

**WATERLOO UTILITY MEETING  
MONDAY, JULY 14, 2025  
6:00 P.M.**

Mayor – Stan Darter  
Aldermen Ward I Joel Vogt & Matt Buettner  
Aldermen Ward II Jim Hopkins & Jim Trantham  
Alderman 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, Brad Yearian – Building Inspector, Sarah Deutch – Community Relations Coordinator, Trisha Hoagland – HR Coordinator, 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.**

- Mr. Jason Jones wanted to know if there is any plan for accountability, whether it involves Certop, the ROINC, or anyone else, regarding the repeated missed water tests.
- Mr. Steve Wilke plans to build a home on Roger Street, but his property entrance is currently designated for agricultural use only. Monroe County has updated its ordinance to permit a driveway on his property, and he is inquiring whether the City will consider a similar amendment to its ordinance.

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated June 09, 2025, was made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner.

**Item for Correction:**

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

- Under Item g – Lead/Copper Line Water Testing – Change the sentence: "**This process will be repeated every three to four months until....**" to "**This process will be repeated every six months until...**"

Motion passed to approve the Utility Minutes dated June 09, 2025, as amended with Aldermen Kyle Buettner, Riley, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

**Community Relations Coordinator – Sarah Deutch**

**a. Upcoming Events:**

- *July 20-27 – Monroe County Fair.*
- *July 24 – ‘The Parrot Perch’ ribbon cutting ceremony at 1 PM.*
- *August 16 – ‘Loo Family Fest’ at the Monroe County Fairgrounds.* This is the annual Monster Truck event.
- *August 28 – Southwest Illinois Council of Mayors Monthly Meeting.* The City of Waterloo is hosting this event at the Vintage Wine Bar. Attendance by all elected officials would be appreciated.

- b.** Semiquincentennial (America250) – Next year, the United States will celebrate the 250th anniversary of our independence. The city is collaborating with the local Whiteside Station Chapter of the Daughters of the American Revolution (DAR) on some events. A special planning committee is being formed to determine what the city would like to do to commemorate this milestone.
- c.** Fitness Court® – Last time we spoke, we were waiting for the Fitness Campaign to provide a site score for the proposed fitness court. The highest-ranked sites were all within our parks. However, the Park Board raised some concerns, and with no ideal location for the fitness court, the project is being put on hold for now.
- d.** AO Creative – AO Creative is a marketing firm that specializes in helping businesses strengthen their digital presence. George Wise and Marty Miller from AO Creative were present to propose a plan to the City of Waterloo aimed at increasing engagement, promoting local events, attracting new businesses and residents, and boosting tourism—essentially increasing our visibility. Mr. Wise highlighted the company’s features and its digital marketing initiative for Waterloo, which includes not just content but also event-specific stories and videos. There is no long-term commitment, and monthly engagement data is provided to show the effectiveness of their marketing efforts.

**Human Resources Coordinator – Trisha Hoagland**

- a.** Staffing – Staffing updates:
  - Brad Yearian has accepted the role of Power Plant Fleet Mechanic. Brad will continue serving as Building Inspector for two weeks following the hiring of his replacement. We have received fifteen (15) applications for the Building Inspector position and are currently in the process of conducting interviews.
  - Jennifer Kujawa has now been in Bonnie Schwarze’s former position for a month and is doing a great job in her new role.
  - The next open position will be for the Sewer Plant Lead, as Jim Straub will be retiring soon.

**Collector/Finance Officer – Sarah Craig**

No report submitted – vacation.

**Chief of Police – Dane Luke**

- a.** Monthly Report – The June 2025 monthly police report was distributed.
- b.** Axon Tasers – Received a quote from Axon regarding the acquisition of five additional Tasers, including available payment options. Each unit comes with a five-year warranty and service plan. Funding for this purchase is already included in the budget, and all aldermen have approved the purchase of five additional Axon Tasers.
- c.** Monroe County Fair – Finalizing officer schedules for the upcoming fair. This is a major event that requires a significant commitment from our officers, many of whom will be spending long hours on-site.

