

**WATERLOO UTILITY MEETING**  
**MONDAY, JUNE 10, 2024**  
**6:25 p.m.**

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

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, Sara Craig – HR Coordinator, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Absent: Alderman Ward III Tina Charron

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

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated May 13, 2024, was made by Alderman Matt Buettner and seconded by Alderman Vogt.

Motion passed to approve the Utility Minutes dated May 13, 2024, with Aldermen Matt Buettner, Hopkins, Trantham, Kyle Buettner, Row, Most, and Vogt voting aye.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Monthly Building Permit – The May monthly permit report was provided.
- b. Monthly Report – The May 2024 monthly Zoning report was distributed.
- c. Communications Tower – The July 01, 2024, City Council Meeting will include a request to approve a Special Use Permit for a communication tower. The tower will be located behind Walmart. The Council Meeting packet will contain the minutes of the Planning Commission and Zoning Board Meetings pertaining to this SUP.
- d. Remlok Phase 6 – Storm sewer work has been completed and grading continues. The water main is scheduled to begin on June 11, 2024.
- e. Silvercreek Crossing Update – The sanitary sewer laterals have been fixed. A checklist was distributed of items that still need to be completed before the signoff of the final plat. The major concern is that the dirt grade between the old and new subdivisions matches up. Water pressure tests are in progress.
- f. Remington Ridge – There is an issue with the lift station pumps for the sanitary sewer. The specs were misinterpreted and the wrong pumps were scheduled to be implemented. This is being corrected.
- g. Planning Commission – A meeting is scheduled for this evening for the car wash at 231 West Mill. The deadline for the two-year Special Use Permit limitation is approaching, and Mr. Phillip Kelley has submitted a one-year extension for both of his permits. Given that the demographics have remained unchanged, there should be no issues with the extensions.
- h. Zoning Board of Appeals – The ZBA is scheduled to meet on June 20, 2024. The same agenda item will be discussed as previously mentioned under the Planning Commission.

- i. Beautification Committee Meeting – There will be a Beautification Committee Meeting on June 17, 2024, to review grant applications for Three Tails, Ja Bowl and Rooted. The mural contest will also be discussed.
- j. Boring along Lakeview Drive – HTC is upgrading its copper lines to fiber along Lakeview Drive.
- k. Old Ahne’s Bakery Building (201 W. Mill) – Alderman Most inquired about the status of the Old Ahne’s Bakery building. There has been no update on the building for the past six months and citizens are questioning the status after two years. All aldermen were in agreement to send a 60-day condemnation letter.
- l. Old Green Briar Trailer Park at 500 Mill Street – Alderman Trantham asked if there had been any interest in the Old Green Briar Trailer Park site. Citizens have been questioning what the City’s plans to do with it. There have been recommendations to repurpose it as a local park. A brief discussion occurred regarding converting the property into a park, but no final decision was made.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The May monthly report was distributed.
- b. Inspections – Photos were shown of various home inspections with serious defects such as incorrect beam splits, handrail installations, etc.
- c. Home on Oak Street - This home has several violations. The porch needs to be cleaned up, and a car and camper are parked in the yard.
- d. Tickets for Grass – Numerous tickets have been written for grass violations.
- e. Taco Bell – Performed the footing inspections. The compaction test did not pass and pug mill needed to be rolled in. The project is scheduled to be completed in seventeen (17) weeks.
- f. 215 Osterhage Drive – This home was mentioned last month and is in a state of abandonment. A property preservation company was brought in and is in the process of cleaning up the premises. The City did some of the cleaning work, however, someone affiliated with the property hired the preservation company.
- g. Monroe County Jail Project – The Monroe County Jail completed another inspection, and everything is going as planned.

**Chief of Police – Dane Luke**

- a. Monthly Report – The May 2024 monthly police report was distributed.
- b. Special Olympics – The WPD took part in the Special Olympics Torch Run. A two-mile leg was completed by four officers.
- c. New Officer Update – Officer Chad Harris is completing the shadow portion of his field training, and Officer Chad Nord should be on his own next week.
- d. Sergeant Promotion - With Officer Harris and Officer Nord on the force, the next position to fill will be Sergeant.
- e. Dispatch Recording Radio – An invoice was received from the Monroe County EMA and 911 Services for a dispatch recording radio. This is a one-time expense that was not anticipated.
- f. Police K-9 – Officer Benda and his K-9 partner, “Rev”, started training at the academy last week. This is a 6-week program. It is expected that the last component for the Police K-9 Explorer will be received by Datatronics this week. Hopefully, the truck will be delivered to the K-9 academy with three weeks remaining.
- g. Plush Canines – 250 plush canines were purchased two years ago and distributed to children. Is there any interest in ordering more? All the aldermen agreed to buy an additional 250 plush canines.

