

**WATERLOO UTILITY MEETING  
MONDAY, SEPTEMBER 09, 2024  
6:08 p.m.**

Mayor Pro Tempore – Kyle Buettner  
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, Roberta Rohwedder – Code Administrator, Sara Craig – HR Coordinator, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Absent: Mayor Stan Darter, Brad Yearian – Building Inspector, Sarah Deutch – Community Relations Coordinator.

**The meeting was called to order by Mayor Pro Tempore Kyle Buettner at 6:08 p.m.**

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

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated August 12, 2024, was made by Alderman Row and seconded by Alderman Matt Buettner.

Motion passed to approve the Utility Minutes dated August 12, 2024, with Aldermen Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. Quail Ridge Phase 5 – The developer stated he is still in the process of securing materials to begin work.
- b. Remington Ridge Phase 3 – Discussed with Tim Birk and HMG various strategies for obtaining approval for the improvement plans. The council was presented with a map of the development and an explanation of the flow into the County Club Hills lift station was provided. This map is an amended preliminary plat and improvement plan, which reduces the number of lots to match the capacity of that lift station. It is to be noted that future phases of Remington Ridge will not be permitted to utilize this County Club Hills lift station.
- c. Country Club Hill Phase 4 – Improvement plans are on hold until Remington Ridge improvement plans are approved.
- d. Construction Detail Book – Met with Tim Birk and HMG to review our Construction Detail book. The goal is to have the manual updated before Tim’s retirement.

**Code Official – Roberta Rohwedder**

- a. KFC Remodel – An application has been received from KFC for an interior remodel. The paperwork is being finalized for this application. KFC is also requesting all new signage.
- b. Planning Commission – The Planning Commission will not meet this month, as there are no agenda items.
- c. Zoning Board of Appeals – The Zoning Board is scheduled to meet on September 19, 2024, to consider a variance request exceeding the 900-square-foot limit for an accessory structure.

- d. First Cable – First Cable is working at Silvercreek Crossing on Fieldcrest.
- e. Permits – Currently processing six new permits, encompassing residential and commercial requests. Since the last Utility Meeting, 14 permits have been worked on.
- f. Cell Tower by Wal-Mart – The building permit has been submitted, but payment for the permit has not been made. It is worth noting that the company inquired about the timeframe for commencing work once the permit had been paid for and collected.
- g. Building Code Class – Will be attending a Building Code class this week.
- h. New Bakery – A new bakery is scheduled for the old Night Fox location. It will be baked goods only, no donuts.
- i. Gas N’ Grab Signage – Gas N’ Grab adds multiple signs to their corrugated plastic sign. Alderman Most inquired about the compliance of these additions with the City's sign ordinance.

**Chief of Police – Dane Luke**

- a. Monthly Report – The August 2024 monthly police report was distributed.
- b. Rural King Retail Thief – A photograph of an individual suspected of stealing from Rural King on multiple occasions was posted on Facebook and circulated through regional law enforcement intelligence networks. Several Missouri Police Departments succeeded in identifying the suspect, leading to the issuance of a warrant.
- c. Senior Academy – The Senior Academy started last week, with classes now held at the Monroe County Annex Building to better accommodate parking and classroom accessibility. The class consists of approximately 50 to 60 seniors.
- d. IDOT Labor Day “Click it or Ticket” Campaign – Officers completed 32 hours of overtime focusing on seatbelt violations, with about half of the traffic stops resulting in citations for not wearing seatbelts.
- e. Law Enforcement Torch Run for the Special Olympics – The WPD will be setting up at Schnucks this weekend selling shirts, hats and raffle tickets to support the Special Olympics.

**Director of Public Works – Tim Birk**

- a. Water Tower Update – The water tower underwent chlorination today with roughly 50,000 gallons of water. A minor leak was identified, which is scheduled for repair in the morning. Subsequently, the tank will be filled to overflowing and super-chlorinated for 24 hours prior to bacterial testing.
- b. Well Site – Bacterial testing needs to be completed for the three wells, and the installation of fencing around the wells has to be finished. Upon completion, minor cleanup will be required. The pipeline connecting the wells to the plant has successfully undergone bacterial and pressure testing.
- c. Water Plant Update – Significant activity is underway at the water plant. Concrete work is nearing completion. The clean well tank and the well water tank are pending bacterial testing, and work on the flooring in the lab, office, restroom, and hallway is in progress.
- d. Columbia Storm Reimbursement – Reimbursement has been received from the City of Columbia for the cleanup assistance provided in response to the storm damage that occurred in July 2023.
- e. Completed Projects:
  - Becky Drive mill and asphalt project.
  - Police parking lot extension
- f. Oil and Chip Program – The oil and chip program starts this week, and a list of streets scheduled to be oiled and chipped was provided.
- g. Rogers Street Extension – Tim Birk asked Aaron Metzger, Monroe County Engineer, about the status of the Rogers Street Extension. As of now, a draft of the plans, specs and estimates still has not been received by the County.

**Collector/Finance Officer – Shawn Kennedy**

- a. Spyglass Group LLC Telecommunications Audit – The City contracted with Spyglass Group LLC for a telecommunications audit. Spyglass identified minimal savings opportunities, which indicated that the City

was very efficient with its telecommunication devices. The main recommendation was to transition the iPads to a pooled data plan.

- b. Zerion iFormBuilder – iForm/iFormBuilder is a data collection platform that supports our software metering system (AMI). Landis+Gyr installed this system, and the City has operated the program using Landis+Gyr's licenses. Landis+Gyr is now requiring users to purchase their own software licenses. The costs for migrating to our own program and licenses were provided.

**Human Resource Coordinator – Sarah Craig**

- a. HRA Chard Snyder – Chard Snyder has nearly caught up with reimbursing employees for their claims. However, a few employees are still awaiting compensation. CBIZ is looking at other competitive HRA providers for the upcoming year.
- b. Flu Shot Clinic – The flu shot clinic will be held on September 25, 2024.

**City Attorney – Natalie Steppig**

No Report.

**Mayor’s Report**

No Report.

**IML Estimated Travel Expense Approval:**

- a. James Trantham - \$2,730.70
- b. Gary Most - \$2,077.04

The cost difference results from Alderman Trantham staying an additional day.

**Committee Reports and Minutes Approval**

- a. 09-03-24 Water/Sewer Committee Meeting Minutes. Minutes were unavailable.
- b. 09-03-24 Beautification Committee Meeting Minutes. Kyle Buettner-1<sup>st</sup>, Most-2<sup>nd</sup>.

**Items for Correction:**

- Title change to “Minutes from Waterloo Beautification Committee Meeting”
- Under Agenda Item #2b – replace the three (3) instances of “cooperation” with “corporation”.

Motion passed to approve the Beautification Committee Meeting Minutes dated 09-03-24, as amended.

**Comments**

**Alderman Vogt** mentioned the legality of golf carts on the streets of Columbia. Attorney Steppig commented that LSVs (low-speed vehicles) have a lot of requirements and restrictions. The main restriction is speed. LSVs are defined as any four-wheeled vehicle with a maximum speed greater than 20 miles per hour but not greater than 25 miles per hour.

**Adjournment** – A motion to adjourn was made by Alderman Matt Buettner and seconded by Alderman Hopkins. Motion passed by unanimous voice vote.

Mayor Pro Tempore – Kyle Buettner adjourned the meeting at 7:09 p.m.

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