

WATERLOO UTILITY MEETING
MONDAY, FEBRUARY 10, 2025
6:00 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:

J.R. Landeck - Director of Public Works, Nathan Krebel – Deputy Director of Public Works, Sarah Craig – Collector / Finance, Roberta Rohwedder – Subdivision & Zoning Administrator, Sarah Deutch – Community Relations Coordinator, Brad Yearian – Building Inspector, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Petitions by Citizens on Non-Agenda Items. None.

The Mayor addressed comments made in a Facebook video.

- Regarding the involvement of our Union employees in developing and building the water plant - Our Union employees did not participate in the development or building of the plant. In addition, the city has a ratified contract with AFSCME, which outlines their job responsibilities, and operating the water plant is not part of that contract.
- The City of Waterloo is not transparent with all communications - All city meetings are open to the public.
- The water is muddy. - The glasses on the table were filled with water from the break room downstairs and do not look muddy.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated January 13, 2025, was made by Alderman Kyle Buettner and seconded by Alderman Most.

Items for Correction:

Director of Public Works – J.R. Landeck

- Under Item f – Old Monroe Distillery – Change the sentence: "*The Old Monroe Distillery property is 0.7 miles outside the mile-and-a-half radius of Waterloo*" to read "*The Old Monroe Distillery property is located 0.7 miles outside the city limits of Waterloo and well within the mile-and-a-half radius of the city.*"

Motion passed to approve the Utility Minutes dated January 13, 2025, as amended with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

Deputy Director of Public Works – Nathan Krebel

- a. Quail Ridge Phase 5 – A video of Quail Ridge Phase 5 was shown. DMS Contracting, the developer, is still in the process of installing the sanitary sewer.
- b. Remington Ridge Phase 3 – The material list has been received for review. It is anticipated that sanitary sewer construction will begin in a couple of weeks.

- c. Valmeyer Well Site – Completed a punch list at the Valmeyer well site to ensure everything was in order before signing off on the project. HMG also had a snag list. Met with Haier Plumbing and reviewed the list with them. Also reviewing specs and proposals for mini split systems at the well houses.
- d. Water Treatment Plant – Working on a checklist for the water treatment plant. There remains an outstanding balance which should incentivize the contractors to complete the repairs on the punch lists.

Subdivision & Zoning Administrator – Roberta Rohwedder

- a. Permits – Eleven permits were issued in January: two residential, six accessory buildings, and three commercial. Both residential permits were issued for Natalie Estates. Accessory building permits were issued for a rear porch, a deck, a concrete pad, a room addition, the conversion of windows to sliding doors, and a finished basement. For commercial permits: Truth Church added a bathroom, Waterloo Automotive has updated its doors, exterior signs, and some windows, and Vintage Wine is remodeling its kitchen. Working on February permits. There is a discussion about whether a sprinkler system is needed for one of the permits. The others are sign permits.
- b. Planning Commission – The Planning Commission is meeting tonight on a Special Use Permit to allow a ‘Plaza Tire Service’ to be located near ‘Scooters’ as permitted in a B-3 Zoning District.
- c. Annexations – Currently working on five annexation agreements: SNP (pre-annexation); a family whose property is in the county and wants to utilize city utilities; the two houses on Market Street; Monroe County Christian School; and the Deer Ridge subdivision.

Chief of Police – Dane Luke

- a. Monthly Report – The January 2025 monthly police report was distributed.
- b. Monthly Activity Log – The January 2025 monthly activity log was distributed. The report references the actual arrests that were processed.
- c. Axon Tasers – Axon will be shipping the new Tasers on March 15, 2025. Once the Tasers are received, we will provide that information to ILIAS (Illinois Law Enforcement Alarm System) so they can issue the reimbursement. The officers will also need to be certified in these new Tasers. SILEC (Southwestern Illinois Law Enforcement Commission) is offering instructor training for the Taser 10s on May 1, 2025. Officer Andy Dohlem is our Taser trainer instructor, so hopefully he can attend this class. Officer Dohlem can then train the five (5) officers who will be carrying the new Tasers.
- d. Active Shooter Training – Officer Shaun Wiegand is one of our 4E© (Educate, Evade, Escape, and Engage) instructors which involves active shooter training at schools or businesses. The PD has taught this training program at six of the seven schools. They will finish up Friday with the high school.

