

**WATERLOO UTILITY MEETING
MONDAY, OCTOBER 14, 2024
6:15 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, J.R. Landeck - Director of Public Works, Tim Birk – Director of Public Works, Nathan Krebel – Subdivision / Zoning Administrator, Roberta Rohwedder – Code Administrator, Sarah Deutch – Community Relations Coordinator, Brad Yearian – Building Inspector, 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 Stan Darter at 6:15 p.m.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated September 09, 2024, was made by Alderman Row and seconded by Alderman Matt Buettner.

Motion passed to approve the Utility Minutes dated September 09, 2024, with Aldermen Row, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye.

Note: Only seven aldermen approved the Utility Minutes as Alderman Most was not present at this time.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Planning Commission Meeting - Roberta Rohwedder will lead her first Planning Commission Meeting this evening. The discussion will center on a conceptual plan for an upcoming development named Deer Ridge Crossing.
- b. Deer Ridge Crossing - Deer Ridge Crossing will border Natalie Estates. The aldermen received a sketch of the plat. Nate pointed out conceptual roads that could connect Legacy and Remlok to Deer Ridge Crossing. A total of 66 lots are planned for the property, which is currently in the county. This property is being developed by Matt Patterson.
- c. County Club Hills Sanitary Lift Station Collapse – A collapse of the force main consequently led to sewage spilling into a storm manhole. The pipe was repaired, but then there was an issue pumping the sludge to the plant. The repair and the pipe were rechecked and drained. The air release was opened and the system started to flow again. All appropriate protocols were followed, and the EPA was notified.
- d. Creekside Boring – A contractor working in the Creekside Subdivision bored into the city's underground primary electrical wire. The contractor did not have a permit and will receive a citation.
- e. Sanitary Sewer Gravity Main – The city’s sanitary sewer gravity main at the intersection of Madison and Roosevelt was bored through at some point in time, and it appears HTC is responsible for the line. The drilling/boring was discovered after a stop sign collapsed due to erosion around the gravity main.
- f. Beautification Meeting – A Beautification Meeting needs to be scheduled to discuss Tequila Restaurant.
- g. Annexation of Properties – Alderman Buettner inquired about the status of properties scheduled for annexation into the city under a pre-annexation agreement. Nate stated he would need to check into those.
- h. Old Ahne’s Bakery Building (201 W. Mill) – A private individual purchased the note on the building.

Code Official – Roberta Rohwedder

- a. Monthly Building Permit – The September monthly permit report was provided.
- b. Permits – Currently, six new permits are being processed. Since the last Utility Meeting, a total of 22 permits have been reviewed and approved.
- c. Single Family Permit – Working on a single-family residential permit that has become complex due to the use of Insulated Concrete Forms (ICFs) for the foundation and first floor. The homeowners are constructing the home without the services of a general contractor. The city required the involvement of a structural engineer due to limited familiarity with ICFs. However, it was discovered that the engineering approval stamp was fraudulent. Subsequently, new plans have been submitted that are legitimate and a permit will be issued.
- d. Planning Commission – The Planning Commission is scheduled to meet tonight (October 14, 2024) to review and comment on a concept plan for the Deer Ridge Crossings development.
- e. Zoning Board of Appeals – The Zoning Board of Appeals will not meet this month, as there are no agenda items. Last month the ZBA reviewed and approved a Zoning Area & Bulk Variance and a variance to exceed 900 square feet, to replace an existing accessory building as requested by Jered Gallagher. The dimensions of the lot and the accessory building were consistent with what had been approved in the past.
- f. Gas N’ Grab Signage – Last month there was a question concerning Gas N’ Grab attaching multiple signs to their corrugated plastic sign. Per ordinance, temporary signs are only allowed twice a year for a period of fourteen (14) days each. All gas stations will receive a letter about this ordinance.
- g. Permits for Finished Basements – It is now necessary to obtain permits for basement renovations. This stipulation has been in place since January. Compliance with specific code requirements is necessary for a completed basement, and obtaining a permit ensures adherence to these codes.

