

**WATERLOO UTILITY MEETING
MONDAY, APRIL 13, 2026
6:10 P.M.**

1. Roll Call.

Mayor – Stan Darter
Aldermen Ward I Joel Vogt & Matt Buettner
Aldermen Ward II Jim Hopkins & Jim Trantham
Alderman Ward III Kyle Buettner
Aldermen Ward IV Jordon Riley & Gary Most

Administrative Staff Present:

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

Absent: Tina Charron.

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

3. City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated March 09, 2026, was made by Alderman Riley and seconded by Alderman Matt Buettner.

Motion passed to approve the Utility Minutes dated March 09, 2026, with Aldermen Riley, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Kyle Buettner voting ‘aye’.

It was mentioned that the live stream was unavailable this evening as a result of technical difficulties.

4. Subdivision & Zoning Administrator – Roberta Rohwedder

- a. Permits – Thirty-three (33) permits were issued in March: three residential, nine accessory structures, eighteen excavations, one commercial, and two sign requests. A brief explanation of the permits was provided. As a reminder, the process for issuing excavation permits is being revised so that permits are no longer issued as a blanket permit per job. This accounts for the increased number. So far in April, working on two residential permits, three excavation permits, four commercial, six accessory structure permits, and one outdoor dining permit
- b. Sonic Drive-In – Sonic is updating its signage with a new monument sign.
- c. Planning Commission – A proposed Casey’s development will be discussed at the meeting, including the rezoning of the lot from I-1 to B-2 to better accommodate highway-oriented commercial uses. Currently, only the civil plan for utilities and the basic building have been submitted.
- d. Zoning Board of Appeals – The Zoning Board of Appeals will meet on April 23, 2026, to review the same proposed Casey’s development rezoning.
- e. Domino’s Pizza – A civil plan drawing has been submitted for the proposed Domino’s strip mall development. The project will proceed to plat review and will need City Council approval. Plans include five separate tenant spaces, with Domino’s set to occupy one end unit, a potential restaurant on the opposite end, and three additional commercial units in between.

- f. The Ranch Steakhouse – The status of the Ranch Steakhouse on Plaza Drive was mentioned. Based on the information currently available, the project has reportedly been placed on hold to focus on the construction of Mamma’s Sub Sandwich Shop. It is assumed the owner will return to the steakhouse project now that the sub shop is open. It was also noted that the façade grant for the building has been completed.”

5. Deputy Director of Public Works – Nathan Krebel

- a. 4th Street Improvement Project – A drone video footage showed ongoing construction activities, including the installation of water service lines and the new 8-inch water main. A substantial portion of the water service connections is expected to be completed by the end of the week. Both the water main pressure test and the Bac-T test have passed, so the system is now operational. Once the water service connections are done, work will proceed to installing the storm sewer piping.

6. Director of Public Works – J.R. Landeck

- a. Water Treatment Facilities – The monthly operational logs are available on the City’s website.
- b. Old Water Tower – The estimated project completion is approximately 10 to 14 days, weather permitting. Delays have been due to wind and rainy conditions. There is also some paint overspray on parts of the building, sidewalk, and brick features, which will be cleaned up once the work is done.
- c. Turbine Generator (#14) – It is anticipated that a ribbon-cutting ceremony will be held, with invitations extended to elected officials.
- d. Motor Fuel Tax Program – The resolution is signed, and the project is now waiting for IDOT to approve the bidding process. A bid opening is anticipated during the first week of May.
- e. Concrete Street, Curb, Ramp, and Sidewalk Project – The plan is to advertise bidding for the concrete street, curb, ramp, and sidewalk improvement program in late April or early May, with a bid opening anticipated in mid-May.
- f. Drainage Projects:
 - The Dannehold Farms Capital Improvement Project is under review, including evaluation of drainage patterns associated with the area. The drainage flows into the detention pond acquired by the City last fall, which provides greater control over stormwater management. Project costs are also being evaluated, and the project is expected to be part of the FY 2027 budget plans.
 - Drainage issues along East Third Street are being evaluated, particularly where water accumulation has been causing flooding near the intersection behind the Schaefer Wealth Management, Inc. property. We are reviewing potential drainage solutions, as runoff is currently flowing through the alley and discharging from a corrugated metal pipe (CMP) that has been damaged.
- g. Clean Reliable Grid Affordability Act – The Clean and Reliable Grid Affordability (CRGA) Act, which went into effect last fall, requires the City to update its residential net metering and self-generation interconnection policies to meet compliance by June 1, 2026. The proposed revisions include minor modifications to the net metering policy, interconnection agreement, and application forms, including insurance and licensing disclosure requirements. The changes are minimal. An Ordinance Committee meeting was requested to review the updates and provide an overview of the proposed revisions.

