

**WATERLOO UTILITY MEETING  
TUESDAY, APRIL 09, 2024  
6:20 p.m.**

Mayor – Stan Darter  
Alderman Ward I Joel Vogt & Matt Buettner  
Aldermen Ward II Jim Hopkins & Jim Trantham  
Aldermen Ward III Tina Charron & Kyle Buettner  
Aldermen Ward IV Russ Row & Gary Most

Administrative Staff Present:

Shawn Kennedy – Collector / Finance, Nathan Krebel – Subdivision / Zoning  
Administrator, Sarah Deutch – Community Relations Coordinator, Sara Craig – HR  
Coordinator, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle  
Childers – City Clerk.

**The meeting was called to order by Mayor Darter at 6:20 p.m.**

Alderman Kyle Buettner requested an Executive Session for the Discussion of Contract Negotiations as per 5 ILCS 120/2(c)(2) be added to the agenda for this evening as Item 14, subsequently moving “Comments” to Agenda Item 15.

Motion to approve an Executive Session for the Discussion of Contract Negotiations as per 5 ILCS 120/2(c)(2) be added to the agenda for this evening as Item 14 was made by Alderman Kyle Buettner and seconded by Alderman Row.

Motion passed unanimously with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

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

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated March 11, 2024, was made by Alderman Kyle Buettner and seconded by Alderman Vogt.

**Items for Correction:**

**Collector/Finance Officer – Shawn Kennedy**

Under Item b – Utility Rate Increase (first bullet point) – add the wording “The rate change will take effect on March 01, 2024”. The bullet point should then read: “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.”

**Director of Public Works – Tim Birk**

- Under Item d – Waterloo Tower Update – delete the word “ironworkers” from the sentence “Welders and ironworkers are working on the rings for the tank”, so it reads “Welders are working on the rings for the tank”.
- Under Item k – Winter Salt Usage – change the quantity from 600,000 to 600. The sentence should read: “So far, 600 tons of salt has been used this season”.

Motion passed to approve the Utility Minutes dated March 11, 2024, as amended with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

**Chief of Police – Dane Luke**

- a. Monthly Report – The March 2024 monthly police report was distributed. The Council expressed interest in the calls not listed in the summarization. The Chief stated those included calls for things such as a suspicious person, vehicle of interest, 911 hang-up calls, a business check, etc. Two calls the Chief specifically wanted to mention were:
- The barn collapse on March 23, 2024 – Sergeant Wiegand and Officer Pruett assisted the Monroe County Sheriff Deputies with the barn collapse and helped pull one individual from the collapsed roof. They will be receiving Letters of Commendation for their efforts.
  - Smoke Alarm Call on March 28, 2024 – Officer Benda responded to a smoke alarm call and found an individual unresponsive. CPR was performed until EMS arrived on the scene. Officer Benda will be receiving a lifesaving award for his quick action in saving this woman’s life.
- b. Police Manpower Status – Mr. Chad Harris has been selected to fill one of the available lateral positions and will start his employment with the WPD on April 25, 2024. Mr. Chad Nord has been selected for the other open lateral position. Once his pre-employment screening is completed a start date will be set.
- c. License Plate Reader (LPR) – Detective Andy Dahlem spoke about an LPR program last month. This program uses the Axon camera system already in the patrol cars. 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). Detective Dahlem contacted Axon about the yearly service fee for the LRP program, and the fee has increased since the presentation last month. The PD is interested in seeing what this program can do for the department. The Chief stated that for the same amount of money, he would be willing to replace the *Babel Street* program with the LPR program. *Babel Street* is an online social media monitoring service that is used to monitor online publicly posted threats, disruptions, and targets to our community and schools. In the past year, only 6 to 7 alerts were received. Those alerts did not pan out to anything and some didn’t even pertain to the City of Waterloo. The aldermen indicated they were opposed to discontinuing the *Babel Street* program. Discussion on the LPR program ranged from concerns about geotagging vehicles to police officer safety. The police budget was another area of concern, with recurring added costs being added annually.

A motion was made by Alderman Most and seconded by Alderman Row recommending that the City purchase the LPR program.

The Aldermen voted as follows:

AYE – Most, Row, Hopkins, Trantham, and Charron.

NAY – Vogt and Matt Buettner.

NEUTRAL – Kyle Buettner

ABSTAIN – None.

ABSENT – None.

Motion Passed by a vote of 5/2/1/0/0

**Community Relations Coordinator – Sarah Deutch**

- a. Upcoming Events:
- April 20 – Earth Day Community Clean Up at 10AM. Meet on the Court House lawn across from 115 E. Mill Street.

- May 1 through June 7 – Application submittal period for the 2024 Mural Contest. If anyone has any site suggestions, please let Sarah know. Would like to have some sites outside of the downtown area.
  - May 11 – WPD Badges and Bags Tournament at the Monroe County Fairgrounds.
  - May 18 – Firebird Fest. Over 200 vehicles are already registered, and we will again hand out welcome bags.
  - June 1 – Community Yard Sale co-hosted by GLOW.
  - June 4 – City of Waterloo Ice Cream Social at the Municipal Band Concert.
  - June 8 – Home Alone Program with the Police Department, EMS, and the Fire Dept.
  - June 14 (Flag Day) – DAR Marker and Military Statue Dedication.
  - June 18 – Porta Westfalica Festival and Parade.
- b. Non-Profit Grant Program – Received four Non-Profit Grant Program applications.
- c. Sponsorship Requests – Also received four Sponsorship Requests. The aldermen agreed to set up a joint Beautification and Economic Development Committee Meeting to review both the “Non-Profit Grant Program” applications and the “Sponsorship Requests” on Monday, April 15, 2024.