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

- a.** Water Treatment Facility – A copy of the July 11, 2025, press release has been shared. We are still in discovery mode as we work to determine where the breakdown occurred. However, we assure everyone that the water is safe, and all current data confirms this. Radium sample reports are available tonight for anyone to look at, comparing radium sample results from the past year to current levels and evaluating

them against the EPA's required safety standards. The samples in question were submitted eight days late. FOIA requests have been made to the Illinois EPA and Pace Analytical to determine where the breakdown in sample information occurred to correct the issue. We continue to meet other water-related deadlines, including the submission of 60 lead and copper samples, routine monitoring/sampling, timely Consumer Confidence Report (CCR) submissions, and on-time public notices. Additionally, we regularly review numerous water samples to ensure the safety of the water provided to residents. Discussion continued as aldermen inquired about how the late sample submission was discovered, whether a master list exists to track sample types and deadlines, and whether sample tracking could be done using an Excel spreadsheet. The aldermen also asked how test requests are generated by the Illinois EPA and distributed to the water plant. It was noted that there is a distinction between missed testing, late testing, and failed testing. In this case, our samples were only submitted late. The facility itself is operating as designed and maintains a water hardness of around 180 milligrams per liter.

- b.** Well #2 – Well #2 has been brought online following the installation of the new screen.
- c.** Fair Solar Credit – Coordinated with IMA on the calculations and formulas used to determine the fair solar credit rate. These figures were shared during the meeting. Will follow up with Mr. Paul Pecha to provide him with this information as well.
- d.** Capital Projects Update:
  - Villa Court & Greiner Drive – Letters were sent to the property owners and residents in the affected areas. Two meetings have been scheduled to gather input on potential next steps and assess overall feasibility. We are not making any commitments—our goal is simply to bring everyone together for an open discussion.
  - Southview Drive – We will follow the same process as outlined above for Southview Drive. There will be some setback issues with this project, but we will work through mitigating those.
  - Reviewing & Planning Roadways/Sidewalks – Currently reviewing and planning for the reconstruction and construction of roads, sidewalks, and shared-use paths. Then identifying available funding to enable cost-sharing with the federal government.
- e.** Concrete Replacement – The concrete replacement program, which includes streets, sidewalks, and ADA improvements, will have a bid opening on July 17, 2025.
- f.** New Turbine Generator (#14) – Site demolition work has begun, along with grading and the use of hydro excavation techniques. Soil issues were discovered at the foundation location for the turbine and exhaust system, and an investigation is underway to determine how best to mitigate the problem. Delivery is scheduled for August 8, 2025, and the system is expected to be commercially available in late 2025. This week, we will be traveling to San Diego to attend the factory acceptance test, during which the generator will be set up and operated under a live load.
- g.** Natural Gas Odorizer – The natural gas odorizer near the fairgrounds requires replacement. Working with USDI to find a suitable replacement. This is a critical item that we need to get installed.
- h.** Northeast Lift Station Generator – The northeast lift station generator has been out of service for some time, despite multiple repairs and part replacements to keep it operational. Three bids have been received for its replacement. Although Caterpillar submitted one of the higher bids, it was still within budget, and our employees are more familiar with the brand's technology and setup. All aldermen approved proceeding with the Caterpillar generator.
- i.** Wilke Rogers Street Entrance – The current ordinance regarding access control along Rogers Street was distributed. Monroe County recently passed an amendment to its ordinance, and, as is typical, our ordinances and theirs often mirror each other. A copy of the new Monroe County ordinance amending access control on Rogers Street was provided. Mr. Wilke has expressed interest in adding a driveway entrance to his property on Rogers Street using the existing curb cut. It is recommended that the City

adopt a similar ordinance, which would address any future instances along the corridor that may arise. All aldermen approved adopting an ordinance, either identical or very similar to the one passed by Monroe County.

