the south and north ends of town. While these cameras do their job, they do have limitations. The Axon LPR readers are mobile and provide access to the NCIC (National Crime Information Center) database and to LEADS (Illinois Law Enforcement Agencies Date System). The system could also be used for investigative work. To prevent any misuse, the officers’ identification is attached to every license plate they search. Detective Dahlem presented a demo of how the system works. The aldermen wanted to know if Axon would accept a lower yearly service fee and requested to think about the purchase.

Community Relations Coordinator – Sarah Deutch

- a. Hometown Heroes Banner Program – The deadline for applying is March 29, 2024, and 157 of the 190 spots have already been filled.
- b. Non-Profit Grant Program – There is a lot of interest in the Non-Profit Grant Program. Eleven applications have been distributed and three complete applications have been received. Western Egyptian also inquired about an application; however, an annual contribution is already being made to this organization. It was determined that the program was for a 501(c)(3) business, therefore Western Egyptian was eligible to apply.
- c. Solar Eclipse – The solar eclipse will be on April 08, 2024. Although Waterloo is not in the path of totality, we have some solar eclipse viewing glasses. Sarah would like to offer the glasses for a \$1.00 donation with the proceeds going to Human Support Services and House of Neighborly Services.
- d. Vietnam Veterans Day Program – The City will host a Vietnam Veterans Day Program on March 29, 2024, at the Veterans Memorial at Lakeview Park. The ceremony will start at 11 AM.
- e. Governor’s Conference – Sarah will be out of office from March 19 through 21, 2024 to attend the Illinois Governor’s Conference on Travel and Tourism.

- f. City Website – Money to update the City’s website was placed in the budget. Once the budget has been passed, work can begin to select a company to redesign the site.
- g. Lakeview Park War Statues – The site for the Korean War statue and the Iraq/Afghanistan/Gulf War era statue should be ready by the beginning of May 2024. The company will then be notified and the statutes set in place by the end of May. However, DAR is having its monument ceremony on July 04, 2024, so both events may run concurrently.

Collector/Finance Officer – Shawn Kennedy

- a. Reliable Sanitation – The contract with Reliable allows for an annual increase of 3% or their CPI (based on all Urban Consumers) whichever is higher. Reliable’s CPI is 4.1% and they wish to implement the entire 4.1% increase. Our residents can expect a rate increase of around \$0.70, with the effective date set for May 01, 2024.
- b. Utility Rate Increase – Water and sewer are subject to an annual increase per ordinance. The increase is based on the CPI per Urban Wage Earners and Clerical Workers, Midwest, All Items Index. The 2023 CPI is 3.36%.
 - In the case of water, this equates to approximately \$0.49 per 1,000 gallons. The rate change will take effect on March 01, 2024.
 - For sewer, this equates to approximately \$0.59 for the first 2,000 gallons, and \$0.26 per 1,000 gallons after. The rate change will take effect on May 01, 2024.Last year the CPI was 8.59%.

A short discussion took place about calculating the water rate once the water plant is operational.
- c. Electric Rate Increase – The electric rate is also subject to an annual increase per ordinance. The rate increase is based on an operating expense adjustment from the last audit and will take effect on May 01, 2024. The calculated increase is \$0.005.
- d. Gas Rate Increase – The annual gas rate was raised in October for 2023. The gas fund loses money every year. Alderman Matt Buettner, Chairman of the Gas Distribution Committee Meeting, suggested the Gas Distribution Committee meet to review the City Ordinance regarding the calculation(s) of the yearly base rate.
- e. Invoice Cloud – Training is taking place on the Invoice Cloud system. A soft rollout is set for March 18, 2024. However, for the soft rollout to proceed as planned, the billing process must be completed and loaded into the system by this date. The credit card reader has undergone testing and is ready for use.

Director of Public Works – Tim Birk

- a. Water Plant Update – Steel sections of the building are being installed. The filter is still pending, but the well water tank has been received. The contractors are also focusing on the face block of the building. The equipment required for pile driving the beams for the elevated tank has arrived. This work is set to begin the week of March 18, 2024.
- b. Water Plant Wells – Drilling of wells #1 and #2 has been completed, and structures (well casings and buildings) will be coming in next week. If Monroe County Electric Co-Operative, Inc. can provide us with the power we need, these wells should be operational by mid-April.
- c. Water Plant Transmission Lines – The directional bore under the streets of Valmeyer should take a couple of weeks to complete. There needs to be a discussion with Haier Plumbing about performing more work in the bottoms. Haier is currently laying transmission lines along Highway 156.