- h.** Midtown South Circuit – On March 27, the Midtown South Circuit sustained external damage when a Broadhead arrow, accidentally discharged from the Third Street area, hit and went through a power line. Photos of the damage were shown. The crew made a temporary fix and shielded the lines as the required replacement wire was not in stock. On April 2, a planned 32-minute outage occurred to complete the permanent splice and repair work. It was noted that the homeowner will be responsible for the repair costs.
- i.** Flower Street – Working on resolving right-of-way issues along Flower Street before moving forward with acquiring more easements or right-of-way. Some of the right-of-way extends into the roadway the closer you get to Mill Street.
- j.** Villa Court/Greiner Drive and Southview Villas – No updates are available at this time.
- k.** Roger Street Extension – The County is undergoing the right-of-way acquisition process. While immediate progress is not anticipated, the project is funded through federal grants, which require continued activity in order to maintain funding eligibility.
- l.** Gas and Water Projects:

 - Working to finalize the alignment and other details for the South Church Street water main replacement project.
 - Reviewing the water and gas infrastructure situation on the City’s 57-acre property. Due to ongoing water-related litigation, progress on the water component is currently on hold. However, planning continues for the gas main extension, including coordination with USDI to determine appropriate sizing.
 - A proposal has been received from HMG for the installation of a water main loop extending from Remlok to the sewer plant, which would provide service improvements for the Country Club Hills and Remington Ridge areas.”
- m.** Water Plant – Well 1 has been online for approximately two months and is being blended with Wells 2 and 3, with water hardness levels staying consistent. Operations have been transferred to Reactor 2 to allow Reactor 1 to be taken offline for maintenance, inspection, cleaning, and rebuilding of the seedbed. It was mentioned that residential water leaks have declined as quickly as they had previously increased.

7. City Building Inspector – Mark Herrmann

- a.** Monthly Report – The March monthly report was distributed. There were 21 new inspections, 6 re-inspections, 10 rental inspections, and of those, 9 were re-inspections, 10 dumpster permits, 1 motor vehicle violation, and 5 property violations. Photos were shared showing examples of items reviewed during inspections, including newly built properties with holes in the siding and rental units in filthy condition.
- b.** Lemen Street House – A renter on Lemen Street reported a gas odor, prompting a response from city personnel. The stove was subsequently condemned due to ignition issues, and a replacement unit was installed. Also, the bottom seal was completely gone on the front door, so a new door was installed. Additionally, a leaking exterior water spigot was identified which was contributing to elevated utility bills and is scheduled for replacement and reconnection.
- c.** City Hall Roof Leakage & Replacement – A sagging ceiling tile in the women’s restroom was traced to a roof leak above the HVAC area. Shay Roofing completed repairs on the No. 2 unit located on the north side; however, the 29-year-old roof contains multiple layers of prior patchwork repairs. Plans for a full roof replacement are set to be included in next year’s budget. Alderman Vogt inquired if there were any energy codes or insulation requirements that needed to be met before installing a new roof.