Community Relations Coordinator – Sarah Deutch

- a. Pumpkinfest – Thank you to everyone who helped out at the Pumpkinfest. It was a beautiful day with a huge turnout. A record number of 16 teams registered for the Washer Tournament, and not all were from our local community.
- b. Porta Westfalica Visitors – The city organized a welcome dinner for five visitors from Porta Westfalica, who also took part in the Pumpkinfest celebrations.
- c. Mural Program – The second mural has been completed.
- d. Save the Date:
 - *October 21 – City Council Group Photo at 7 PM*
 - *October 31 – Trunk or Treat at the Courthouse Square from 5:30 to 7:30 PM.*
 - *November 08 – Veterans Day Ceremony at the Waterloo High School starting at 6:30 PM*
 - *November 30 - GLOW Lighted Holiday Parade. A sign-up sheet for walkers will be available at the next Utility Meeting.*
 - *December 01 – Community Christmas Tree Lighting Ceremony.*
 - *December 14-23 – Santa Float*
 - *December 24 – Golden Ticket Prize Drawing at City Hall*
- e. City Website – Intending to review, evaluate, and compare quotes from various providers before moving forward in the new year.
- f. Pumpkinfest Car Towing – A short discussion was held on towing companies available for use on the morning of Pumpkinfest.

Chief of Police – Dane Luke

- a. Monthly Report – The September 2024 monthly police report was distributed.
- b. Law Enforcement Torch Run for the Special Olympics – The WPD set up at Schnucks selling shirts, hats, and raffle tickets to support the Special Olympics.
- c. Court Dispositions – Court dispositions involving thefts at Salt and Honey Bistro/Hirsch Plumbing, Sidebarr Technologies, and the ATM machine were reviewed.
- d. DEA – The DEA Fiscal Year ended September 2024. Some of the statistics from the previous year regarding the interdictions in the area worked by Officer Steve Moravec and Canine Officer Toby were provided. The information included money seized, drugs confiscated, and other miscellaneous arrests. The city will receive disbursements for the cases involving Officer Steve Moravec and Canine Officer Toby.
- e. Vehicle Update – The final new vehicle was completed at Datatronics today. It is expected to be operational in about a week, following the installation of the new wrap and camera.

Director of Public Works – J.R. Landeck

- a. Capital Projects Update:
 - Third (3rd) Street – There are still a few remaining water services to be completed. Once these are done, line stops will be performed, and the old main will be shut down. The street will then be oil and chipped for the winter.
 - Columbia Avenue – Rooters is on-site to begin the storm sewer installation. They have 30-days to complete the project, weather permitting. After this job is finished the street will undergo milling and receive an asphalt overlay.
 - Illinois Avenue – Huebner Concrete is scheduled to begin sidewalk installation along Illinois Avenue the week of October 21, 2024.
- b. Route 3 Damaged Utility Pole – The utility pole on Illinois Route 3 was damaged in an accident. J.F. Electric submitted a repair proposal with a lead time of 30 weeks.
- c. Ameren Wholesale Agreement (Electric) – IMEA, BHMG, City Attorneys, and Public Works are reviewing the contract, with the review anticipated to be completed by mid-November.
- d. Surplus Vehicles/Equipment – Selling six surplus vehicles through Purple Wave Auction service. Three are police vehicles and the remaining belong to public works. Replacements have been made for all.
- e. Water Treatment Plant Update:
 - Using the New Water Tower – The new water tower is currently in use and the old water tower has been drained and is out of commission. Performed a walk-through of the new water plant. Still behind the original schedule, but making progress.
 - Costs and Schedule Update – The financial figures for the water plant were reviewed, including contingency plans. A portion of funds are being reserved to ensure all potential issues are addressed. The upcoming weeks are crucial. AOP is on-site to inspect, set up, and test the treatment equipment. Chemicals are expected to be delivered next week, with a provisional plan to start water production and then flushing the transmission main between Valmeyer and Waterloo. Korte & Luitjohan is projected to complete the project by November 01, 2024. However, the city will require IEPA permit approval before the system is fully operational.
 - Request Water Committee Meeting November 04 – With the project nearing completion, Alderman Kyle Buettner, Chairman of the Water and Sewer Committee, proposed scheduling a meeting of the Water and Sewer Committee for October 21, 2024. All committee members agreed.
- f. Yard Waste Site – A designated site will be set up for individuals to drop off their pumpkins. Mr. Jason Spencer, a local farmer, is collecting the pumpkins to feed his livestock. This also helps keep the tub grinder and other machinery clean.

- g. Water Pooling – IDOT has been notified about the issue of water pooling at Market and 3rd Street. As of now, there is no resolution.
- h. IMEA Meeting – Tim Birk and J.R. Landeck will be attending an IMEA Meeting on October 22-23, 2024.

