

**WATERLOO UTILITY MEETING
MONDAY, AUGUST 12, 2024
6:18 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, Tim Birk – Director of Public Works, Nathan Krebel – Subdivision / Zoning Administrator, Brad Yearian – Building Inspector, Roberta Rohwedder – Code 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 6:18 p.m.

The Mayor stated he would be adding item ‘13b. *Executive Session for the Discussion of Personnel*’ to the agenda this evening.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated July 08, 2024, was made by Alderman Matt Buettner and seconded by Alderman Vogt.

Motion passed to approve the Utility Minutes dated July 08, 2024, with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, Most, and Vogt voting ‘aye.

Chief of Police – Dane Luke

- a. Monthly Report – The July 2024 monthly police report was distributed.
- b. Police K-9 – Officer Benda and his K-9 partner, Rev, have completed academy training. Since July 18th, K-9 Officer Rev has been involved in three felony arrests.
- c. Drone – The drone was deployed twice: to locate a child who had gone missing and was subsequently found in a nearby playground, and to help pinpoint the position of a vehicle stranded in a cornfield.
- d. Burglary Updates – Charges are pending against a suspect for the multiple vehicle break-ins that occurred this past January in the Vandebrook Subdivision. Additionally, three individuals have been charged in connection with the ATM burglary.
- e. New Hire – Officer Dave Heine of the Dupo, Illinois Police Department will start with the WPD on September 3, 2024.
- f. Sav-On Liquor and Wine Robbery – There have been several leads but nothing has panned out.

Director of Public Works – Tim Birk

- a. Water Plant Update – There is a considerable amount of activity at the water plant. The installation of roof and ceiling panels, as well as piping, is underway. Doors have been installed, the tanks are in place, and the rooms are in the process of being painted.

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- b. Water Tower Update – Painting is finished. Valve vaults and the overflow pipe are now in place, and pouring of the concrete floor inside the tower is scheduled for this week.
- c. Well Site – The majority of the work is complete. Steps still need to be installed at the well huts, and the area fenced.
- d. Water Plant Transmission Lines – The water line coming up the hill has passed the bacteria and pressure tests from the wells.
- e. Solar Turbine – The new solar turbine is scheduled to leave San Diego on June 30, 2025, and arrive in Waterloo on July 15, 2025.
- f. Third Street Water Line – The water main on Third Street is being replaced. We are waiting for the IEPA construction permit in order to proceed with the completion of the bacteria testing.
- g. Request for Proposals (RFP) – On August 09, 2024, RPFs were open for the water plant operations. Received one bid from Certop, Inc. to oversee the water plant.
- h. Illinois American Water – A meeting was held with Illinois American Water to discuss our future water needs if the plant does not become operational by the proposed deadline. The City can continue to buy water from Illinois American Water at our existing rate if necessary. Also discussed was an emergency interconnection.
- i. Natural Gas Storage – 64% of our storage is full, and we should be 100% full by the end of August. As a reminder, there is a mandatory gas emergency meeting at 6 PM on Monday, August 19, 2024.
- j. Painting Paws – The City will be painting paws on August 20, 2024.

City Building Inspector – Brad Yearian

- a. Monthly Report – The July monthly report was distributed.
- b. 316 S. Main – Cited for tall grass and a toilet in the front yard. The homeowner cleaned up the property.
- c. 250 Hamacher – This marks the third instance this year in which the city has mowed the property and issued a fine to the landowner. Despite her willingness to pay the penalties associated with weed and tall grass violations, she neglects to maintain her yard.
- d. 205 Flower – The landscaping and the home's exterior require some attention.
- e. Old Ahne's Bakery Building (201 W. Mill) – The property is not being mowed, and the plywood is deteriorating, causing it to fall off the building. City Attorney Gilbreth is working on demolition proceedings for the property.
- f. New Construction Inspections – There were 42 new construction inspections in July.
- g. 4709 Vandebrook – Another violation has been issued for weeds. The owner has been sent to collections several times.

Collector/Finance Officer – Shawn Kennedy

- a. Grocery Tax Elimination – The Illinois Municipal Leadership (IML) has provided a model ordinance for municipalities to implement in order to levy a local grocery tax. As a reminder, the elimination of the grocery tax will not take effect until January 1, 2026. If the city intends to implement a municipal grocery tax, all the necessary documentation must be completed and submitted to the Illinois Department of Revenue by October 1, 2025. The impact of the elimination of the grocery tax on the City cannot be definitively determined as businesses are allowed to select their own SIC (Standard Industrial Classification) code.
- b. IMLRMA Insurance Renewal – The city's liability and workers' compensation insurance renewal packet has been completed and submitted to IMLRMA. Expect to hear back from them in October.
- c. Audit – Working on financial statements.
- d. New Elected Officials Resources – The IML website for 'New Elected Officials Resources' features educational videos on local government and state agencies. A link to these resources will be distributed to the aldermen, providing them with access to information they may need to become acquainted with.

