

WATERLOO UTILITY MEETING
MONDAY, APRIL 14, 2025
6:05 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, Trisha Hoagland – HR 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.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated March 10, 2025, was made by Alderman Charron and seconded by Alderman Row.

Items for Correction:

Deputy Director of Public Works – Nathan Krebel

- Under Item d – Well Platform Extensions – Change the sentence “Special thanks to the Line Crew for extending the platforms at the well sites.” to “Special thanks to the Line Crew *and Street Crew* for extending the platforms at the well sites.”

Community Relations Coordinator – Sarah Deutch

- Under Item c – Non-Profit Grants – Change the sentence “He wanted to know if there was any interest in increasing the grant proceeds to \$7500” to “He wanted to know if there was any interest in increasing the grant proceeds by \$2,500 for a total allotment of \$7,500.”

Motion passed to approve the Utility Minutes dated March 10, 2025, as amended with Aldermen Charron, Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.

Subdivision & Zoning Administrator – Roberta Rohwedder

- a. Permits – Twenty permits were issued in March: four residential, six accessory structures, six excavations, one commercial, and three signage requests. A detailed review of each permit was presented. So far in April, working on five residential permits, three sign permits, and one commercial permit.
- b. Planning Commission – The Planning Commission is meeting tonight, April 14, 2025, to review three annexation agreements. Two pertain to the homes located on Market Street, and the third will be for Remlok Phase 7.

Deputy Director of Public Works – Nathan Krebel

- a. Third (3rd) Street – Work has been ongoing on the north side of the street, and demolition started today on the southeast side of the street. One of the primary objectives was to ensure that *Three Tails Parlor and Pantry* remained open for business. A more substantial concrete pour was carried out to access their parking lot. The majority of the curbs on the north side have been installed, with some gaps left for the installation of the storm sewer. There are a couple of easements that we still need to get, and we are working on some legalities with the owners.

- b. Dannehold Farm (Rose Meadows) Detention Area – The property owner stated that he had everything cleaned up; but after viewing the premises, there was still more work to be done. Attorney Gilbreth is ready to execute the transition of the property to the City when we are ready.
- c. Beautification Committee – Would like to propose a Waterloo Beautification Committee Meeting on Monday, April 21, 2025. Tony Groves has submitted a second application for Ja Bowl Asian Express. This application is to replace the roofing material on the building.
- d. Underground Department/Water – Collaborating with Cole Moore, the new lead for the Underground Department, and providing assistance when needed. The bi-monthly Bac-T tests are progressing well, and there are quarterly TTHM (Total Trihalomethane) samples scheduled for May 8, 2025.
- e. Lead/Copper Line Water Testing – There are 60 sites to sample, where we may potentially have lead whips or galvanized lines. Therefore, we need to collect 5 samples at each location. A significant portion of this effort involves Market Street, where we plan to replace the main in the next couple of years.
- f. Tequila Mexican Restaurant – Alderman Most pointed out that the RP Lumber wrap on that side of the Tequila’s building has been in place for an extended period of time and inquired about an update on the building’s status. Brad Yearian responded that Mike Thomas, the contractor, mentioned they are trying to catch up and are hopeful to have the brick installed soon.

Director of Public Works – J.R. Landeck

- a. Capital Projects Update:
 - Third (3rd) Street – Nathan has already provided an update on the Third Street Project. There is nothing further to add.
 - Fourth (4th) Street & Flower Street – Finalizing the design for those projects and getting them out to bid. The plan is to move from 3rd St. to 4th and Flower.
 - New Turbine Generator (#14) – The bid opening for our new turbine generator is scheduled for tomorrow. Delivery is now expected in August due to production delays; however, we are still planning to have the generator commercially available by the end of this year to secure credits. We continue to fulfill our city’s responsibilities. The transformers and concrete work have been completed, and shelving is installed to enable double-stacking of some ground-mounted transformers. Additionally, two planned outages are scheduled to facilitate the connection of underground wiring.
- b. Water Treatment Facility – Continuing to make minor adjustments by fine-tuning the chemistry, and currently the water hardness is approximately 170 to 180 milligrams per liter. The water is now softer when compared to our previous water on the day of the switchover. Contacted some of the business owners and residents that voiced some concerns at these meetings and hearing that the water is much better. **We are approaching the production of 100 million gallons of water, a milestone we expect to reach this week.**
- c. Well #2 – We have identified a solution for well #2. The current screen in the ground has a diameter that is too large, allowing sand to pass through. The proposed solution is to install a screen with a smaller diameter and surround it with two inches of glass beads. The flow rate will remain unchanged. After completing the installation of this new screen and glass beads in well #2, the contractor will check wells #1 and #3 to ensure everything in those wells is working properly.
- d. Wholesale Connection Agreement – The Wholesale Connection Agreement is between the City of Waterloo, IMEA, and Ameren regarding the Ameren transmission lines that supply power to the City of Waterloo. This is a new 15-year agreement that is being implemented by Ameren. The document has been reviewed and approved by the City Attorney.
- e. Staffing – Trisha will discuss staffing later, but things are going well at this point.
- f. IMEA Meetings – Will be attending the IMEA meeting on April 23-24, 2025, followed by the annual conference in May.
- g. Budget – In the process of finalizing the budget for the next fiscal year.