- j. Web-Based Request Form – Working with Sarah Deutch on developing an online portal where residents can submit service requests or work orders.

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

- a. Remington Ridge Water Main Break – Huebner Development Corporation is performing the water line work, but has hired a subcontractor to assist. The subcontractor has been installing the main water lines, while Huebner has been installing the laterals. Today, while installing a main perpendicular to the existing water main, the subcontractor inadvertently cut directly through the present water main. The only option was to shut off the water from Quail Ridge. Lane Huebner commended our underground crew for their work. The contractor will be issued an ordinance violation and will be responsible for the cost of parts, labor, and "BAC-T" testing.
- b. Legacy Drive Sanitary Sewer Break – On July 8, 2025, a different contractor (Green Thumb Landscaping) struck a sanitary sewer force main in the Legacy subdivision. The damaged line was a 4-inch Schedule 40 PVC sewer pipe. J&J Septic and Sewer was called out to clean up the site and maintain the lift station. Because this is a landscape contractor rather than a utility contractor, the City will not issue the company an excavation permit. Dennis Brand will need to hire a bonded and insured contractor to get out of this easement area. The offending contractor will be issued an ordinance violation and will be responsible for the cost of materials, time, and labor.
- c. Dannehold Farm (Rose Meadows) Detention Area – We are making a good impact on this property. The area was mowed today, resulting in a significant improvement in its appearance. Summer help will be sent later this week to remove random logs and other debris. Once this is complete, we will begin work on repairing the storm discharge area.
- d. Third (3<sup>rd</sup>) Street – Asphalt work has been completed; however, there is an issue with the sidewalk at Rau Street. The cross slope at one location measures approximately 4%, exceeding the ADA maximum of 2%. In addition, the running slope is 5.1%, which exceeds the required maximum of 5%. The contractor will need to return to repair this area.
- e. W. 4<sup>th</sup> Street – We have preliminary construction plans for this project and have reviewed them with our lead department heads. Additional discovery work is needed to assess the existing utilities in relation to the proposed utility locations. There are also three to four copper service lines that can be addressed during this project. Tentative plans are to begin this work in the fall.
- f. Sydenstricker Nobbe – The City is installing the gas main and is currently at the old LP station location. The required Synthetic Organic Chemicals (SOC) sampling for potential pesticide contamination returned with no detections. In addition, the BAC-T and pressure testing results were good. Tomorrow, the water valves will be turned on so SNP can start flushing their building.

**Subdivision & Zoning Administrator – Roberta Rohwedder**

- a. Permits – Ten (10) permits were issued in June: three residential, four accessory structures, two excavations, and one commercial request. A detailed review of each permit was presented. So far in July, working on one residential permit, one accessory building permit, one excavation permit, and three sign applications, one of which requires a variance.
- b. Planning Commission – The Planning Commission will not meet tonight, July 14, 2025, due to a lack of agenda items.
- c. Quail Ridge – Progress is continuing on the installation of their sewer and water lines.

