

**WATERLOO UTILITY MEETING
MONDAY, NOVEMBER 12, 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 Tina Charron
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, Sarah Craig – HR Coordinator, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Absent: Alderman Ward III Kyle Buettner

The meeting was called to order by Mayor Stan Darter at 6:25 p.m.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated October 14, 2024, was made by Alderman Matt Buettner and seconded by Alderman Vogt.

Motion passed to approve the Utility Minutes dated October 14, 2024, with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Row, Most, and Vogt voting ‘aye.

Subdivision & Zoning Administrator – Nathan Krebel

- a. Quail Ridge Phase 5 – A video was shown of the development of Quail Ridge Phase 5. Sanitary sewer installation began today. Nate will monitor this development throughout the construction phase of the sanitary sewer, stormwater system, and streets. The contractor for this project is DMS.
- b. Remington Ridge Phase 3 – The grading process has begun, and the improvement plans should be ready for approval at the next City Council meeting. Everything has been worked out with the sanitary sewer. The remaining issue pertains to Country Club Hills' stormwater management. Country Club Hills is proposing to direct its stormwater to Remington Ridge, necessitating an enlargement of the storm pipe. Remington Ridge agrees to this on the condition of compensation, which is under negotiation. If an agreement is not reached, Country Club Hills will be required to install the storm pipe on their property. Regardless of the outcome, our engineers will ensure the pipe is correctly sized.
- c. Country Club Hills – Consulted with HMG on a list of items that need to be addressed prior to the approval of the Country Club Hills improvement plans. Primarily concerns involve stormwater management.
- d. Sidewalk in front of Wightman Pharmacy – Although the sidewalk in front of Wightman Pharmacy is ADA-compliant and marked with yellow paint, Nate was wondering if the city would consider installing a 30-foot rail along the painted area. He has already received a quote from Iron Crafters. This particular sidewalk receives more complaints than any other in town due to the high volume of pedestrian traffic.

Other options include: installing a traditional ramp with a handrail, removing the concrete entirely, or leaving it as it is. A discussion followed focusing on the various corrective possibilities, taking into account the complexity of the issue, the importance of safety, and the need to prevent future issues. Consideration must also be given to delivery personnel and customers. Nate plans to discuss the situation with Steve Wightman and begin gathering cost estimates for the different corrective measures.

- e. Storm Sewers – Alderman Most inquired about the life expectancy of the storm sewers being installed. Nate believed that concrete storm sewers should last indefinitely. However, the concern lies more with the lift stations than the storm sewers themselves, as the operation of the lift stations is harder on the concrete.
- f. Dannehold Farm Detention Area – This non-buildable detention area, or outlet, was acquired by Monroe County due to unpaid taxes and subsequently sold at auction. The City is willing to meet with the County and the property owner to discuss options for repairing the infrastructure and cleaning up the detention basin so that it will function as intended. However, the City has no interest in owning the property. A survey was offered to determine the baseline elevation, which is necessary because the area needs excavation; it collects water from Illinois Route 3 westward, but the water is not stored at the proper elevation. A significant challenge is the limited legal access to the property—approximately seven feet of right-of-way—and the neighbors may or may not consent to allow additional access.

Code Official – Roberta Rohwedder

- a. Monthly Building Permit – The October monthly permit report was provided.
- b. Planning Commission – The Planning Commission met on October 14, 2024, to review and comment on a concept plan for the Deer Ridge Crossings subdivision. There is also a meeting scheduled tonight to discuss a home occupation proposal for a counseling office.
- c. Zoning Board of Appeals – The Zoning Board of Appeals did not meet in October due to a lack of agenda items, and will not convene in November for the same reason. However, the ZBA is scheduled to meet in December to consider the previously mentioned proposal for a home-based counseling office. Additionally, a homeowner on Shady Oak Lane intends to build an accessory shed on their property, which already has an auxiliary building. Together, the two structures would cover approximately 1,060 square feet.
- d. Permits – In November, 17 permits were processed: 4 for excavation, 3 for new homes, 1 commercial, 6 for signs, and 3 for accessory buildings. Currently, there are 6 permits in progress: an EV charger for Super 8, a new home, 2 commercial projects, a beautification application, and a home solar system.