Human Resource Coordinator – Sarah Craig

- a. HRA Changes – HRA issues persist with the transition from BPC to Chard Snyder. The problems were once again brought to CBIZ's attention, who assured us that they would provide alternative solutions. Employees are still waiting for payment of bills or reimbursements.
- b. Vacation Carry Over – A review of the employees with vacation carryover was conducted. Although several employees have used some of their carryover vacation time, others still have a significant amount left and likely will not use it by the deadline.
- c. Cleaning Services – Met with the cleaning company to review the workload, the schedule, and to streamline some of the tasks. A new schedule has been implemented (in a test phase), and the company has been granted a 4.5% raise. Also received an estimate from a window cleaning company to clean the exterior and interior windows once a year.

Community Relations Coordinator – Sarah Deutch

- a. Mural Program – The mural at HSS has been completed, and the second mural has been sketched out and is in progress. There will be no third mural. The recipient requested additional funds beyond the scope of the program, resulting in their decision not to participate.
- b. Save the Date:
 - *September 21 – Dedication of the Korean War/Afghanistan War Statues 10 AM at Lakeview Park.*
 - *October 10 – Welcome Dinner for Porta Westfalica Visitors.*
The City will be host five (5) visitors. Dinner location to be determined.
 - *October 12 – PumpkinFest.*
A volunteer sign-up sheet was passed around. Vendor spaces have been completely sold out.
- c. Senior Academy – The Waterloo Police Department, in partnership with the Monroe County Sheriff's Department, is hosting the Senior Academy.
- d. Discover Downstate Illinois – Sarah has accepted an invitation to join the Discover Downstate Illinois Tourism Bureau's advisory board.

Code Official – Roberta Rohwedder

- a. Position Update – Been here for about a month now, absorbing a great deal of information from Nate and doing a lot of code reading.
- b. Applications for Permits – Reviewing and signing permits as they are received.
- c. Planning and Zoning Meeting – Contacted the members of the Planning Committee and the Board of Appeals to inform them that she will oversee the meetings. Nate, however, will continue to manage the subdivision aspects.
- d. Fiber Upgrade – HTC will be starting their fiber upgrade in Remlok.
- e. Planning Committee Meeting – Request to schedule a Planning Committee meeting. The Monroe County Sheriff's Department is interested in adding an addition to their existing accessory shed. The Planning Committee scheduled a meeting for September 16, 2024.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Monthly Building Permit – The July monthly permit report was provided.
- b. Remlok Phase 6 Update – A video was shown of Remlok Phase 6. The water bacteria test passed. The streets will be asphalted; therefore, the roads are currently rough grade. The final plat has been submitted and is under review. This development consists of 19 lots.
- c. Silvercreek Crossing Update – The checklist of work still to be done has been completed. A joint plat review meeting was held with public works and everything was satisfactory. Waiting on the “repair guarantee” from the developer before recommending the final plat for approval. This is a 36-lot development.

- d. Quail Ridge Phase 5 – The owner/developer received their improvement plans a few months ago and has also obtained their IEPA sanitary sewer permit. They are now in the process of securing materials to begin work. The development is made up of approximately 20 lots.
- e. Remington Ridge Phase 3 – The sanitary sewer issue with Country Club Hills remains unresolved and involves numerous components. The developer only wants to purchase two lift station pumps for Remington Ridge. In order to do so he will need to go back to the preliminary plat and reduce the lots to align with the lift station's capacity. A total of 25 lots are included in the development.
- f. Country Club Hill Phase 4 – Improvement plans are on hold until Remington Ridge improvement plans are approved. The development consists of 36 lots.
- g. Work Update – Focusing on subdivisions that are currently experiencing a high level of activity. Transitioning job knowledge with Tim and Roberta.
- h. Beautification Grants – Received an application from Waterloo Automotive. Beautification Chairman Alderman Charron requested a meeting of the Beautification Committee to define the term "chain" and to review/discuss the overall intent of the program. Attendance is required for all Beautification Committee members. The meeting is scheduled for September 16, 2024.
- i. Rogers Street Extension – The County is still in negotiations with the property owners.

City Attorney – Natalie Steppig

- a. Limits of Speaking Time - At the last City Council meeting, Alderman Hopkins raised the question of whether a time restriction could be imposed on the duration a citizen may speak to the council. While there is currently no ordinance in place that mandates a specific time limit, the “Citizens’ Guide to City Council Meetings” does advise citizens to limit their speaking time to five minutes.

Mayor’s Report

- a. Loo Family Fest & Monster Truck Show – The Loo Family Fest will take place on August 17, 2024 at the Monroe County Fairgrounds. The event starts at 3 PM.
- b. Office Movement – Brian Hoffmann moved to an office in the Underground Utilities building.

Executive Session for the Discussion of Personnel as Provided for by 5 ILCS 120/2(c)(1).

Motion to move into Executive Session made by Alderman Most and seconded by Alderman Row.

Motion passed unanimously by voice vote.

Entered into Executive Session at 7:44 p.m.

Adjourned Executive Session at 8:09 p.m.

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

Mayor Darter resumed the regular Utility Meeting at 8:09 p.m.

Comments

Alderman Kyle Buettner mentioned he attended the "Taste of the Farms" event at the Monroe County Farmers Market and recommended visiting the Farmers Market, which is held weekly at the Annex.

Adjournment – A motion to adjourn was made by Alderman Vogt and seconded by Alderman Most. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:10 p.m.

Minutes respectively submitted by Mechelle Childers – City Clerk