- d. HVAC Issues – Last month’s cooling problems were traced to a faulty sensor in the rooftop unit. The issue kept the fan from working properly, leading to cold air problems on the lower level. In a separate issue, the water tower contractors had temporarily covered the exterior AC unit today, which caused the left side of the system to overheat and need repairs.

8. Collector/Finance Officer – Sarah Craig

- a. Western Egyptian – Each year, the Council has approved a \$7,500 contribution of Western Egyptian, which is funded through the Community Relations budget. All Aldermen agreed to continue the \$7,500 contribution to Western Egyptian.
- b. Reliable Sanitation – Last year, a contract was approved with Reliable Sanitation from May 1, 2025 through May 30, 2030. Under the agreement, an annual rate increase may be applied based on either 3% or the Consumer Price Index (CPI), whichever is greater. In March of this year, the CPI came in at 3.3%. Reliable is expected to notify the City of the proposed increase. Last year the full CPI adjustment was not applied, and the increase implemented was 2.2%.
- c. Parking Lot Leases – The City leases two parking lots that undergo an annual renewal on May 1. No requests have been received regarding changes to the lease terms or associated costs. All Aldermen agreed to continue the existing lease agreements.
- d. Cleaning Services – The cleaning service is scheduled for an annual rate adjustment effective May 1. Last year, the service received a 4.5% increase. The current Consumer Price Index (CPI) is 2.8%, and it was noted that the quality of service has improved. All Aldermen agreed to approve the 2.8% CPI-based increase.
- e. Copy Machine – A document was distributed regarding the purchase of a copy machine for the business office, which had been budgeted for FY 2026 at an estimated cost of \$11,000. A new quote came in at around \$8,700. The current copier, bought in June 2017, has seen a lot of use and wear. With Council approval, the new copier could be purchased next week. All Aldermen agreed to the purchase of a new copy machine for the business office.
- f. Enterprise Zone – The Monroe County–Randolph Enterprise Zone amendment update was distributed, including highlights of the most pertinent changes. It was explained that the amendment had previously been approved by the Council as a resolution when it should have been adopted as an ordinance. An ordinance is the correct form of documentation to accompany the Intergovernmental Agreement (IGA). An Ordinance Committee meeting will be scheduled to review the documentation and recommend approval as an ordinance.
- g. Budget – The budget is not anticipated to be adopted until the first meeting in May. Meetings have been held with JR and the department heads. Sarah would like to have additional meetings next week with committee members to review the budgets associated with their committees.
- h. Video Gaming Revenue – Documentation regarding 2025 and 2026 video gaming revenue was distributed for review. Although a significant amount of funding was allocated last year toward the splash pad project, no comparable expenditure is anticipated this year, leaving the fund in a strong financial position. Alderman Kyle Buetter mentioned potential support for the municipal band. Even though the band received a portion of the tax levy, it still faces costs like buying sheet music and paying its members. The band has identified needs, including upgrades to the bandstand and replacement chairs. Although responsibility for the bandstand falls to the County, it was suggested that the City consider allocating a portion of video gaming revenue to assist the municipal band with some of its needs. Discussion took place regarding potential financial support for the municipal band, including the amount of funding to provide and potential uses for the funds. Additional discussion followed regarding whether the funds should be designated for a specific purpose or provided without restrictions. A contribution amount of \$15,000 was

ultimately suggested without earmarking the funds for any particular project or expense. All Aldermen agreed to a \$15,000 contribution.

9. Human Resource Coordinator – Trisha Hoagland

- a. Biometrics Screening – A biometric screening event is being planned for May 19, 2026, for employees and their spouses. UHC participants will be eligible to earn a \$50 incentive toward their UHC rewards. A minimum of 30 participants is required in order to have this event.
- b. Retirement Presentation – On April 15, a representative from IMRF will conduct a retirement presentation. Sign-ups were also taken for employees interested in participating in one-on-one discussions following the presentation.
- c. Connecteam Management App – The program is being used by administration members, department leads, and sergeants, and we believe it is now ready to be implemented for all employees. A rollout to the employees is anticipated within the next couple of weeks.

