

**WATERLOO UTILITY MEETING**  
**MONDAY, MAY 12, 2025**  
*City Hall - 2<sup>nd</sup> Floor Meeting Room*  
**6:03 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    Jordon Riley & Gary Most

Administrative Staff Present:

J.R. Landeck - Director of Public Works, Nathan Krebel – Deputy Director of Public Works, 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.

Absent: Sarah Craig – Collector / Finance

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

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated April 14, 2025, was made by Alderman Matt Buettner and seconded by Alderman Riley.

Motion passed to approve the Utility Minutes dated April 14, 2025, with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Riley, Most, and Vogt voting ‘aye.

**Subdivision & Zoning Administrator – Roberta Rohwedder**

- a. Permits – Sixteen (16) permits were issued in April: four residential, six accessory structures, three excavations, one commercial, and two signage requests. A detailed review of each permit was presented. So far in May, working on three residential permits, three sign permits, 2 commercial, 2 excavations, and 2 accessory permits.
- b. Plaza Tire – The permit has been submitted and they are getting ready to break ground.
- c. Planning Commission – The Planning Commission will meet tonight, May 12, 2025, to review a proposed zoning map amendment. The amendment would change the designation from B-3 (Central Business District) to R-2 (Single Family Residential) for three lots located in the Elsie Kolmer Subdivision at Evansville and Kolmer.
- d. Casey’s – No documents have been received by Casey’s; however, they have requested information regarding setback requirements.

**Deputy Director of Public Works – Nathan Krebel**

- a. Surprise OSHA Inspection – On April 15, 2025, there was a surprise OSHA inspection of the water and sewer department. OSHA requested to see various documentation, safety manuals, etc., and then conducted site visits to the Water Department, the underground building, and the sewer plant. A list of items to address was provided. Nothing major, but minor items such as replacing some of the overhead lights with shatterproof bulbs. Overall, the surprise inspection proved to be beneficial, as it allowed us to address issues that are not typically noticed on a daily basis. It also appears that we will not incur a monetary fine from OSHA. The official report has not been released yet, and it is anticipated that it may not be available until June. However, within the first 24 hours, we ensured that issues started getting corrected, documented, and reported to OSHA. Our proposed plan involves inspecting each of

our buildings to ensure OSHA readiness. Additionally, OSHA offers a consultation program that includes auditing the buildings. We are currently discussing the possibility of utilizing this resource.

- b. Lead/Copper Line Water Testing – A sample memo was distributed for the 60 households that are required to provide water sampling to the city in compliance with the IEPA Lead Service Line. In essence, twice a year, the homeowner receives 5 bottles. They fill them up in order, and they send the 1st and 5th bottles back to the city, with their paperwork, and they will receive a \$20 credit on their water bill. IEPA requires 100% participation.
- c. Third (3<sup>rd</sup>) Street – Depending on the weather, we could complete this project in a couple of weeks.
- d. Beautification Committee – A Beautification Committee Meeting is scheduled for May 19, 2025, to discuss a façade grant application for Coffee Girl which includes an ADA-compliant entrance.

### **Director of Public Works – J.R. Landeck**

#### **a. Capital Projects Update:**

- Fourth (4<sup>th</sup>) Street & Flower Street – Hope to have 4th Street ready to advertise for bids by late May or June. Due to the increased costs associated with completing both 4th and Flower streets, the construction of Flower Street will be deferred until FY 2027. A meeting will be held with HMG to strategize a schedule aimed at obtaining favorable bids for the Flower Street project. Typically, bidding during the wintertime tends to yield better results.
  - Lakeview Drive – Met with IDOT, and the Lakeview Project is a recommended project through the STP Grant application. However, they requested a reduction in the federal cost share, requiring the city to increase its contribution. The federal cost share would now be \$1,000,000 instead of \$1.25 million, necessitating an additional \$250,000 for the city, which we consider reasonable.
  - New Turbine Generator (#14) – Working on updating potential cost savings measures. Limbaugh is ready to get started and was here today to match the colors of the existing metal for the engines. A kickoff meeting is planned for the week of May 19, 2025. Delivery of the turbine is scheduled for August 15th, and 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. Some underground drainage system (storm sewer) needs to be removed to clear the area for the foundation.
- b. Storm Damage – The fallen tree limbs have been picked up, and we are currently in the process of grinding them down at the yard waste site.
  - c. Utility Pole Replacement – The utility poles damaged in the storms have been replaced, and we are now moving forward with our annual pole replacements.
  - d. Drainage Issues – Received quite a few drainage issue calls, primarily due to the significant rainfall in April. Efforts are being made to address these calls and determine the underlying problems. In most cases, it was the homeowners who needed to take action to resolve the drainage issues.
  - e. Mowing – The rain is impacting some of our mowing. Particularly those areas that require the use of a tractor and a Bush Hog, which are currently inaccessible.
  - f. Water Treatment Facility – Everything has been running smoothly. Continuing to make minor adjustments by fine-tuning the chemistry, and currently, the water hardness is approximately 170 to 180 milligrams per liter. The operating logs have been posted to the website and hope by next month to have an idea of the operating costs to maintain and operate the plant at its current level. We are also nearing completion of this project.
  - g. Well #2 – Well #2 is scheduled to receive the new screen and glass beads on May 13, 2025. Once this is completed, the same procedure will be implemented for Well #1 and then Well #3.
  - h. National Public Works Week – Next week marks National Public Works Week. We plan to recognize the Public Works groups on social media.

