

WATERLOO UTILITY MEETING
MONDAY, JULY 08, 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
Aldermen Ward IV Russ Row & Gary Most

Administrative Staff Present:

Tim Birk – Director of Public Works, Nathan Krebel – Subdivision / Zoning Administrator, Brad Yearian – Building Inspector / Code Administrator, Sara Craig – HR Coordinator, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Absent: Alderman Ward III Kyle Buettner; Shawn Kennedy – Collector / Finance, Sarah Deutch – Community Relations Coordinator,

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated June 10, 2024, was made by Alderman Row and seconded by Alderman Matt Buettner.

Motion passed to approve the Utility Minutes dated June 10, 2024, with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye.

City Building Inspector – Brad Yearian

- a. Monthly Report – The June monthly report was distributed.
- b. County Club Hills – C.A. Jones received a stop work order (SWO) for installing OSB (oriented strand board) on a roof. The OSB was to be torn off and replaced with appropriate roof sheathing.
- c. Taco Bell – Work is progressing on the building. Water and sewer taps are in place. The project is to be completed in seventeen (17) weeks.
- d. Violations – The property adjacent to City Hall was issued a violation notice for weeds, wood, and other miscellaneous materials. The owner is displeased with the violation notification and may bring the matter up with the council members. Additionally, due to the City’s ownership of the grass area between the alley and the house, it has been decided to construct a paved parking lot in this space. It has been estimated that parking would be available for roughly seven (7) vehicles.
- e. Inspections – Several photos were shown of home inspections with significant defects including uncapped gas lines, uncovered electrical boxes, leaking sewer pipes, and unlocked electrical boxes.
- f. Old Ahne’s Bakery Building (201 W. Mill) – A copy of “Section 113 ‘Demolition’” from the *International Property Maintenance Code* was distributed. The City Attorney is in the process of considering subsequent follow-up measures. The procedures, however, would remain consistent with what was carried out for the trailer park. The owner still has the opportunity to address the property’s issues.

Chief of Police – Dane Luke

- a. Monthly Report – The June 2024 monthly police report was distributed.
- b. Officer Update – Officer Chad Harris and Officer Chad Nord have completed their field training, and are working on their own.
- c. Police K-9 – Officer Benda and his K-9 partner, Rev, are in the final week of academy training. Next Wednesday, July 17, 2024, will be their first day of duty together. Datatronics should have the K-9 vehicle ready by the end of the week.
- d. New Hire – The next new hire will be Officer Dave Heine from the Dupou Illinois Police Department. Currently, he is undergoing a background check.
- e. Sergeant Promotion – The new Sergeant should be determined at the July 12, 2024 meeting of the Board of Police Commissioners.
- f. Helmets First! – The WPD has partnered with Helmets First! for a free helmet giveaway at Walmart on July 13, 2024.
- g. Sav-On Liquor and Wine Robbery – There were some questions regarding the armed robbery at Sav-On Liquor and Wine. The Chief provided answers to the extent possible without compromising the investigation.
- h. Drug Overdoses – There was a question regarding the follow-up on the two recent overdose deaths. The Chief confirmed that the department actively seeks leads on potential drug transactions.

Human Resource Coordinator – Sarah Craig

- a. HRA Changes – There are still HRA issues with the transition from BPC to Chard Snyder. The employees have to go through Sarah who then liaises with her Chard Snyder representative to ensure that the employees and providers are reimbursed. This is an inconvenience as the employees have to complete tasks independently and then go through the city, whereas previously they only needed to depend on HRA. Sarah has communicated her concerns and dissatisfaction to CBIZ. CBIZ is considering providing an alternative HRA if Chard Snyder continues to experience problems.
- b. Job Posting – The position for Director of Public Works was posted today on Facebook, including a link to the city's webpage, and it was also listed on “Indeed”. The job opening will be advertised in the Republic Times as well. Two resumes have already been received.
- c. New Hire – The onboarding process for Roberta Rohwedder is nearly finished, and the onboarding for the new police officer has begun.
- d. Vacation Carry Over – An inquiry was made by an employee regarding the policy on carrying over vacation days. According to the union contracts, employees are required to use their vacation time within the same year it was earned. However, depending on the situation, the employee may be compensated for unused vacation days. Upon reviewing the payroll records, it has been discovered that several employees have accumulated vacation days ranging from as little as one day to several weeks. These employees, who have chosen to carry over their vacation days, have been informed that they must utilize them within a time frame of sixty (60) days. To ensure employees are aware of their remaining vacation time before their anniversary date, a review of employee vacations will be implemented.