- d. Water Tower Update – Welders are working on the rings for the tank. Once they are completed, the painters will then place special coatings on the outside and inside of the tank. The Waterloo logo will be painted after the tank has been raised and placed on the tower. It is expected that the tank will be raised in late April.
- e. Splash Pad – The concrete work has been completed and work will begin on installing the fence. *Ideal* (the Rain Drop manufacturer) is presently installing pumps, piping, regulators, etc.. inside the building.
- f. Combustion Turbine #3 – Requested a firm price for the new turbine. Expecting an answer within the next couple of weeks. Once the price has been received an Electric Committee Meeting will be held to review the document.
- g. Street Department Projects – Requested engineering agreements from HMG for the following projects: Third Street, Fourth Street, HH Road, and Flower Street.
- h. 2024 Concrete/Slab/Sidewalk Contract – Specs have been completed and the contract should be out for bids by next week. The bids will be opened on March 26, 2024, at 9AM.
- i. APPA Rally – Attended the APPA (American Public Power Association) Legislative Rally in Washington, D.C., and met with several lobbyists and representatives.
- j. Steel Pole Replacement – There have been two accidents along Illinois Route 3 where vehicles have hit steel poles. The incidents were filed as insurance claims, and J.F. Electric will be replacing the poles.
- k. Winter Salt Usage – So far, 600 tons of salt have been used this season.

City Building Inspector – Brad Yearian

- a. Monthly Report – The February monthly report was distributed.
- b. Property next to the Green Briar Trailer Park – The abandoned house was purchased for renovation. The property owner applied for a permit for the foundation and the outer wall repaired. The garage siding also needs to be replaced.
- c. Bradford Lane Trash – Neff Flooring created a storage area at the back of the building for dumpsters and pallets. Many of the businesses along Bradford Lane are currently working on their trash enclosures.
- d. Monroe County Jail Project – With the nice weather, a lot of progress is being made on the expansion project. The concrete and footings have all been inspected.
- e. Building Code Class – Will be attending a building code class with Nathan Krebel based on the 2018 ICC (International Code Council) codes.
- f. Laurie Homes – Reached out to Laurie Homes about the blue house on the corner of Kolmer and Evansville. The builder stated that he would start working on the home next month.
- g. 4709 Vandebrook – This is the residence with boxes on the porch, the yard full of weeds, and the fence in poor condition. Work on the fence and yard should begin on March 23, 2024.
- h. Old Ahne’s Bakery Building (201 W Mill) – There is nothing new to report. The building permit application has been reviewed and several items still need to be addressed.

City Attorney – Natalie Steppig

No Report.

Mayor’s Report

A big thanks to everyone for their great contributions and reviews during the meeting.

Committee Reports and Minutes Approval

- a. 02-20-24 Ordinance Cmte Mtg Minutes - Minutes were unavailable.
- b. 02-20-24 Street Cmte Mtg Minutes - Matt Buettner-1st, Hopkins-2nd. Passed.

Executive Session for the Discussion of Contract Negotiations as per 5 ILCS 120/2(c)(2).

Motion to move into Executive Session made by Alderman Row and seconded by Alderman Most. Motion passed unanimously by voice vote.

Entered into Executive Session at 8:04 p.m.

Adjourned Executive Session at 8:29 p.m.

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

Mayor Darter resumed the regular Utility Meeting at 8:32 p.m.

Comments

Alderman Hopkins, Sister Cities of Porta Loo liaison, distributed information on an event the Sister Cities is promoting. “Frühlingfest 2004” will be held at Tiny’s on April 06, 2024, and is a joint effort between the Sister Cities of Columbia and Waterloo.

Adjournment – A motion to adjourn was made by Alderman Kyle Buettner and seconded by Alderman Trantham. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:32 p.m.

Minutes respectfully submitted by Mechelle Childers – City Clerk.