

**WATERLOO UTILITY MEETING
MONDAY, SEPTEMBER 08, 2025
6:03 P.M.**

Mayor – Stan Darter
Aldermen Ward I 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, Mark Herrmann – Building Inspector, Sarah Craig – Collector / Finance, Sarah Deutch – Community Relations Coordinator, Trisha Hoagland – HR Coordinator, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Absent: Aldermen Ward I Joel Vogt

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated August 11, 2025, was made by Alderman Kyle Buettner and seconded by Alderman Charron.

Motion passed to approve the Utility Minutes dated August 11, 2025, with Aldermen Kyle Buettner, Riley, Most, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

Subdivision & Zoning Administrator – Roberta Rohwedder

- a. Permits – Nineteen (19) permits were issued in August: four residential, nine accessory structures, one commercial, and five sign requests. A detailed review of each permit was presented. In addition, a brief discussion took place about the sign approval process. So far in August, working on two residential permits, two excavation permits, and one accessory permit.
- b. Planning Commission – The Planning Commission will meet this evening, September 8, 2025, to review the proposed annexation of property for Remlok Phase 7.
- c. Zoning Board of Appeals – The Zoning Board of Appeals will not meet in September 2025, due to a lack of agenda items. However, a meeting is expected in October, as a sign variance application has been received from Joann Meier for the Parrot Head Perch.
- d. Quail Ridge – There are no updates to report at this time.
- e. Remington Ridge – Remington Ridge completed their pressure testing, with all manholes passing successfully. Some laterals need repairs, which are currently underway.
- f. Kratom – Information was distributed regarding proposed substances that the City may or may not allow to be sold. Data from six municipalities was shared, showing that five prohibit the sale of kratom, while the sixth allows it with an age restriction. Additional information was also provided on the other products a future business is interested in selling. A brief discussion took place about kratom sales, focusing on whether the product should be prohibited from being sold in business establishments under a City ordinance. While the product is legal at the state level, some local governments have imposed bans. The consensus was that this is not something the City wishes to legislate at this time.

Deputy Director of Public Works – Nathan Krebel

- a. West Third Street Handrails – Four bid packets were set out for the fabrication and installation of the handrails for qualifying residents. The bid opening is scheduled for September 11th at 2:00 p.m.
- b. West Third Street Repairs:
 - A high spot (crown) developed on the street, and water began seeping through. Water pressure built up two to three houses down the street, causing the pavement to warp. The street was repaired, and the root cause of the water pressure issue was resolved.
 - There is a cutout near the Gallagher house where the paving machine broke a large chunk of concrete. The contractor is responsible for repairing this damage.
- c. Natalie Estates – Alderman Most asked about an erosion issue reported by a resident in Natalie Estates, concerning holes around a manhole. The sewer department provided the resident with video footage showing no deficiencies, and a garden hose test conducted for 20 minutes showed no water entering the manhole. It is believed the holes are caused by the ground continuing to settle. Alderman Most clarified that his concern was in the area where runoff pools. Nathan responded that he could not evaluate this issue because the detention area is no longer being mowed by the neighbors, which limits visibility.
- d. Water Sampling – We are currently in the third quarter of sampling and have received our IEPA sample demand letter. Our analytical results for this quarter look good. The laboratory report from Pace Laboratory for fluoride in the second quarter appeared inaccurate, so a resample was requested through Certop. It is important to note that fluoride is not regulated by the Illinois EPA but rather by the IDPH.
- e. Lead/Copper Line Water Testing – We are now in the second half of the year for our 60 households that are required to submit water samples to the City as part of the IEPA Lead Service Line regulations. The City will again send letters to the same 60 homeowners, and the Underground Department will drop off collection bottles during the week of September 15, 2025.