City Building Inspector – Brad Yearian

- a. Monthly Report – The March monthly report was distributed.
- b. Parking Lot Issues:
 - Taco Bell – We continue to have numerous complaints about potholes in front of Taco Bell, ATI and McDonalds. This street is maintained by the Desco Group and is not a city street. Desco stated that they are currently obtaining bids and have temporarily patched the deep holes. They were informed that we need a specific date for when the payment issue would be resolved, as they have been assuring us for the past two years that they would address the problem.
 - Hardee's/KFC – KFC claims they are always the one to patch the easement, and Hardee's never wants to pitch in. Talked to Hardee's today and they stated they would coordinate with KFC and get it worked out.
- c. 319 North Library – Arranging for the cleanup of 319 N Library. This property has been condemned and will be undergoing the foreclosure process. It contains a significant amount of trash in both the front and back yard, along with tree limbs and other debris.
- d. 123 Jefferson – 123 Jefferson is another problematic parcel. The bank has been contacted, and hopefully they will maintain the property and ensure it is mowed. Attorney Steppig provided an update regarding the lien, foreclosure, and ownership status.
- e. Home on S. Main – A gentleman had pallets, lumber, and other items in his yard and was issued a notice to clean it up. He later claimed that I had no authority to enforce city ordinances and accused me of making him burn his natural resources. He was informed that the directive was to either relocate or enclose the materials, not to burn them.
- f. Residence on Leo Street – A car in the yard on Leo Street has been removed. That property is also getting cleaned up, as several complaints have been received.

Collector/Finance Officer – Sarah Craig

- a. Reliable Sanitation – The current agreement between the city and Reliable is set to expire on April 30th. The \$0.50 recycling surcharge will be discontinued as a separate fee and will be integrated into the standard monthly rate. The proposed contract is for five years, beginning May 01, 2025, to April 30, 2030, with a beginning trash and recycling rate of \$19.18. The new rate reflects a 2.2% increase, which is a \$0.41 rise on the trash and recycling rate. The CPI for 2024 was 3%, so Reliable is giving a slight discount from what they could have charged. The proposed agreement was distributed among the aldermen.
- b. Cleaning Services – The cleaning service is scheduled for a raise in May. Last year, they received a 4.5% increase. All the aldermen unanimously agreed to grant a 4.5% raise to the cleaning service.
- c. LOCiS Licenses – Currently, we have 9 LOCiS licenses, and there is a need to increase that number. There are a lot of administrative personnel who would like access to the LOCiS system to review various reports and/or residential usage information. At present, there is only one spare license, which is in high demand. In terms of cost, going from 9 to 15 licenses would cost less than \$3,000 additional dollars per year. The aldermen had no objection to increasing the number of licenses.
- d. Grocery Tax Elimination – Attorney Steppig contacted the local tax district. The grocery ordinance may be amended or modified to ensure the correct amount is achieved every six (6) months. A separate deposit should be issued to provide clarity on the amount of money being received. The grocery tax can be implemented in quarter-percent increments up to 1 percent. Items subject to the tax include medical supplies, prescriptions, and groceries; however, retailers have the discretion to determine which products fall into these categories. Businesses impacted by the tax encompass any establishment that sells consumable goods. If plans are to initiate a municipal tax, an ordinance must be enacted and submitted to the state by October 01, 2025. Unfortunately, there are a lot of questions with no answers available. This is a tax that individuals have paid for many years and continue to pay today. As a result,

it is likely to go unnoticed, as it has already been in effect for quite some time. We will not fully understand the impact on the city if we do not at least continue the tax. Maintaining the status quo by implementing and continuing it for at least the first six months. A positive aspect lies in the fact that we are collecting taxes from sources beyond our consumer-based constituents.

- e. Budgets – Currently working on the budget. Progress is a bit slower than normal as I ensure everything is accurately completed while still in the learning phase. Hope to have drafts sent out soon.