Collector/Finance Officer – Sarah Craig

- a. Employee Handbook/Policy Manual – A personnel committee meeting should be scheduled before the next City Council meeting to update the Employee Handbook. Previous meetings addressed the addition of a Multi-Factor Authentication (MFA) policy and changes to employees' time off. The manual should be revised before hiring a new HR coordinator.
- b. Budget Meetings – Budget Committee Meetings will begin next week.
- c. Audit Report – The audit report has been submitted to the state, and no feedback has been received.

City Building Inspector – Brad Yearian

- a. Monthly Report – The January monthly report was distributed.
- b. City Hall Boilers – One boiler is connected and operational. The other should be functional in a few days. The building has been somewhat cold, partly due to the Variable Air Volume (VAV) boxes. The VAV boxes will be addressed once the boilers are fully up and running.

c. Homes in objectionable living conditions:

- Home on North Library – No one is supposed to be living in this home. The front door was kicked down, and WPD notified the city. The owner, who resides in Georgia, was notified. The house was boarded up with a condemned sticker affixed to it. Pictures depicting the condition of the home were shown. A lien has been placed on the property.
- Trailer on South Library – The WPD notified the City of the poor living conditions in a trailer on South Library. As the trailer is rental property, the owner was contacted and informed of roof leakage, mold, overall interior conditions, and that the trailer needed to be condemned. The owner stated he was going to pull the trailer as it had served its purpose. Efforts are currently underway to relocate the tenants from the trailer.

Community Relations Coordinator – Sarah Deutch

- a. Website** – Had a kickoff meeting with ‘618 Creative’. Will consult with each department to review and decide on the website's content. The Police Department will have its own microsite integrated into our website, allowing them to include all the information they wish to provide.
- b. ‘Icash’** – Waterloo will be hosting an ‘Icash’ event through the Illinois State Treasurer's office. ‘Icash’ assists people in finding unclaimed cash and property that belongs to them. On March 19, 2025, from 3:00 to 6:00, a representative from the State Treasurer's office will be available to help individuals determine if there is any unclaimed property due to them and, if so, guide them through the steps to claim it.
- c. Billboard Advertising** – Last year was the first year that we tried billboard advertising, securing 25 weeks of exposure. The digital billboard allowed us to update the creative content as frequently as desired. The display was located on the east side of the JB Bridge, and financed by gambling funds. If interested, the price remains unchanged from last year. All aldermen agreed to allocate a budget line item for this billboard advertising.
- d. Citizen Notification System** – There are several programs available, one of which is called "Text My Gov." The program offers various features, including direct line or two-way communication. Residents opt into the service and choose what type of notification they want to receive. This program is not to replace any of the emergency systems currently available, but to increase communication with the citizens. The aldermen would like more information on this system, particularly from clients who use it. Most aldermen felt that communication was readily accessible via phone, email, the website, Facebook and the monthly newsletter.
- e. Fitness Court®** – Grant funding is available for a Fitness Court®. The Fitness Court® is an outdoor circuit training gym that provides progressive and variable training stations. The outdoor facility features seven (7) different stations to workout where you don't need any other equipment besides what is already there. Fitness Courts® are located throughout the country with the closest one to us being in Belleville. QR codes offer workout instructions. There are two (2) sections available: one section contains the workout stations and the second is a place where you can have group classes. Matching grants are available on a first-come, first-served basis. Further details included: potential placement, that the city would only need to perform the flat work, the company handles all the installation, a shade device can be installed, artwork is available, the court could be used throughout the year, it is cleaned with a power washer and leaf blower and partnering with the Park District. Major concerns were logistical hurdles and liability.
- f. Non-Profit Grants** – Alderman Kyle Buettner mentioned a Nonprofit Grant Application had not been received for some time and inquired about the possibility of promoting the program. Sarah replied that there were two applications potentially in process and suggested a meeting to review the first year of the program.

Director of Public Works – J.R. Landeck

a. Capital Projects Update:

- Third (3rd) Street – Comments on the project will be sent to HMG, and we anticipate a bid opening later this month or early March. The street will be paved with asphalt and include curbs, gutters, and a sidewalk.
- Surface Transportation Program (STP) Application - The STP application for Lakeview Drive has been submitted. The project is estimated at approximately \$1.5 million, and we have requested roughly \$1.2 million in Federal funding.
- New Turbine Generator (#14) – The invitation for bids is scheduled to be released at the end of the week. However, we need to review it to ensure our comments have been addressed. The turbine is still expected to arrive in late June to early July 2025. The relocation of some of our utilities in the corridor (staging area) for the transformers is currently in progress.