Director of Public Works – J.R. Landeck

- a. Water Treatment Facility – The EPA conducted a site visit on August 27th, inspecting the water plant, all other water facilities, and the wells. The inspector was pleased with the overall condition and operation. They did recommend keeping certain extra parts on hand as backups to ensure continued facility efficiency. The water hardness for the month of August measured 185 milligrams per liter, and logs remain available for review on the City’s website. Working on the operating cost analysis and have solid preliminary numbers. The next step is to finalize the figures with Sarah Craig and Nathan Krebel to make sure all costs are fully accounted for.
- b. Well Update – Currently operating on Wells Two and Three while addressing some iron content issues with Well One. Well One is producing slightly higher levels of iron in the water. It is worth mentioning that this iron does not make it into the drinking water, as it undergoes extra treatment to ensure it meets drinking standards. Well One should be back online in the next three weeks.
- c. Service Line Water Leaks/Concerns – Service line problems are occurring predominantly in the newer subdivisions and appear to be happening randomly. The issues continue to center around fittings. We are meeting with affected homeowners, addressing their concerns, and offering water sampling as needed. Additionally, we are continuing our outreach and research efforts by collaborating with engineers, AOP, HMG, other municipalities, and industry experts, while also conducting further testing.
- d. Capital Projects Update:
 - Villa Court & Greiner Drive – Continuing our efforts with the property owners on Villa Court and will soon start coordinating with the Southview Villas property owners to ensure both projects can move forward together.

- 4th Street – Reviewing potential utility conflicts along 4th Street to prevent issues during construction. The plan includes performing potholing in advance to identify and avoid any conflicts before work begins.
 - Flower Street – Reviewing and evaluating the drainage on Flower Street.
 - HH Road – Letters were sent to property owners, schools, and businesses that will be impacted during the HH Road resurfacing project.
 - Lakeview Drive – Final approval was received from the East-West Gateway Council of Governments for the Lakeview Drive Project.
- e. New Turbine Generator (#14) – The turbine is scheduled to be delivered the week of September 15, 2025. Photos were shown highlighting the progress of the foundation. The shared-use path along Illinois Route 3 was paved last week and is now open to the public.
- f. Power Outages – As a short-term solution to the intermittent power outage affecting the south circuit, a fuse section has been installed at Mark Drive until the trimming company completes the necessary vegetation work.
- g. Spectrum Easement in Lakeview Park – An existing Spectrum line in Lakeview Park is being replaced, and we are working to finalize a related easement ordinance.
- h. IT Managed Service Change – Will soon transition to Microsoft Office 365 for its email exchange server, as Microsoft is discontinuing support for on-premise servers after October.
- i. Annual Gas Emergency Meeting – The annual gas emergency meeting will be on Monday, October 20, 2025.

City Building Inspector – Mark Herrmann

- a. Monthly Report – The August monthly report was distributed.
- b. Alley off Library Street – This property had significant debris. The homeowner was sent a violation notice and cleaned it up within a week.
- c. Vehicles on Adams Drive – A property on Adams Drive had multiple inoperable vehicles on-site. Within approximately a week and a half, those vehicles were removed, and the remaining cars are mobile.
- d. Dollar General – Several complaints were received about the overgrown grass and weeds on the Dollar General property, which has since been mowed.
- e. Home on Evansville Avenue – A home on Evansville had an unkempt backyard. A violation notice was issued, and the property was cleaned up the following weekend.
- f. North Library Residence – The resident was issued an ordinance violation today because of excessive vegetation growth in the backyard. The overgrowth is so dense that the house is completely obscured.
- g. 250 Hamacher – The city has mowed the property for an extended period of time and has three liens in place. Mail sent to the address has been returned as undeliverable, and notices remain posted on the door.
- h. Power Plant – Concrete is scheduled to be poured the week of September 8, 2025, for the turbine foundation and potentially the diesel tank storage area.

Chief of Police – Dane Luke

- a. Monthly Report – The August 2025 monthly police report was distributed.
- b. Axon Tasers – The department received the new Axon TASER 10 units. Ten officers have been certified, and the Tasers are in active use.
- c. Police Officer Position – The WPD is now accepting applications for a police officer position. The current eligibility list recently expired, so applications are being taken to establish a new list. Applications will be accepted until October 3, 2025. There are currently no open positions, but an updated eligibility list is required to maintain readiness for future openings.

- d. John Deere Gator Purchase – A proposal was made to purchase a John Deere Gator for exclusive use by the WPD. The vehicle would be wrapped to resemble a police unit and equipped with police lights. It would be funded through the Asset Forfeiture Fund, which can only be used for law enforcement purposes. The Gator will provide access to areas that are not easily reachable by a standard squad car. All aldermen agreed to the purchase of the John Deere Gator for the WPD through the Asset Forfeiture Fund.