10. Community Relations Coordinator – Sarah Deutch

a. Upcoming Events:

- *April 20 – Mayor for a Day.*
Rowan Phipps, a third-grade student at SPPS, will serve as Mayor for the Day.
- *April 22 to May 2 – American Revolution Traveling Exhibit at Monroe County History Museum.*
- *May 9 – Lion’s Club Monster Truck Show/Sutocross at Fairgrounds.*
- *May 16 – FirebirdFest, Downtown Waterloo.*
- *May 25 – Memorial Day, Downtown Waterloo.*
- *June 6 – Home Alone Program, City Hall.*
The city will host the program in partnership with the Waterloo Police Department, Monroe County EMS, and the Waterloo Fire Department. Registration information will be distributed through the City newsletter, Facebook page, and website. The event is consistently well attended.
- *June 6 – GLOW Community Yard Sale.*
Registrations are collected at City Hall, and participant addresses are used to create a community-wide event map. Funds collected from the event support the organization’s scholarship program. Because the Home Alone program is scheduled for the same day, sales will not be allowed in the City Hall parking lot this year as they have been before.
- *June 6&7 – Optimist Club Beer-B-Que/Car Show.*
- *June 13 – Thrive Music Festival, Downtown Waterloo.*
- *June 16 – Porta Westfalica, Downtown Waterloo.*
Sister Cities intends to move forward with hosting Porta Westfalica this year. Assistance from the City was offered, with parade operations identified as the area where the greatest support may be required. The event may look somewhat different this year due to limited manpower and related changes. Participation in the parade will continue, including the construction of a parade float. The City will once again provide its traditional \$250 sponsorship donation.
- *June 30 – Municipal Band Ice Cream Sponsor*
This is the City’s night to sponsor the ice cream for the Municipal Band Concert. It will also be the night that the band will be featuring their patriotic music selections.

- *July 4 – Celebrate America 250: Fun Run, Parade & Festival*

The Waterloo Planning Committee met to go over plans for the upcoming Celebrate America 250 event. Registration for the Fun Run will open May 1, while the parade registration is already underway. Regarding the festival portion of the event, vendor participation will be by invitation only. The event is scheduled to run from 9:00 a.m. to 2:00 p.m. The City will be constructing a parade float, which is expected to be used in both the Porta Westfalica parade and the July 4 parade.”

b. American 250:

- Pictures were shown from the youth contest winners, which was a county-wide initiative.
- The challenge coins were received; however, the Waterloo and Hecker versions were incorrect and will need to be redone. Samples of the correct coins were shared for review. Once the replacement coins for Waterloo and Hecker are received, the coins will go on sale to the public. Waterloo’s coins will be available at City Hall, while additional communities will also offer their respective coins for sale. Monroe County plans to offer complete sets for purchase.
- A reminder was given to follow up on the America 250 polo shirts, which are currently blank and will soon be embroidered with the America 250 logo. Once finished, they will be worn by staff at various parades and related events.

c. Website Update – The website is about 85% complete, with interior pages now being developed from the existing content. A key focus of the website revamp is implementing an online form solution. The website has around 44 forms that can be filled out but not submitted online—they must be saved and emailed or printed and submitted in person. One of the main project goals is to make these forms fully submittable online, using a system that’s easy to update for future changes and ensures submissions are received in a clear, organized format for internal processing. There is a new compliance law related to website accessibility that will need to be followed in the future including requirements that all images include alt text descriptions and page designs meet accessibility standards, like proper color contrast for easy readability. Additionally, all PDFs must follow certain guidelines.

d. Hometown Hero Banner Program – A total of 193 banners have been ordered, with the printer estimating about two weeks for delivery. Installation is expected in late April or early May. Some municipalities use a GIS-based map on their websites to show banner locations, allowing users to click on individual banners to view the photo and details about the honored veteran or service member. While the Aldermen agreed that the concept was a good idea, they decided not to move forward with this suggestion.