- i. Budget – The budget impact for Flower Street in 2026 and 2027 has already been discussed. The sewer plant, which is approximately 20 years old, has several budgeted items on the list, including replacing the blowers.
- j. Backhoe Delivery – On May 16, 2025, we expect to receive the backhoe for our street department that we ordered a couple of months ago.
- k. Power Outage – Last week, the south circuit experienced a power outage that lasted approximately 90 minutes. The issue was traced to the north end of Mark Drive, where burned branches and limbs were discovered on the power lines.
- l. Southview Villas – Southview Villas has curbs and gutters, and the roads are built to city standards. There appears to be no justification for the City not to assume responsibility for these roads. Alderman Kyle Buettner requested that the streets be evaluated so that, if they meet the criteria, the process of transforming them into city streets can begin.
- m. Villa Court – Alderman Kyle Buettner commented that the City has been addressing the Villa Court issue for over twenty (20) years and expressed his opinion that all parties involved should convene at the same time to resolve the matter. The ideal solution would involve the Villa owners, Burger King, and any other stakeholders contributing funds to build/upgrade the road close to our City's standards, after which the City would assume responsibility for its maintenance.
- n. Striping – Alderman Vogt inquired about striping on Lakeview Drive and was informed that the work was carried out by a contractor. JR stated that he was preparing a list of streets in need of striping, and Lakeview was included on the list. The alderman also asked about the timeline for painting the crosswalks and was informed that summer hires would be responsible for completing that task.

#### **Collector/Finance Officer – Sarah Craig**

In Sarah's absence, it was mentioned that the revised budget and the fiscal budget for next year were sent out for review. Any questions or concerns should be directed to Sarah by the end of this week.

#### **Community Relations Coordinator – Sarah Deutch**

##### **a. Upcoming Events:**

- *May 17 – Firebird Fest, Downtown Waterloo.*  
The parade starts at 3:30 with live music beginning at 4:30.
- *May 17 – Electronics Recycling Event, Monroe County Fairgrounds.*  
This event is from 9AM to 2PM.
- *May 26 – Memorial Day Ceremony*
- *June 1 – Optimist Club Car Show*
- *June 6/7 – SPPS Church Picnic*
- *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.*  
A sign-up sheet was distributed for volunteers to participate in the parade. We will need drivers, walkers, and children for the Pumpkin Train.
- *June 21 – Dawn of Thrive Music Festival*
- *June 24 – City of Waterloo Ice Cream Social at the Municipal Band Concert.*

- b. Guest Chairs in Council Chamber – One of the budget items involved replacing the guest chairs in the council chambers. The current chairs are over 30 years old and show significant wear. A sample chair was presented, and it was determined that 42 chairs would need to be replaced. Another item included in the budget is the acquisition of office staff chairs for the main level. The existing chairs have been in use for over 15 years, and their fabric is significantly worn. A total of 10 chairs are required.

- c. Folded Street Maps – There continue to be requests for folded street maps, which are currently out of stock. The last batch of 5,000 maps was printed in August 2016. The primary expense lies in the setup of the layout, costing over \$7,000 for a quantity of 4,000 maps. Should the maps remain available to visitors who request them? The Aldermen decided they wanted more time to think about this and review other options.
- d. Advertising Requests – The aldermen approved the advertising requests submitted by the Porta Westfalica Festival and agreed to sponsor "Songs 4 Soldiers" at the Platinum level.

**Human Resource Coordinator – Trisha Hoagland**

- a. Staffing – Recruitment and hiring efforts continue. Payton Dill has been hired as an Underground Operator. A full-time clerk position opened today. Additionally, four summer hires—Seth Wickert, Tim Reinhold, Garrett Miller, and Jackson Deutsch—have been hired and will commence work on May 19, 2025.
- b. Monroe Randolph Transit District (MRTD) – Jessica Gentry Schlimme, the Executive Director, and Angela Craig, the Finance Manager, of MRTD, were present to discuss the utilization of their services in Monroe County. MRTD serves as the sole public transit district for Monroe and Randolph counties, providing a demand and response service. They distributed a pamphlet about the services that MRTD provides. Interesting facts: they have provided 14,000 trips over the past 12 months, about 44% of those trips originated in Monroe County, they have been around for 20 years, the cost is \$6 one way, and anyone can call and schedule a ride it. It is not based on your age, income, or disability.