Human Resource Coordinator – Sarah Craig

- a. Employee Handbook/Policy Manual – A review of the employee/policy manual revealed no mention of the MFA (Multi-Factor Authentication) policy. All employees have a signed letter in their files regarding the requirement for their tokens, codes, or push notifications. An MFA policy was distributed that will be included in the policy manual.
- b. Paid Leave for All Workers Act (PLFAW) – Went into effect on January 01, 2024. The act requires employers to provide employees with up to 40 hours of paid leave for any reason during a designated 12-month period.
- c. Sick Leave Policy – A meeting with the Personnel Committee needs to be scheduled to discuss the accrual of sick leave (personal leave). Considerations include whether sick leave should accumulate based on hours worked or be granted at the start of the year, among other factors.

- d. Whistle Blower Act – The Whistle Blower Act was amended under H.B. 5561 and adds definitions and broadens the scope of conduct protected. The amended law goes into effect on January 01, 2025. This policy will also be updated in the Employee Handbook.
- e. Sexual Anti-Harassment Training – This annual mandatory training is required for all employees. The Illinois Municipal League provides an online training program that includes a video presentation. After viewing, employees must sign an acknowledgment form to confirm they have completed the training.

Community Relations Coordinator – Sarah Deutch

- a. Upcoming Events:
 - November 30 - GLOW Lighted Holiday Parade at 5:30 PM. A sign-up sheet for walkers has been circulated.
 - December 01 – Community Christmas Tree Lighting Ceremony at the corner of Main and Mill.
 - December 4, 2024 – Candy Bar Wrapping for Santa Float – Upstairs City Hall. A signup sheet will be passed around to volunteer. We will start wrapping candy at 6:00 PM.
 - December 13 and 14 – Community Leaf Pickup.
 - December 14-23 – Santa Float – A signup sheet is going around for anyone who would like to participate. We need drivers and co-drivers.
 - December 24 – Golden Ticket Prize Drawing at City Hall at 9 AM
- b. Extreme Leaf Project – Life Church X will be providing leaf pickup for the community on December 13 and 14. Residents must register for leaf pickup through City Hall. Priority will go to the elderly, widowed, and disabled persons.

Collector/Finance Officer – Shawn Kennedy

- a. No Curbside Recycling on Thanksgiving – Reliable Sanitation will be closed on Thanksgiving; therefore, curbside recycling services will be moved to Friday, November 29, 2024.
- b. Altered Check – The fraudulent check that was cashed against our bank account was covered by insurance. It was however subject to a \$500 deduction. There is still a criminal investigation underway, with special attention being paid to the suspected account.
- c. Tax Levy – The City is limited to an increase of 5%, or to the CPI, whichever is less without a hearing. The CPI was 3.4%, but that excludes the new property. Our increase will be more than the CPI because of the new property that is added to the property tax roles. The total computation based on an estimated EAV (Equalized Assessed Value) is 5.31% more than last year. A truth-in-taxation hearing will be required for any tax levy increase over 5%. Based on these numbers, if the assessed valuation of a person's real estate property remains the same, there would be an increase of \$0.53. This means we are basically staying flat with our rate. Within our levy, we must allocate funds to the library, library-special, police pension, and municipal band. We then get what is left. The library-special fee is allocated for maintenance, with a maximum allowable rate of 2%. The maximum rate for the library is 0.15, while the police pension is determined based on our actuarial study. Our next step is to have this published in the newspaper and schedule a truth and taxation hearing. Please call Shawn if you have any questions.

Chief of Police – Dane Luke

- a. Monthly Report – The October 2024 monthly police report was distributed.
- b. ‘Trunk or Treat’ – Participated in ‘Trunk or Treat’, and handed out a lot of candy to a lot of children. The event was very successful.