**Community Relations Coordinator – Sarah Deutch**

- a. Home Alone Program – The Home Alone Program was held on June 08, 2024, with 60 children participating.
- b. Military Statues – The Korean War and the Iraq/Afghanistan/Gulf War era statues are scheduled to arrive on June 19, 2024, at 9:00 AM.
- c. Porta Westfalica Parade – The Porta Westfalica Parade is Tuesday, June 18, 2024. Please meet at the VFW Post at 5:30 PM.
- d. DAR Marker Dedication – The DAR marker dedication will be held on June 14, 2024, at 11 AM at Lakeview Park.
- e. Billboard Advertising – a general advertising schedule for the billboard by the JB Bridge was distributed. Advertising ideas are welcome!
- f. Songs 4 Soldiers Sponsorship – Sponsorship for this event is still “tabled” and needs to be addressed.
- g. Mural Contest – Only seven (7) entries have been received for four potential locations.
- h. Tourism Times Ad – It is time to renew the Fall Tourism Times Ad. The City typically places a half-page ad in the Fall/Winter issue. All aldermen agreed by unanimous voice vote to advertise in the fall issue of Tourism Times.
- i. Thank You Letters/Notes – Appreciative comments were shared regarding the banner program.

**Human Resource Coordinator – Sarah Craig**

- a. HRA Changes – An email was sent to all employees informing them that the rebranding of BPC to Chard Snyder necessitated the migration of their HRA accounts to the Chard Snyder technology platform. Therefore, new accounts have been set up at Chard Snyder. Unfortunately, the transition has not been smooth and payments by the HRA have been terminated. Chard Snyder representatives are addressing the situation and working towards a prompt resolution.
- b. New Hire – The onboarding process for Roberta Rohwedder is underway, with her anticipated start date set for July 08, 2024.

**Collector/Finance Officer – Shawn Kennedy**

- a. Grocery Tax Elimination – The Illinois Municipal Leadership (IML) distributed a Special Edition Statehouse Briefing, and one of the noteworthy items discussed was HB 3144. This bill specifically addresses the elimination of the statewide grocery tax, which will take effect on January 1, 2026. The bill also gives authority for both home rule and non-home rule municipalities (without the need for a referendum approval) to impose a grocery tax locally, effective on or after January 1, 2026. Lastly, the bill allows for non-home rule municipalities (without the need for referendum approval) to impose a local sales tax on general merchandise. There is no definitive way to determine how much the elimination of the grocery tax will affect the city as drugs and medical devices are currently included in the grocery tax. In addition, businesses are allowed to choose their own SIC (Standard Industrial Classification) code. Once HB3144 is signed into law, the IML will release additional information including a model ordinance to implement the grocery tax. This bill will have a significant impact on our taxes.
- b. Western Egyptian – The City historically contributes to Western Egyptian each year for the Senior Center in Waterloo. This contribution goes to the everyday operations of keeping the building open. The Senior Center in Waterloo can take donations locally, but they must be deposited through the Western Egyptian office in Steeleville. Since our contribution does not even cover utilities for the year, the aldermen have proposed increasing the City’s support to \$10,000 in the subsequent year and making the necessary amendments to the budget.

- c. Cleaning Services – The cleaning services left a note requesting a cost-of-living increase. Although a cost of living was discussed during budget planning, discussion was also held on decreasing the number of hours the services were needed. The aldermen felt the contract with the cleaning services should be reviewed and updated.
- d. IMLRMA Insurance Renewal – The City’s liability and workmen’s comp insurance is coming up for renewal. IML’s packet has been delivered and efforts are already underway to complete the necessary information and return it to them. Expect to see a rate increase with the addition of insuring the water treatment plant, the water tower, and the well housing units.