**Chief of Police – Dane Luke**

- a. Monthly Report – The April 2025 monthly police report was distributed.
- b. Axon Tasers – Last week, we began receiving packages containing equipment for the Axon Tasers. We are still waiting one final piece of equipment, after which we will upload all the packing slips to the website for reimbursement.
- c. Firebird Fest – The downtown streets will be closed throughout the day on Saturday, May 17, 2025; however, signs at the end of the barricades will indicate that businesses are open.
- d. Special Olympics – The WPD will be participating in the Law Enforcement Torch Run, a fundraising event for the Special Olympics of Illinois. The tentative date for the run is June 16th, and it will consist of a two-mile route through the downtown area. For those interested in making a donation or purchasing a shirt, please contact WPD.
- e. FOP Luncheon – An FOP appreciation luncheon will be held at Konarcik Park on May 13, 2025, beginning at 11:30 a.m. at the back pavilion.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The April monthly report was distributed.
- b. Tequila Mexican Restaurant – The bricklayer is to complete the work this week.
- c. Market Street Residence – There is a shed that is collapsing and an abundance of items scattered across the yard. A violation notice has been issued as a result.
- d. Salisbury Street Home – Several complaints have been received regarding the house located on the corner of Salisbury Street.
- e. North Winds Detention Area – Numerous complaints have been received on the North Winds common grounds. Portions of the property are typically mowed by a farmer, while others are maintained by the bank. A violation has been issued to ensure the grounds are mowed and properly maintained.
- f. Moore Street – There is a property on Moore with overgrown grass and a significant amount of brush in the yard. Additionally, there is a fence that has been on the ground for an extended period of time. A violation notice has been issued.

- g. Grand Avenue House – A house on Grand Avenue had a new sewer pipe installed. However, mud from the remaining dirt pile is now flowing into the street. The owners have been notified of the need to level the area and plant grass seed to address the issue.
- h. 512 S Library – The gentleman has found a home and no longer lives in the trailer. The owner is subsequently cleaning up the property and, hopefully, will be removing the trailer as it is in a state of disrepair.
- i. Grass Complaints – There have been numerous complaints about the tall grass conditions due to the rain, with both residential and commercial properties. Efforts are being made to address these concerns and encourage neighbors to exercise patience with one another.

### **City Attorney – Natalie Steppig**

No Report.

### **Mayor’s Report**

- Illinois Gaming Board – Last week, a representative from the Illinois Gaming Board visited City Hall. As the Mayor was not in the office at the time, he spoke with them over the phone. It is unclear whether they met with anyone else or what the purpose of the visit was, but we have a name and contact information should any issues related to video gaming arise.
- Retirement – Mr. Jim Straub from the sewer plant announced his retirement after 31 years of service. His final day will be August 20th, although his official employment will continue until October 1st.

### **Committee Reports & Minute Approval**

- a. 04-21-25 Drainage Cmte Mtg Minutes. Minutes were unavailable.
- b. 04-21-25 Waterloo Beautification Cmte Mtg Minutes. K.Buettner-1st, Most-2nd. Passed.
- c. 04-21-25 Planning Cmte Mtg Minutes. Hopkins-1st, Vogt-2nd. Passed.
- d. 04-21-25 Finance Cmte Mtg Minutes. K.Buettner-1st, Trantham-2nd. Passed.
- e. 04-21-25 Ordinance Cmte Mtg Minutes. Most-1st, Hopkins-2nd. Passed.
- f. 05-05-25 Ordinance Cmte Mtg Minutes. Most-1st, Hopkins-2nd. Passed.

### **Comments**

**Alderman Hopkins** thanked Alderman Kyle Buettner for his comments and recommendations regarding a potential resolution for Villa Court. He also recommended visiting the Farmers Market, which is held weekly at the Annex.

**Alderman Kyle Buettner** had a resident contact him regarding a tree on a neighbor's property that posed a potential danger to their property if it were to fall. They inquired about any existing city regulations that might or could require city involvement. There currently is no ordinance. Alderman Kyle Buettner distributed a document with a sample ordinance that would allow the city to issue violations for potentially hazardous trees. He was not seeking an immediate decision but requested the council consider the matter and discuss it further at the next Utility Meeting.

**Alderman Riley** inquired about the procedure for filling positions, such as the sewer plant role anticipated to become vacant in October. Mayor Darter explained the process used to fill such positions.

**Adjournment** – A motion to adjourn was made by Alderman Most and seconded by Alderman Hopkins. Motion passed by a unanimous voice vote. Mayor Darter adjourned the meeting at 7:38 p.m.

**Minutes submitted by Mechelle Childers – City Clerk**