City Building Inspector – Brad Yearian

- a. Monthly Report – The September monthly report was distributed.
- b. New Bakery – A framing inspection was performed for the new bakery set to open in the former Night Fox location. The owner has decided against making donuts to avoid the cost of installing a commercial hood. They will focus on baking cookies, bagels, and breads.
- c. Kentucky Fried Chicken – The company that built Taco Bell is now tasked with the renovation of Kentucky Fried Chicken. The KFC interior has been completely gutted, and the remodeling is anticipated to be finished within six weeks.
- d. 701 South Church – The property was overgrown. Reached out to the owner who hired someone to clean up the premises.
- e. Home on Waterloo Drive – This was another case of property overgrowth and a violation notice was sent. The issue has been corrected.
- f. Monroe County Jail – The final inspection has been completed. A permit has already been obtained to work on the garage across the street.
- g. 4709 Vandebrook – This home continues to present a challenge. Tickets have been issued, and at present, there are approximately 10 to 15 boxes on the front porch. A wellness check was even performed and the residents were fine.
- h. 250 Hamacher – The city continues to have this property mowed as the owner neglects to tend to the property. In addition, the owner is now failing to appear in court to address the ordinance violation tickets.
- i. 215 Osterhage – It appears that whoever was cleaning up the interior of this home has stopped. All the utilities have been shut off.

Collector/Finance Officer – Shawn Kennedy

- a. Spyglass Group LLC Telecommunications Audit – The telecommunications audit conducted by Spyglass Group LLC is complete. The suggested modifications have been implemented, and they have received payment for the services provided.
- b. Monroe-Randolph County Enterprise Zone – Attended the Monroe-Randolph County Enterprise Zone Management organization meeting. During the meeting, it was decided to reimburse the initial contributions made by the cities to establish the enterprise zone. Consequently, Waterloo will receive our original contribution back.
- c. Altered Check – There was an incident where a check we wrote was intercepted, altered, and subsequently cleared by a bank. Both the payee and the payment amount had been changed. The original check was issued to WEX, our fuel provider. A police report has been filed, the banks implicated in the fraud have been notified, and a claim has been filed with our crime coverage insurance.
- d. IMLRMA Insurance Renewal – We have received the renewal for our liability and workmen’s compensation insurance. There is a 4% increase from the previous year, however, the water treatment plant, the water tower and the wells have been added to the property values. Cyber Liability Insurance is also part of the coverage.

Human Resource Coordinator – Sarah Craig

- a. Cyber Security Training Program – Information was distributed about the 'KnowBe4' software program. 'KnowBe4' is a security awareness training and simulated phishing platform that helps manage the ongoing problems of social engineering, ransomware, and phishing. Pricing was included in the memo. Sarah recommended the Platinum level program from Regis. All aldermen agreed to purchase the 'KnowBe4 Security Awareness Training' program.
- b. Aflac Insurance (Voluntary Enrollment) – Aflac Insurance will be available for inquiries and membership during their open enrollment the week of October 21, 2024. They will also be offering whole life and term life insurance this year.

City Attorney – Natalie Steppig

No Report.

Mayor's Report

- Verizon Lease Contract – The final details are being worked out between Verizon and City Attorney Tony Gilbreth regarding the contract for a 40-year lease on the old water tower. This agreement would permit Verizon to install equipment on the water tank. The payment, made in advance, could also contribute to the tower's preservation by funding its painting.
- “Turn the Valve” Ceremony – To celebrate the new water tank officially being “online” there will be a “Turn the Valve” Ceremony this Friday, October 18, 2024.
- Community Helpers – On October 16, 2024, two employees from Waterloo Underground will bring a backhoe, truck, hardhats, and other equipment to Gardner Elementary School for the Early Childhood classes. The employees will speak to the children and allow them to climb on the backhoe. The event is expected to last around 20 minutes. Additionally, efforts are being made to have the Santa Float at Gardner this year for the Early Childhood classes.
- Pumpkinfest - Thank you to everyone who participated and volunteered with Pumpkinfest. Special thanks to Sarah Deutch for all the work she did.

Committee Reports and Minutes Approval

- a. 09-03-24 Water/Sewer Committee Meeting Minutes. Minutes were unavailable.
- b. 09-16-24 Gas Committee Meeting Minutes. Trantham-1st, Kyle Buettner-2nd.

Items for Correction:

- Change the date from “9/16/23” to “9/16/24”.

Motion passed to approve the Gas Committee Meeting Minutes dated 09-16-24, as amended.

- c. 10-07-24 Planning Committee Meeting Minutes. Vogt-1st, Most-2nd. Passed.

Comments

Alderman Vogt recommended a fact sheet for the new water plant. Residents have inquired about the necessity of a water softener and whether the well water has been tested, among other concerns. The information could be on Facebook and included in the newsletter.

Happy Birthday Alderman Hopkins!

Adjournment – A motion to adjourn was made by Alderman Hopkins and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:22 p.m.

Minutes respectfully submitted by Mechelle Childers – City Clerk