Community Relations Coordinator – Sarah Deutch

- a. ‘Icash’ – The Icash event held in March was highly successful with 25 attendees, 57 name searches, and 12 claims processed for cash or property. Another Icash event is scheduled to take place on September 24th. Alderman Hopkins requested the presence of multiple representatives from the state for this event.
- b. Social Media Public Use Policy – A draft of a Social Media Public Use Policy was distributed for review. The policy helps set clear expectations around how the public can engage with us on our social media platforms. Social media comes with challenges like inappropriate comments, slander, misinformation, etc. The document outlines procedures for managing these situations effectively.
- c. PumpkinFest – The first meeting of the Pumpkin Fest Planning Committee was held last week. Already receiving a lot of calls and messages from participants eager to sign up. Vendor registration is scheduled to open on April 28, 2025. The committee proposes the following changes for this year:
 - 1. Increasing the vendor space fee from \$35 to \$50 to accommodate rising expenses for entertainment.
 - 2. Raise the electricity usage fee from \$10 per space to \$20.
 - 3. Limit vendors to a minimum of three spaces each to ensure broader participation. This measure addresses issues of subleasing, where vendors were reselling spaces.
- d. Advertising Request – Several advertising requests have been received for upcoming events such as "Songs 4 Soldiers" and the Porta Westfalica Festival. A request was also received for the Fort de Chartres Rendezvous event booklet. The aldermen have decided to decline advertising in the Fort de Chartres Rendezvous booklet.
- e. Upcoming Events:
 - *May 3 – BeerBQue, Downtown Waterloo*
 - *May 17 – Firebird Fest, Downtown Waterloo*
 - *May 26 – Memorial Day Ceremony*
 - *June 1 – Optimist Club Car Show*
 - *June 7 – GLOW Community Yard Sale*
 - *June 14 – Home Alone Program with the Police Department, EMS, and the Fire Department.*
 - *June 17 – Porta Westfalica Festival and Parade.*
 - *June 21 – Dawn of Thrive Music Festival*
 - *June 24 – City of Waterloo Ice Cream Social at the Municipal Band Concert.*

Human Resource Coordinator – Trisha Hoagland

- a. Staffing – Recruitment and hiring efforts are currently underway. Cole Moore has been appointed the Underground Lead, creating a vacancy for the Underground Operator position, which is expected to be filled shortly. Additionally, we are actively seeking summer hires, and these positions have been advertised on several sites.
- b. Cyber Security Training Program – Preparing to roll out our security awareness training program with 'KnowBe4'. KnowBe4, is a cybersecurity company specializing in managing the human element of cybersecurity through phishing simulation tools.

Chief of Police – Dane Luke

- a. Monthly Report – The March 2025 monthly police report was distributed.
- b. D.A.R.E. Program (Drug Abuse Resistance Education) – School Resource Officer Brandon Hartin recently finished teaching the DARE Program. Over the course of 10 weeks, he delivered lessons to 5th-grade students across Waterloo, impacting a total of 176 children. The DARE graduation is scheduled for the week of May 05, 2025, during which the students will receive their T-shirts. The Chief extended his thanks to the Odd Fellows organization for their generous donation, which made the purchase of the T-shirts possible.
- c. Gaming machine thefts from Mobil On The Run – Two of the individuals charged have been taken into custody.

City Attorney – Natalie Steppig

No Report.

Mayor’s Report

- Committee Meeting Minutes – It can be challenging to chair a committee while taking notes and running the meeting. Alderman Kyle Buettner and Alderman Row have proposed that, since the current City Clerk normally attends committee meetings, the clerk should take minutes at all committee meetings. A question to consider is whether the City Clerk should be compensated at the committee member rate or at a different rate. Under the committee member rate, the City Clerk would only be eligible for payment for a maximum of 12 committee meetings per quarter. Further discussion on this matter will resume at the next Ordinance Committee Meeting.
- Property Committee – Proposed to establish a property committee to oversee the city's portfolio of properties. This committee would be responsible for determining the appropriate use of all properties. The committee will also consider the acquisition of properties, such as the purchase of the old apartment building located at Fourth Street and South Moore, and the long garage situated behind Lehman Street.

Committee Reports & Minute Approval

- a. 03-17-25 Waterloo Beautification Cmte Mtg Minutes. Previously approved.
- b. 03-17-25 Finance Cmte Mtg Minutes. K.Buettner-1st, Vogt-2nd. Passed.
- c. 04-07-25 Water-Sewer Cmte Mtg Minutes. Hopkins-1st, Row-2nd. Passed.
- d. 04-07-25 Ordinance Cmte Mtg Minutes. Most-1st, Hopkins-2nd. Passed.
- e. 04-07-25 Waterloo Beautification Cmte Mtg Minutes. Hopkins-1st, Most-2nd. Passed.
- f. 04-07-25 Planning Cmte Mtg Minutes. Most-1st, Charron-2nd. Passed.

Comments

Alderman Hopkins inquired about sharing the details for the National Day of Prayer Breakfast at HOPE Christian Church. The event is scheduled for May 1st at 8:00 AM at Hope Church.

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

Mayor Darter adjourned the meeting at 7:40 p.m.

Minutes respectively submitted by Mechelle Childers – City Clerk