Collector/Finance Officer – Sarah Craig

- a. Water Plant Loan – The repayment schedule and payment amounts for the IEPA water loan were distributed. The first payment is due October 1, 2025.
- b. Liability Insurance Employee Indemnification – A copy of the ordinance outlining the employees and officials covered under the city’s liability insurance was distributed. Three department heads are not listed in the current ordinance. An update will be required to ensure all appointed and elected officials are accurately included.

Human Resource Coordinator – Trisha Hoagland

- a. Staffing – Staffing updates:
- Brad Yearian officially started as the Power Plant Fleet Mechanic on August 25, 2025.
 - Crossing Guard Position – The open crossing guard position was filled on September 4, 2025 by Danny Songer.
 - Sewer Plant Operator – The Sewer Plant Operator position was open to the public from August 21, 2025, to September 8, 2025. Ten applications were received and will be forwarded to the Personnel Committee for review.
 - Underground Utilities – The Underground Utilities position was also open to the public from August 21, 2025, to September 8, 2025. Nineteen applications were received and will be forwarded to the Personnel Committee for review. Some applicants applied for both the Sewer Plant Operator and the Underground Utilities positions.
 - Probationary Police Officer Position – The application has been updated, and submissions are now being processed through the Human Resources Coordinator.
- b. Flu Shot Clinic – The flu shot clinic will be held on September 23, 2025, from 1:30 to 4:00.

Community Relations Coordinator – Sarah Deutch

- a. Upcoming Events:
- *September 13 – “Chalk-A-Lot” on Mill Street, 8:30 AM to 4:30 PM.*
 - *September 18 – Sydenstricker Nobbe Ribbon Cutting at 3PM.*
 - *September 20 – Optimist Club Bull Ride at the Monroe County Fairgrounds.*
 - *September 24 – ICASH Event at Waterloo City Hall from 3PM to 6PM.*
 - *September 27 – Be the Light: Monroe County’s Walk for Hope, 10 AM at Lakeview Park.*
 - *October 11 – PumpkinFest in downtown Waterloo, 9AM to 4PM.*
 - *October 16 – Witches Night Out, downtown Waterloo.*
 - *October 31 – Trunk or Treat.*
 - *November 10 (TENTATIVE) – Veterans Day Program at Waterloo High School. Utility Meeting will be moved to November 12.*
- b. PumpkinFest – Vendor spaces are sold out. The SPPS Booster Club stated that they will not be hosting the 5K this year. Working with the Optimist Club for a 5K in 2026. A volunteer sign-up sheet was passed around.

- c. Veterans Day Program – The Veterans Day Program is tentatively scheduled for November 10, 2025, at WHS. Since the school will be closed on November 11, the program is planned for the 10th. Additionally, because City offices will be closed on November 11, the Utility Meeting will be rescheduled to Wednesday, November 12, 2025.
- d. AO Creative – AO Creative started last week, and everything is going well. They have integrated seamlessly with our social media presence, and the difference is already noticeable on our Facebook page.

City Attorney – Natalie Steppig

No Report.

Mayor's Report

- Monroe County Startup – Monroe County Startup requested a meeting space, and the second-floor meeting room was offered to them. Their meetings are scheduled for 7:15 AM and typically last approximately one hour.

Committee Reports & Minute Approval

- a. 08-18-25 Waterloo Beautification Cmte Mtg Minutes. Most-1st, K.Buettner-2nd. Passed.
- b. 09-02-25 Finance Committee Mtg Minutes. M.Buettner-1st, Trantham-2nd. Passed.
- c. 09-02-25 Ordinance Cmte Mtg Minutes. Riley-1st, Trantham-2nd. Passed.

Comments

Alderman Trantham mentioned that on Market Street near Waterloo Automotive, there are two houses separated by a concrete wall. He wanted to know the purpose of the concrete wall. The Building Inspector stated that the homeowner plans to install a driveway in that location.

Adjournment – A motion to adjourn was made by Alderman Hopkins and seconded by Alderman Riley. Motion passed by a unanimous voice vote. Mayor Darter adjourned the meeting at 7:15 p.m.

Minutes submitted by Mechelle Childers – City Clerk