**Director of Public Works – Tim Birk**

- a. Responsible Operator in Charge (ROINC) Contract – The current ROINC contract expires at the end of June and needs to be renewed. The new contract will be extended until December 31, 2024, unless terminated with a written notification provided 30 days in advance.
- b. Asphalt Overlay – Received a bid from Moore Asphalt for mill and asphalt overlay work on Becky, Paul, and Mary Drives. This project is in the budget.
- c. IMEA Capacity Credits – A meeting was held with Kevin Gaden, President and CEO of IMEA, regarding capacity payments for the new turbine. The IMEA plans to initiate a project next year that has the potential to grant credits.
- d. IEPA Inspection – The IEPA inspected the Power Plant on May 30, 2024. No citations were issued.
- e. Water System Meetings – There will be a Fountain Water District Meeting on June 12, 2024, and an Illinois American Water meeting on June 28, 2024.
- f. Gas Utilities Alliance (GUA) Meeting – On June 11, 2024, there will be a GUA meeting in Effingham. A list of GUA members and the respective meter counts year-over-year was presented.
- g. Splash Pad – The Illinois Department of Public Health performed a final inspection on May 22, 2024. It was cited for four issues: no signage indicating a lifeguard was on duty, an occupancy permit was required, a first aid kit was needed, and a pH tester was needed. These items have been provided and the splash pad will be turned over to the Parks Department for day-to-day maintenance. As of yet, no date has been given for the splash pad's opening.
- h. Columbia Avenue – Bids will be open on June 26, 2024, for a mill and asphalt overlay on Columbia near Moore Street. Still waiting on Gibault easements.
- i. Water Tower Update – Painters will be returning this week to continue painting the interior of the tank.
- j. Water Plant Transmission Lines – Four bores remain to complete this project.
- k. Water Plant Update – Working on the internal walls, electric, and the clearwell tank.
- l. No Parking Zone – Alderman Most inquired about the procedural steps to request a no-parking zone. Tim Birk informed Alderman Most that a no-parking zone area requires an ordinance.

**City Attorney – Natalie Steppig**

No Report.

**Mayor’s Report**

- a. Food Truck Request – Mr. Chris Rahn contacted the Mayor requesting the City revisit the food truck ordinance. Mr. Rahn commented that the absence of a sufficient food supply in Waterloo to meet customer requirements is not unusual. Consequently, he is exploring the possibility of acquiring a food truck or entering into a contractual agreement with a food vendor to operate in proximity to his business. The aldermen agreed not to revisit the food truck ordinance. However, they expressed their openness to exploring the possibility of allowing food trucks at events hosted at the Monroe County

Fairgrounds, provided that the event and/or vendor received approval from the Monroe County Fair Board.

- b. Organization of Documentation – Anything on 24" wide paper that HMG or others have and sent to the city electronically or digitally will be removed for storage or destroyed. In the absence of an electronic or digital version of the document, the paperwork will be scanned before it is stored or destroyed. The destruction of documents will be based on retention needs or requirements.

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

- a. 05-06-24 Electric Cmte Mtg Minutes. Kyle Buettner-1st, Hopkins-2nd. Passed.
- b. 06-03-24 Water-Sewer Cmte Mtg Minutes. Matt Buettner-1st, Row-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 8:01 p.m.

Adjourned Executive Session at 8:12 p.m.

Motion to Resume Session made by Alderman Matt Buettner and seconded by Alderman Vogt. Motion passed with unanimous voice vote.

Mayor Darter resumed the regular Utility Meeting at 8:12 p.m.

#### **Comments**

- **Alderman Hopkins** was curious as to how the job of Director of Public Works would be advertised and the extent of its publicity. The Mayor commented that the position would be first advertised in the local newspapers and then expanded outward as necessary. It was also mentioned that Tim Birk would assist with the transition through the end of the year. Alderman Hopkins also inquired about the proposed usage of the old trailer park property at 500 Mill Street. He mentioned the possibility of it becoming a park. The Mayor agreed that the property should be put to use.
- **Alderman Vogt** wanted to know if job titles and responsibilities would be shifting before or after Tim's replacement. Mayor Darter stated that job titles and responsibilities would not change until Tim Birk physically left his position. Anything before that would create confusion.
- **Alderman Trantham** conveyed that he would not be able to attend the Park District Meeting on June 12, 2024.
- **Alderman Kyle Buettner** mentioned that on August 01, 2024, there is an Illinois Alliance for Clean Energy meeting at SIU-Edwardsville. If anyone is interested in attending, he was planning on going.

**Adjournment** – A motion to adjourn was made by Alderman Hopkins and seconded by Alderman Vogt.

Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:26 p.m.

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