

WATERLOO UTILITY MEETING
Monday, November 09, 2020
6:00 p.m.

Mayor – Tom Smith
City Clerk – Mechelle Childers
Alderman Ward I Steve Notheisen & Russ Thomas
Aldermen Ward II Jim Trantham & Jim Hopkins
Alderman Ward III Stan Darter & Kyle Buettner
Aldermen Ward IV Clyde Heller & Russ Row
Shawn Kennedy – Collector / Finance, Tim Birk – Director of Public Works, Jim Nagel –
Subdivision / Zoning Administrator, Nathan Krebel – Building Inspector / Code
Administrator, Jeffrey Prosize – Chief of Police, Sarah Deutch – Community Relations
Coordinator, Jessica Rucks – HR Coordinator, Dan Hayes – City Attorney.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve Utility Minutes dated 10-12-20 made by Alderman Hopkins and seconded by Alderman Buettner.

Items for Correction:

Chief of Police – Jeff Prosize; Item a - change to read: “....resident complained about speeding near Bell/Mill...”

Motion passed unanimously to approve the Utility Minutes dated 10-12-20 with Aldermen Hopkins, Trantham, Darter, Buettner, Row, Heller, Notheisen and Thomas voting “yea”.

Human Resource Coordinator – Jessica Rucks

- a. Diversity, Equality and Inclusion Policy – the current version will be updated with the suggested model from the Illinois Municipal League (IML), and will be sent out for review.
- b. Open Positions:
 - The Underground Utilities position has been posted for the public. Having difficulty finding a candidate with a Class A or B Water License.
 - Apprentice Lineman – position placed on hold.
 - Power Plant Mechanic – will be posted to the public tomorrow, 11-10-20.
 - Crossing Guard – filled one of two positions. Posted open position in the paper.
- c. Anti-Harassment – training has been completed for all employees.
- d. Insurance Committee – meeting held on 11-04-20 to discuss rates for 2021 plan.
- e. CBIZ – went out to Medical Market to compare costs and no rates were better than BCBS (Blue Cross Blue Shield).

Community Relations Coordinator – Sarah Deutch

- a. Virtual Veteran’s Day Program – a pre-recorded program will be posted on various social media outlets.
- b. Laying of the Wreath – will still occur at Lakeview Park. Social distancing will be implemented.
- c. Welcome Signs – scheduled to be installed on 11-16-20 depending on the weather.

- d. Visitor's Guide – the number of printed copies will be reduced; however, a digital campaign will be implemented which will link users to the City website. Events for 2021 will be listed and modified as needed. All aldermen agreed with renewing our yearly participation.
- e. Scott Air Force Base Visitor's Guide – only a digital guide will be implemented this year. The City's presence; however, will be reduced. All aldermen agreed with not renewing our yearly participation.
- f. Kaskaskia Cahokia Trail Coalition – dedication for the new historical marker for Kidd (aka Box Town) will be held on 11-25-20.
- g. Leaf Pickup – Life Church will be raking leaves and offering leaf pick up on 12-11-20 and 12-12-20.
- h. Christmas Decorations
 - Snowflakes were put up on Market Street.
 - Chamber of Commerce has checked out the lights, and they are ready to go.
 - Santa Hut – will not include a Santa, but a sign will be put up that Santa is at the North Pole.
 - Santa's Mailbox – will be available and responses will be sent to the children.
- i. Santa Float Tracker – demo of the program was presented and testing will continue.
- j. Candy Bar Wrapping – will start wrapping candy bars. If interested in participating, please let Sarah know.

Collector/Finance Officer – Shawn Kennedy

- a. Proposed 2020 Tax Levy – EAV (Equalized Assessed Valuations) are expected to increase 3-4%. Due to estimates on new property and the proposed levy amount; a “truth in taxation” hearing will not be required. A breakdown of the areas that incorporate the tax levy was reviewed. All aldermen agreed with the proposed tax levy.
- b. Insurance Committee – IMLRMA renewal for liability and workers compensation came in at a decrease. The Insurance Committee recommended renewal with IMLRMA.
- c. Cost of HRA (Health Reimbursement Account) Insurance – There have been no decreases in HRA payments.
- d. Telephone System – HTC is now offering a new voice over internet protocol (VoIP) system that will work with the SCADA System. HTC would host the system.
- e. Downstate Small Business Stabilization Grant – contacted recipients Heartland Travel, Infinity Tan and Beauty Network to submit receipts for their grants.
- f. CURE Grant – completed and monies received.