- d. Home on Sandalwood Drive – The owners installed a metal roof over a gazebo that does not meet code requirements. It also lacks the proper pitch and does not use approved building materials. Additionally, the work was completed without a permit. As a result, the roof will need to be removed.
- e. Gaming Licenses – A question was raised regarding the gaming license for *The Parrot Head Perch* while the expansion license was still under discussion. Because licenses take so long to be approved, this establishment had already been included on the spreadsheet of pending licenses some time ago. Casey's and Champions Corner are also on the pending list.
- f. State Farm Parking Lot on Market – An inquiry was made regarding the State Farm parking lot across from First National Bank and whether it would be concrete or asphalt. The Zoning Administrator stated that it was made very clear to State Farm that the parking lot must be a hard surface.
- g. The Parrot Head Perch Signage – A comment was made regarding the large signage on the building. Roberta stated that she had dropped off the regulations and a variance application to the owner, as the sign exceeds the size limits set by code. Also, feather flags are not permitted under the code, and enforcement of this regulation remains an ongoing challenge throughout town.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The June monthly report was distributed.
- b. Home on South Market – This property has significant overgrowth, a gutter that is falling down and being propped up by a 2×6, and a deck that needs to be removed. The homeowner was sent a violation notice and is currently working to correct the issues.
- c. Home on North Main – There are two trailers on the property: a dump trailer full of debris and equipment, and another trailer containing kayaks and other items. A violation notice was sent to the homeowner. The dump trailer has since been removed, and it is hoped that the remaining trailer will be addressed as well.
- d. Creekside Drainage – A call was received regarding a drainage problem in the Creekside neighborhood. A neighbor had a pile of mulch in the easement, which was causing water to pool in the adjacent yard. A violation notice was sent, and the issue has since been corrected.
- e. Another Home on South Market – This home is a repeat offender. The front is so overgrown that the front door can hardly be opened. The owners have begun working on the property, and local church groups have offered assistance in cleaning it up.
- f. 215 Osterhage – They hired someone to mow the grass and handle the landscaping, but it is starting to become overgrown again. They are scheduled to work on the property this week.
- g. 123 Jefferson – 123 Jefferson had several liens on the property, but they have since been paid off. While someone had been mowing the grass, the homeowner is now expected to resume maintenance responsibilities. Attorney Steppig noted that the home is currently in foreclosure proceedings.
- h. Trailer on South Library – Spoke with the trailer owner, and the utilities have been removed in preparation for tearing down the trailer. Regarding the other condemned trailer on North Library, the owners are addressing the issues and have cleaned up the exterior.
- i. Secondary Trailer on South Library (South of 156) – The trailer owner was informed that he needs to have a structural engineer inspect the foundation, as the piers and concrete are deteriorating. There are also holes in the roof, which will require evaluation to determine necessary repairs.
- j. Plaza Tire – Plaza Tire construction is progressing well. A floor inspection was conducted, and the pour is scheduled for tomorrow.

**City Attorney – Natalie Steppig**

No Report.

**Mayor's Report**

- Travel Plans – As mentioned already, several of us will be traveling to San Diego from July 15–17, 2025. Alderman Kyle Buettner will serve as Mayor Pro Tempore during this time.
- 1% Grocery Tax – The Mayor stated the need to discuss the 1% grocery tax. This can be addressed now or at an Ordinance Committee meeting. Since it involves a change to an ordinance, the Ordinance Committee will need to provide a recommendation to the Council. Due to the time constraints, it was agreed that this topic should be addressed as soon as possible. The aldermen agreed for the Ordinance Committee to meet to discuss the grocery tax, and an Ordinance Committee meeting was scheduled for July 21, 2025, at 6:30 p.m.
- VFW Façade Grant – The VFW will be requesting a façade grant to construct an ADA-compliant entrance on the north side of the building. The existing lift inside is no longer viable, so the plan is to install an external ramp, which will need to wrap around the corner of the building to achieve the required 1% grade.

**Committee Reports & Minute Approval**

- a. 06-16-25 Planning Committee Mtg Minutes. Vogt-1st, M. Buettner -2nd. Passed.
- b. 06-16-25 Ordinance Committee Mtg Minutes. Hopkins-1st, Most-2nd. Passed.
- c. 07-07-25 Finance Committee Mtg Minutes. M.Buettner-1st, Charron-2nd. Passed.

**Comments**

**Alderman Hopkins** inquired whether there was any official report regarding the July 4<sup>th</sup> “Red, White and Blue in the Loo” event. Mayor Darter replied that he did not receive any report on the event.

**Adjournment** – A motion to adjourn was made by Alderman Vogt and seconded by Alderman Riley. Motion passed by a unanimous voice vote. Mayor Darter adjourned the meeting at 7:48 p.m.

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