b. Water Treatment Facility – The solid separator arrived on February 03, 2025, and was installed on February 05, 2025. The first "BAC-T" test was conducted today, and the samples were sent to the EPA. Another round of testing will be performed tomorrow. The solid separator connects to the main trunk line, separating the solids and allowing the water to flow into the reactors. We do not anticipate a lot of solids, but a ball valve is in place to release any that may occur. It will likely take a week for the softened water to permeate throughout the entire city system. The second solid separator is expected to arrive within the next week.

c. City ROINC – AW SVCS (Tim Albers) was under contract with the city until December 31, 2024. He then resigned effective January 1, 2025. His acknowledgment and resignation to the local IEPA in Collinsville were shown.

d. Service leaks – Recently, there have been three service leaks that were addressed by Travis Henry, and he has done an excellent job.

e. CERTOP – CERTOP's contract will terminate on April 30, 2025, and JR recommended the contract be extended to December 31, 2025. The extension will provide the necessary time to get the reactors operational and facilitate future negotiations. The City also needs to issue an addendum to CERTOP at the IEPA's request, which outlines some details from the original contract. This timeline will allow us to observe how CERTOP operates and manages the plant going forward. It is a process to initiate and organize everything necessary to create a set of procedures and to handle all the issues and problems associated with operating a plant of this size. Many things need to be established, including guidelines and protocols, and we have not achieved that yet. Once that is established, we will have a better opportunity to examine and determine what is needed and/or required for the future. All aldermen agreed to extend the CERTOP contract to December 31, 2025.

f. Water Main Extension Update – Illinois American stated that they would need a few more weeks before getting back to JR regarding the water main extension. The plan is to exercise our right to service the Hanover Industrial area and the portion encompassing the Hillcrest Properties and will notify the Fountain Water District of our intention. Also, trying to set up a meeting with Adam Stumpf and his new attorney to review the options that he may or may not have from us. The next step is to figure out the actual engineering around the area.

g. Sewer Plant – The new blower for the sewer plant was delivered last week, and we are working on a plan to get that installed.

h. Snow Prep - Preparing for the possibility of heavy snowfall this week.

i. Upcoming Meetings – Will be attending the IMEA Meeting in Springfield, Illinois from February 19-20, 2024, and the American Public Power Association (AP) Meeting in Washington, D.C. from February 23-26, 2025.

j. Budget – Working on the budget for the next fiscal year.

City Attorney – Natalie Steppig

No Report.

Mayor’s Report

No Report.

Committee Reports & Minute Approval

- a. 11-04-24 Water-Sewer Cmte Mtg Minutes. – Previously approved on February 03, 2025.
- b. 11-13-24 Insurance Cmte Mtg Minutes. K.Buettner-1st, M.Buettner-2nd. Passed.
- c. 12-02-24 Insurance Cmte Mtg Minutes. K.Buettner-1st, Trantham-2nd. Passed.
- d. 12-16-24 Ordinance Cmte Mtg Minutes. Previously approved on February 03, 2025.
- e. 01-06-25 Drainage Cmte Mtg Minutes. Most-1st, Vogt-2nd. Passed.
- f. 01-21-25 Water-Sewer Cmte Mtg Minutes. Previously approved on February 03, 2025.
- g. 01-21-25 Personnel Cmte Mtg Minutes. Most-1st, Trantham-2nd. Passed.

Items for Correction:

- Row was not in attendance

Motion passed to approve the Personnel Cmte Mtg Minutes dated 01-21-25, as amended.

- h. 02-03-25 Water-Sewer Cmte Mtg Minutes. Row-1st, Hopkins-2nd. Passed.
- i. 02-03-25 Street Cmte Mtg Minutes. M.Buettner-1st, Hopkins-2nd. Passed.
- j. 02-03-25 Ordinance Cmte Mtg Minutes. Most-1st, Hopkins-2nd. Passed.

Comments

Alderman Hopkins thanked Alderman Vogt for calling attention to the error in the January 13, 2025 Utility Meeting minutes regarding the location of the Old Monroe Distillery property, which is actually situated 0.7 miles outside the city limits of Waterloo and well within the mile-and-a-half radius of the city.

Alderman Trantham expressed his gratitude to Mayor Darter for addressing the comments made in the Facebook video. He also stated he believes this Council to be the most open and willing to agree and disagree that he has been a part of.

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

Mayor Darter adjourned the meeting at 7:43 p.m.

Minutes submitted by Mechelle Childers – City Clerk