e. Contract Renewals:

- CTM Media Group has been handling the City’s brochure distribution for several years. This year, the annual cost went up by \$100, but we still have a 15% discount through the Tourism Bureau. Most of the year, CTM distributes the City’s welcome guides, except in September, when they switch to a Pumpkin Fest rack card. All Aldermen agreed to renew the CTM Media contract.
- The City’s Welcome Guides need to be reprinted, as they have not been updated or printed since 2023. The Tourism Bureau offers a 15% discount on printing and also helps with the design work. All Aldermen agreed to reprint the City Welcome Guide.
- The Digital Billboard advertising contract was received at the same rates and terms as last year. A revised promotional schedule for the billboard has been prepared and is available for review. All Aldermen agreed to renew the contract for the digital billboard.

- The AO Creative contract is also due. A document was distributed recapping the first seven months that we have spent with them. The new contract will maintain the same monthly cost. All Aldermen agreed to renew the contract with AO Creative.
- f. World War II Howitzer – The layout for the Howitzer display was presented, and the Park District has approved the design for the concrete pad at the Veterans Memorial in Lakeview Park. Coordination with Huebner Concrete is in progress to start the work. Photos of the finished concrete pad, along with documents detailing how the howitzer will be transported, need to be sent to the U.S. Army before they will release it to us.
- g. Non-Profit Grant Applications – A couple of nonprofit grant applications have been received. A Beautification Committee meeting will be scheduled for Monday, April 20, 2026, to review the applications.
- h. PumpkinFest – Vendor registration is open for PumpkinFest.

11. Chief of Police – Dane Luke

- a. Monthly Report – The March 2026 monthly police report was distributed.
- b. Canine/DEA Officer Vehicle – A quote from Datatronics for the equipment needed to outfit the new K-9 vehicle was distributed. Asset forfeiture funds will be used to cover the purchase. All Aldermen agreed to the purchase of the equipment.
- c. Acknowledgment Letters – For the most recent St. Patrick’s Day campaign, the police department received complimentary emails from two representatives with the Illinois Department of Transportation recognizing the officers’ efforts and performance. This is the first time since we started IDOT safety grants back in 2019 that recognition letters have been received. The correspondence was shared to acknowledge the hard work and dedication demonstrated by the officers.

12. City Attorney – Natalie Steppig

No Report.

13. Mayor’s Report

- On May 6, we are scheduled to close on the Feldmeier property.
- Salary increases for exempt employees are scheduled to begin in May. The City usually aligns with the AFSCME contract adjustment, which is a 3.75% increase. All Aldermen agreed to managerial raises in the amount of 3.75%.
- There was a discussion about lighting the City’s new elevated water tower. The idea is to light only the bowl, not the stem, using three lights mounted on metal poles about 65 feet high. It was mentioned that some ambient light might be visible in the nearby neighborhood. Other items talked about were the wattage, lumens, overall brightness, light pollution, and foot-candle levels. In conclusion, all aldermen agreed to light the new elevated water tower.

14. Committee Reports & Minute Approval

- a. 03-16-26 Ordinance Cmte Mtg Minutes. Most-1st, Riley-2nd. Passed.
- b. 04-06-26 Planning Cmte Mtg Minutes. M.Buettner-1st, Vogt-2nd. Passed.
- c. 04-06-26 Water / Sewer Cmte Mtg Minutes. Vogt-1st, Hopkins-2nd. Passed.

15. Comments

Alderman Hopkins stated video gaming revenue figures were higher than he expected, and he thanked Alderman Kyle Buettner for bringing forward the discussion to share a portion of those funds.

Alderman Vogt asked when the next court date was for the water service issue, and JR said it is set for May 12, 2026.

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 8:09 p.m.

Minutes submitted by Mechelle Childers – City Clerk