Director of Public Works – Tim Birk

- a. Water Tower Update – Contractors are sandblasting and cleaning the tower's interior, expecting to finish by month's end. Subsequently, electricians will commence their work. The grading equipment has arrived, and grading of the area is set to begin shortly.

- b. Water Plant Update –
 - At present, there are a total of six different trades actively working at the plant.
 - Korte-Luitjohan anticipates the plant will have water running through it by the end of September 2024.
 - The plan is to send water samples to the IEPA this week.
- c. Water Plant Transmission Lines – A connection still needs to be made at the tower, however, the grading around the tower needs to be completed in order to establish the correct elevation. Another tie-in needs to be completed at the plant, and well #2 and well #3 need to be joined. The installation of the transmission line behind the homes on Mockingbird Lane necessitated the removal of Andrew Biffar's fence, which was situated on the easement and resulted in yard damage.
- d. Water System Meeting – The Illinois American Water meeting, initially planned for June 28, 2024, has been rescheduled for July 17, 2024.
- e. Fountain Water District – Alderman Kyle Buettner was notified that the Board of Trustees of the Fountain Water District unanimously voted to hook up to our new water plant. Fountain Water District will install an independent line from our water treatment facility to their plant.
- f. EMS Antenna – The Monroe County Public Safety Director, Kevin Scheibe, inquired about the possibility of installing a whip antenna on the sewer plant tower for EMS purposes. The aldermen did not have any issues with this request.
- g. Gas Emergency Meeting – The annual gas emergency meeting will be on Monday, August 19, 2024.
- h. Natural Gas Leak Survey – Crews will be driving around town in the Gator Utility Vehicle performing the ICC (Illinois Commerce Commission) requirement for a natural gas leak survey. Tests need to be conducted from the main line up to the residential meter.
- i. Request for Proposals (RFP) – There will be an advertisement in the newspaper this week for the RFP for the water plant operations. The RFP's will be open on August 08, 2024.
- j. Solar Turbine Meeting – The Mayor and Tim Birk will attend meetings for our solar turbine project in San Diego from July 22 to July 25.
- k. Columbia Avenue Mill and Asphalt Overlay – It is unknown when this project will begin as a storm sewer must be installed first and Gilbault easements are still pending.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Building Permit – The June monthly permit report was provided.
- b. Monthly Report – The June 2024 monthly Zoning report was distributed.
- c. Remlok Phase 6 Update – A video was shown of Remlok Phase 6. As a reminder, the curb and gutter will be concrete, but the streets will be asphalt, therefore the aggregate is 2-feet back from the curb. 10 inches of aggregate have already been placed on the streets. The sanitary sewer mandrel and pressure test passed. The water main and all the services are put in and the pressure test has passed there as well. Bacterial testing is scheduled to begin next week.
- d. Silvercreek Crossing Update – A second swale was excavated along the property line to mitigate potential issues from the surrounding community. Although the final test for the water pressure passed, the bacteria test failed. Lastly, the contractor is working on completing Nathan's "to-do" list.
- e. Building Permits – Eight (8) residential building permits were issued in June 2024. That is the most since about 2021. Most of the permits were for Natalie Estates.
- f. ADA Evaluation – Will be attending an ADA self-evaluation seminar on July 09, 2024.
- g. Construction Detail Book – Meeting with the Street Department on July 10, 2024, as part of the process to update and revise our construction detail book.