- c. Senior Academy – The Senior Academy has concluded. There were approximately 40 to 50 attendees each week for the 8-week duration. This event is successful every year it is held.
- d. ‘Shop with A Cop’ – ‘Shop with A Cop’ will be held on December 07, 2024. Breakfast will be served at City Hall, followed by shopping at Walmart. Expect to be assist 10 to 12 families.
- e. K-9 Officer Rev – Since the middle of July, K-9 Officer Rev has been involved in seven (7) felony arrests.
- f. ‘No Shave November’ – Thanks to the Mayor, the WPD is participating in ‘No Shave November’. Nearly every officer is taking part in it.
- g. Motorized Scooters – Alderman Row inquired about the legality of operating motorized/electric scooters on public streets, especially during evening hours. Provided the engine displacement remains below a specified limit, the same regulations apply as for bicycles. No license or minimum age is required to operate these scooters.
- h. Football Playoffs – Waterloo hosted two playoff events without incident. The drone was put in use before the game and police presence was prevalent.

Director of Public Works – J.R. Landeck

- a. Capital Projects Update:
 - Third (3rd) Street – All services have been transferred. The line stops have been installed and the old main has been abandoned. The street should be ready for oil and chipping later this week.
 - Columbia Avenue – Columbia Avenue has been paved and is now open. There is still some concrete work to be done on one of the driveways.
 - Illinois Avenue – The Illinois Avenue sidewalk project should be completed by Thanksgiving.
 - Rogers Street North Extension – Should be picking up the preliminary plans from Monroe County tomorrow. The county has requested payment for a bill, and we would like to review the current status and progress of the project.
- b. East-West Gateway – East-West Gateway currently has a call for projects with funding available through the Surface Transportation Program (STP), the Congestion Mitigation and Air Quality Improvement (CMAQ) program, and the Transportation Alternatives Program (TAP). Project funding is set at 80%, with a 20% match required from the municipality. Several roadway projects are being considered for submission. The TAP funding focuses more on pedestrian and bicycle projects, and we will consider applying there as well. Submissions are due by February 7, 2025, accompanied by a submission fee of 0.5% of the project cost.
- c. New Turbine – Working on site improvements, including identifying what needs to be relocated and what needs to be added.
 - New Laydown Area for Transformers - There are a lot of transformers we need to contain, and we're looking at where we can go with them.
 - Fencing - Modifying some of the fencing to make it more useful.
 - High-Pressure Gas Main - We will be adding a high-pressure gas main to the new turbine. The plan involves boring under the electrical components to avoid encroaching on the IDOT right of way.
 - Relocate Electric Lines from Overhead to Underground - Received a quote on the cost of the wire for this project, which will be submitted to the City Council for approval.

The plan is to work on these site improvements this winter and into the spring of 2025. The exhaust system is scheduled to be delivered in early May and the turbine in June. Construction is slated to be completed in October with the turbine in service by the end of the year.

- d. Water Treatment Plant – There have been almost weekly meetings on the Water Treatment Plant. Worked with HMG and Tim Birk on a schedule for when the critical items should be completed. The schedule was provided at this meeting, and some of the bigger items of concern were reviewed.
 - CERTOP - CERTOP has technically been under contract since October 1, 2024. As the plant is not yet fully operational, CERTOP has only spent a limited amount of time on site to familiarize themselves with the facility, resulting in minimal charges.
 - Fountain and Valmeyer Info - No updates have been received from Fountain or Valmeyer concerning the connection to our water supply.
 - Press Release - Alderman Vogt inquired whether a press release has been prepared for the public about what to expect, the differences between the waters, and other relevant details. A brief discussion was conducted regarding the timing of the press release.
- e. Lead/Copper Requirements – Continue to mitigate the lead and copper requirements by working through the inventory. The City is currently ahead of schedule.
- f. Yard Waste Site – There is a significant amount of grinding and mulching due to incoming yard debris.
- g. IMEA Board Member Training – Will attend the IMEA Board Member Training meeting on November 14, 2024. Tim Birk will also be in attendance to assist with the training and transition.
- h. Prairie State Mine Tour – Several city employees toured the Prairie State Mine. The visit was highly informative and provided valuable insights into the mining operations.
- i. Christmas Decorations – For the next two weeks the crews will be removing all the baskets and banners and putting up the Christmas decorations.