**Human Resource Coordinator – Sarah Craig**

Nothing really to report since she just started, but everything has been going well.

**Collector/Finance Officer – Shawn Kennedy**

- a. Invoice Cloud – Invoice Cloud went live on March 18, 2024. It was a soft rollout, which means it was not promoted to citizens; however, the QR Code was on the utility bills. Without endorsement, 12 people signed up to go paperless, 25 registered on Invoice Cloud, and 48 payments were received. Illinois E-pay has not been turned off as of yet.
- b. Parking Lot Leases – The City leases two parking lots in town that undergo an annual renewal on May 01. There is no increase in cost. All aldermen agreed to continue with the lease agreements.
- c. Amended & Annual Budgets – The amended and annual budgets will be on the next City Council agenda for approval.

**Director of Public Works – Nathan Krebel (filling in for Tim Birk)**

- a. Water Tower Update – The crew responsible for painting is currently applying two base coats of primer to the bottom of the bowl. Once the tank has been raised and seated on the tower, the final coat of paint will be applied. It is anticipated that the tank (bowl) will be raised during the first week of May.
- b. Water Plant Update – Last week the contractor set the three (3) filter tanks in the building. They still need to be hooked up, but now that the filters are in place the contractor will be able to install the roof and complete the outside walls of the building. Two (2) water tanks failed testing and had to be sent back to the factory. Lastly, the pilings for the outside elevated tank are being driven.
- c. Water Plant Transmission Lines – The contractor has approximately nine (9) miles of transmission line in the ground. They are going to stop laying the transmission line toward Waterloo and go back to Valmeyer. There they will start the directional bore under Harrisville Drive. This bore will be 3,500 feet, and they will need to “pop up” roughly every 500 feet. The bore will take about three (3) weeks to complete.

- d. Splash Pad – After the asphalt base course on the parking lot was installed it rained, and there were significant puddles on the base course. The general contractor was notified about the issue.
- e. 2024 Concrete/Slab/Sidewalk Contract – Bids were open on March 26, 2024, and Huebner was the low bidder.
- f. Combustion Turbine #3 – Met with the rep on April 04, 2024, and requested a firm price for the new turbine. Expecting a final proposal by the end of April.
- g. Sewer Plant Inspection – The IEPA inspected the Sewer Treatment Plant and no violations were found.
- h. “Flagger Certification” – All Public Works Field Workers completed “Flagger Certification”.
- i. Summer Hours – Summer hours begin Monday, April 08, 2024, for all non-clerical employees. Summer hours are from 7:00 AM to 3:30 PM.
- j. Pipeline Safety Mailings – Paradigm has initiated the distribution of the “Pipeline Safety Public Awareness” spring mailing. They started sending out the mailings on March 29, 2024.

**City Building Inspector – Brad Yearian**

No Report – absent.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Communications Tower – In the past year, several companies have contacted us expressing interest in installing a communications tower. There is a very limited amount of space available in Waterloo for the “perfect spot”. The southwest corner of Walmart is one of the options available. Companies erect the communication towers and then lease sites on their towers to utility companies like AT&T. The City does not have setback requirements for communication towers, so we should rely on those setback requirements established by the County.
- b. Ordinance Prohibiting Fowl – A citizen called about a petition to allow chickens since this was a rural community. This topic was discussed at a previous Ordinance Committee Meeting, during which the committee expressed no interest in permitting the presence of fowl within the City limits.
- c. Remlok Phase 6 – Sanitary sewer is being installed, however, they have hit bedrock which has slowed down their progress. Dennis Brand is proposing a conversion of the streets from concrete to asphalt. He will revise the improvement plans as he also wants to change some storm sewer inlets.
- d. Silvercreek Crossing – In February 2024, Nathan expressed concerns regarding the proper installation of the sewer laterals throughout the Silvercreek Crossing development. J&J Septic camera’d 15 laterals that go under and across the street and roughly nine (9) of fifteen (15) need replacement. Henke, the current contractor, is fixing these issues. TWM is staking off property pins and finding elevations for the sanitary sewer laterals. Nathan reminded TWM that all lots should have a gravity sewer design and that sewage ejector pumps are not an acceptable solution.
- e. Display House at Silvercreek Crossing – The original plan between the developer and owner of the property was to build all the houses. This is no longer the case. The owner of the property would now like to sell the display home after the final plat is approved.

**City Attorney – Natalie Steppig**

No Report.

### **Mayor's Report**

911 stated the alley between Mill Street and Third Street needed to be named. The Mayor proposed that the naming of the alley be offered at the Human Support Services Gala as an auction item. A list of names that could not be used would be provided and final approval would be made by the council.

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

- a. 03-18-24 Waterloo Beautification Cmte Mtg. Minutes. Vogt-1st, Kyle Buettner-2nd. Passed.
- b. 04-01-24 Ordinance Cmte Mtg Minutes. Row-1st, Most-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 Matt Buettner and seconded by Alderman Row.

Motion passed unanimously by voice vote

Entered into Executive Session at 7:41 p.m.

Adjourned Executive Session at 8:06 p.m.

Motion to Resume Session made by Alderman Kyle Buettner and seconded by Alderman Vogt.

Motion passed with unanimous voice vote.

Mayor Darter resumed the regular Utility Meeting at 8:06 p.m.

### **Comments**

**Alderman Most** stated he was glad to see the open area at the old Ahne Bakery was boarded back up.

**Adjournment** – A motion to adjourn was made by Alderman Kyle Buettner and seconded by Alderman Row. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:07 p.m.

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