- h. JULIE & HTC** – HTC is working on establishing fiber-optic connections for every household in the community. This in turn is creating additional strain on the City’s JULIE personnel. Some easements contain various services that necessitate additional time for identification and marking. Nate estimates roughly 5 more years of heavy JULIE time.
- i. County Club Hills Flooding Issues** – The affected property owners believe that the flooding problems stem from the developer's and/or the city's poor engineering design. There are two expansive inlets situated on the easements which have been engineered and verified to manage the water from the adjacent farmland effectively. However, the inlets do need to be maintained which includes being clear of debris to function as intended. This would be the homeowner’s responsibility as neither the city nor the developer owns the property the inlets reside on.
- j. Fair Solar Credit** – Alderman Hopkins received a complaint regarding the Fair Solar Credit Rate. Last year the rate was \$0.09 and this year the rate is \$0.05. The Fair Solar Credit Rate is calculated yearly by the IMEA and not by the City.
- k. Beautification Grants** – Alderman Matt Buettner mentioned that he was approached regarding the denial of the Beautification Grant for *Tequila Mexican Restaurant* because it was classified as a chain. He thought there could be inconsistencies in the definition and usage of the term “chain” that may need to be reviewed. One of the questions raised was whether a chain is based on name or ownership. It was decided to schedule a meeting for the Beautification Committee to establish a clear definition of the term “chain”. Mayor Darter commented that, while not explicitly stated in the grant, it has become an accepted practice for the Beautification Grant recipient to receive their check during a City Council meeting. A grant recipient recently stated their preference for receiving their check without having to participate in a City Council meeting. This is another topic that needs to be discussed at the Beautification Committee Meeting. Should the requestor be required to attend the Committee meeting and the City Council Meeting? If so, this language needs to be written in the grant request. Other items to review:

 - What was the original intent of the program and are we following this original intent?
 - Has the program fulfilled its intended purpose?
 - Can the money be used in a better way?

City Attorney – Natalie Steppig

- a.** The City Attorney herself had no report.
- b. Grocery Tax** – Alderman Most questioned the legality of the City Council imposing a grocery sales tax as compensation for the statewide grocery tax elimination. Alderman Most was informed that IML will release additional information, including a model ordinance to implement a grocery tax, and that numerous municipalities are waiting for further direction on this issue.

Mayor’s Report

- a. IML Conference** – The annual IML Conference will take place September 19-21, 2024. Please let Mayor Darter know if you would like to attend. Hotel reservation deadline is August 28, 2024 and the advance online registration deadline is September 06, 2024.
- b. Solar Turbine Meeting** – As previously mentioned, the Mayor and Tim Birk will attend meetings for our solar turbine project in San Diego from July 22 to July 25.
- c. Job Posting** – The position of Director of Public Works was posted today on Facebook.

- d. Office Moves – Brian Hoffmann is transitioning from his existing office to the Underground Building. After the new Director of Public Works is appointed, Tim Birk will relocate to Brian's former office for the duration of the transition.
- e. Farm Field Odor – A Quail Ridge resident complained about the odor coming from the city's farm. This person's home backs up to the field. The individual was notified that no action could be taken regarding the odor.
- f. Well Buildings (Huts) - The Mayor suggested placing the city's name on the well huts located in the bottoms. Alderman Vogt remarked that the huts should remain untouched to avoid drawing attention to them. Left alone individuals might believe they are part of a farmer's irrigation system.

Committee Reports and Minutes Approval

- a. 06-17-24 JOINT Waterloo Beautification & Economic Development Cmte Meeting Minutes Hopkins-1st, Row-2nd. Passed.
- b. 07-01-24 Personnel Cmte Meeting Minutes. Most-1st, Row-2nd. Passed.

Comments

- **Alderman Hopkins** wanted to know if anyone was certified in the Property Maintenance Code. If not, is there a plan in place to have someone certified? Nathan Krebel stated he would look into this.

Adjournment – A motion to adjourn was made by Alderman Matt Buettner and seconded by Alderman Hopkins. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 7:57 p.m.

Minutes respectively submitted by Mechelle Childers – City Clerk