City Building Inspector – Brad Yearian

- a. Monthly Report – The October monthly report was distributed.
- b. 311 W. Mill – This is an older duplex rental property. Water is seeping in and eroding the foundation, causing the floor joists to rot where they connect to the foundation. The owner was informed that an engineer is needed to determine how to fix the issue. The building is currently uninhabitable. This is only one of the problems discovered during the inspection.
- c. Homes on Moore Street – Three homes on Moore Street have received violation notices for issues such as air conditioners, roofs, fascias, yard care, and more. The homeowners have begun to clean up their properties.
- d. Residence on Grand – Received a violation notice for having a stove and a refrigerator outside.
- e. Walmart Cell Tower – Photos were shown of the progress work on the cell tower construction behind Wal-Mart.
- f. Boilers – One of the boilers in City Hall has a crack in the heating element. These boilers are 27 years old. Unfortunately, the boiler that has the crack is located behind the other. It is recommended to replace both boilers due to their age.
- g. 4709 Vandebrook – Spoke with a pastor regarding assistance with the outside cleanup, and the homeowner has consented to this arrangement.
- h. 250 Hamacher – The property owner appeared in court and expressed that it would be more convenient to hire someone to maintain the property.

City Attorney – Natalie Steppig

No Report.

Mayor's Report

- Dusk-to-Dawn Lights – There is a dusk-to-dawn light ordinance concerning the service of such lights within the city. This ordinance is outdated and requires revision. Additionally, rates and charges have not been consistent over the years. A revised ordinance has been drafted and needs to go to the Ordinance Committee and the Finance Committee for approval.

Other considerations:

- How should the City address the monthly price changes with residents?
- Should Dusk-to-Dawn lights be allowed to be installed on garages, or must they be on a utility pole?
- Should all Dusk-to-Dawn lights be converted to LED lighting?

The Ordinance and Finance Committee meetings are scheduled for Monday, November 18, 2024, to review and discuss the revised ordinance and pricing.

- Sydenstricker Nobbe Annexation – There may be an opportunity to annex the Sydenstricker Nobbe property into the City. Although sales tax will not be levied on agricultural equipment, it will apply to parts. The City would be obligated to uphold all existing agreements established between Sydenstricker Nobbe and Monroe County. For example, there already exists an agreement to allow for a gravel parking lot. Electricity has already been established under Monroe County Electric Co-Op and would remain with MCEC. Sydenstricker Nobbe would take our water and gas. There are no negotiations to be made with Systricker Nobbe as they would not benefit from being annexed into the City. Any annexation fees would be the responsibility of the City. As there were no objections, the City will continue to pursue annexation of the Sydenstricker Nobbe property.
- New Chairs – All the chairs in the Council Chambers are scheduled for replacement. The funds for this were allocated in the budget.

Committee Reports and Minutes Approval

- a. 10-28-24 Waterloo Beautification Cmte Mtg Minutes. Vogt-1st, Hopkins-2nd. Passed.
- b. 11-04-24 Insurance Cmte Mtg Minutes. Vogt-1st, M. Buettner-2nd. Passed.
- c. 11-04-24 Water/Sewer Committee Meeting Minutes. Minutes were unavailable.
- d. 11-04-24 Planning Committee Meeting Minutes. Vogt-1st, M. Buettner-2nd. Passed.

Comments

Alderman Hopkins noticed that the city has paid less on Workmen's Compensation which appears to reflect our employees are working safer.

Alderman Most stated there is an insurance meeting on November 13, 2024 at 3 PM.

Mechelle Childers commented that today, November 12, 2024, was the first day to file nomination petitions for the 2025 Consolidated Election.

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

Mayor Darter adjourned the meeting at 8:16 p.m.

Minutes respectfully submitted by Mechelle Childers – City Clerk