Subdivision & Zoning Administrator – Jim Nagel

- a. Dennis Brand – requesting the City to vacate the easements between two lots in Remlok. A customer wants to purchase the two lots and build a home. No utilities are within the easement.
- b. Remlok Lift Station – meeting with Dennis Brand on 11-10-20.
- c. Co-Op Acres – new improvement plans have been received. Due to the changes, a new preliminary plat will need to be submitted.
- d. Dennis Brand Legacy Annexation – annexation request and preliminary plat was reviewed by both the Planning Committee and the Planning Commission. Approval was recommended for both the annexation and preliminary plat.
- e. Clearwave Communications – granted a special use permit by the Zoning Board of Appeals for the small lot at 205 Bellefontaine.

- f. Stop Sign Request – request for a stop sign on the east and west end of Glenbriar Drive where Glenbriar meets Sherwood Lane and Castle Green Drive.
- g. Natalie Estates – stop sign request for Hamacher and Rogers. Will include on final plat.
- h. Jon Poetker – have not received any more additional information on his annexation request.

Building Inspector/Code Administrator - Nathan Krebel

- a. Residential Code Violations – code violations found during residential inspections on two construction homes. Additional code violations were issued on fence ordinance violations.
- b. DeFabio Funeral Home – request for a rental inspection. Tenant is moving into the second floor.
- c. Natalie Estates – will be installing 5-foot wide sidewalks. Curbing needs to be corrected and drainage inlets need to be improved.
- d. Touchless Water Faucets for Commercial Restrooms – municipalities cannot make more stringent requirements than the Illinois Plumbing Code.
- e. Shipping Containers – removed from Dollar General, but still present at Wal-Mart.

Director of Public Works - Tim Birk.

- a. Grand Avenue Drainage Issue – regraded, oiled and chipped the area.
- b. Striping Streets and Crosswalks – center lines and crosswalks were painted.
- c. Yard Waste Site – crews have been grinding a lot of leaves.
- d. Street Sweeping – will be doing all the streets before Thanksgiving.
- e. West Lake Dam Project – guardrails installed and project is now completed.
- f. Charter Communications – will demolish their building on Red Bud Road.
- g. Water Storage Tank – plan presented indicating the proposed location of the new 180-foot City water tower on Fire Department property.
- h. AMI Water Meter Update – less than 900 meters left to install. Plans are to keep using the contracted meter readers until December 2020.
- i. Remlok Lift Station – meeting with Dennis Brand on 11-10-20. HMG has completed the design, and the IEPA permit has been applied for.
- j. Farm Contracts – have been revised with an expiration of December 31, 2022.

Chief of Police - Jeff Prosis

- a. Explorer Program – application sent out to all Aldermen for review. Policy Manual will also be sent.
- b. Officer Steve Moravec – graduated from the Academy last week.
- c. Washy's Saloon – no complaints this week.
- d. Uptown and LPR Cameras – working as expected.

City Attorney - Dan Hayes - No Report.

- a. Water Contract – no update.

Mayor's Report

- a. Story Book Eagle Scout project – looks very nice, and Iron Crafters Inc. did a great job.

Committee Reports and Minutes Approval

- a. 11-02-20 Planning Committee Meeting Minutes. Notheisen-1st, Row-2nd. Passed.
- b. 11-04-20 Insurance Committee Meeting Minutes. Notheisen -1st, Darter -2nd. Passed.

Comments

Alderman Notheisen – Waterloo Citizens for a Pool (WCP) is planning to attend the Waterloo Park District meeting to discuss the potential of having a pool built along with the proposed Splash Pad at Zimmer Park.

Mayor Smith – Reminder to watch the Veterans Day program on the City website and share it with others. Also, if you are available, please attend the Laying of the Wreath Ceremony at Lakeview Park.

Adjournment – Motion to adjourn made by Alderman Buettner and seconded by Alderman Thomas. Motion passed by unanimous voice vote. Mayor Smith adjourned the meeting at 7:43 p.m.

Mechelle Childers,
City Clerk