

**WATERLOO UTILITY MEETING
MONDAY, OCTOBER 13, 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, 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.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated September 08, 2025, was made by Alderman Matt Buettner and seconded by Alderman Riley.

Motion passed to approve the Utility Minutes dated September 08, 2025, with Aldermen Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Riley, Most, and Vogt voting ‘aye’.

Community Relations Coordinator – Sarah Deutch

- a. PumpkinFest – Appreciation was expressed to everyone who helped make the event a great success for the community. Collected feedback was shared.
- b. Upcoming Events:
 - *October 16 – Witches Night Out, Downtown Waterloo.*
 - *October 28 – Ribbon Cutting at Limitless Chiropractic (new owner) at 879 Illinois Rt. 3 at 2PM.*
 - *October 29 – Jr. City Council Meeting with SPPS 2nd Graders at City Hall.*
 - *October 31 – Trunk or Treat. This is a Friday night from 5:30PM to 7:30PM*
 - *November 4 – Ribbon Cutting at Salt of the Earth Wellness at 210 N. Market St., 10AM*
 - *November 10 – Veterans Day Program at Waterloo High School auditorium at 6:30PM. November Utility Meeting will be moved to Wednesday, November 12.*
 - *November 11 – Laying of the Wreath at Veterans Memorial.*
 - *November 23-29 – Christmas Walk, Downtown Waterloo.*
 - *November 29 – GLOW Parade starting at 5:30PM.*
 - *November 30 – Community Christmas Tree Lighting.*
- c. 2026 Visitor’s Guide – Need to decide whether to renew the City’s advertisement in the 2026 Visitor’s Guide. The price is unchanged from last year. With our membership, the City receives a 60% discount, and the ad would be paid from the hotel-motel tax fund. The publication is issued annually, with a distribution of approximately 70,000 copies, and includes a digital ad campaign. All aldermen agreed with renewing our yearly participation and committing to the bundle package that is being offered.

Human Resource Coordinator – Trisha Hoagland

- a. Staffing – Staffing updates:
 - Sewer Plant Operator – The Sewer Plant Operator position was filled on October 13, 2025 by Perry Battin.
 - Underground Utilities – The Underground Utilities position was also filled on October 13, 2025 by Bill Carner.
 - Probationary Police Officer Position – Applications for Probationary Police Officer were accepted from September 5 to October 3, 2025, to develop an eligibility list. Eight completed applications were received, which were then forwarded to the Board of Police Commissioners.
- b. Flu Shot Clinic – A flu shot clinic was held on September 23, 2025, with 20 staff members and family participants.
- c. Healthcare Insurance – Meeting and hearing proposals from insurance brokers regarding healthcare coverage for 2026.
- d. Connecteam Management App – Purchased the Connecteam Management App for timekeeping, and in the process of getting everyone uploaded. Implementation is planned to begin in November.

Collector/Finance Officer – Sarah Craig

- a. LOCiS Licenses – LOCiS 8 training took place during the week of October 6, 2025. The application developer conducted the first round of training with the Utility Billing and Front Desk staff. Additional training sessions for Accounts Payable and Payroll are scheduled for the end of the month. The developer provided a lot of useful information, including features and functions in LOCiS 7 that had not previously been utilized but will be implemented moving forward. He also mentioned that the equipment needed, which is compatible with LOCiS 8's features, is fairly affordable and available on Amazon. With LOCiS 8 there will be a new look to the utility bills, with the ability to include QR codes and notices. There is also an option to outsource the mailing of utility bills. Currently reviewing this option to determine if it would result in any cost savings. LOCiS 8 also includes a customer portal that will provide users with more information and functionality compared to what is available through Invoice Cloud.
- b. Connecteam Management App – A training session for the Connecteam app is scheduled for October 15, 2025. The goal is to have the system set up by the end of the month so it can be incorporated into the upcoming Locus 8 payroll training. The Connecteam app will allow employees to submit time-off requests, view their schedules, check available leave balances, and track accrued time, among other features.
- c. Grocery Tax – The grocery tax ordinance has been received by the Department of Revenue and is under review. Notification will be provided by their legal team once the ordinance is accepted.
- d. Audit – The audit is nearly complete. Financial statements are expected to be ready for review at the end of this month or at the beginning of next month.
- e. Insurance Renewal – The City's liability and workers' compensation insurance details were shared with Worthy Insurance, which expressed interest in submitting a quote for coverage. A response is expected within the next week or two. Once Worthy's information is received, both Worthy Insurance and IMLRMA will be invited to present their proposals, after which a decision will be made on which provider to move forward with.
- f. Pink Letter Fee – The City does not charge any fees for sending out pink letters, so there is no penalty or service fee tied to the notice. However, preparing and mailing these notifications takes time and money. A question about adding a pink letter fee was opposed by the aldermen.

Chief of Police – Dane Luke

- a. Monthly Report – The September 2025 monthly police report was distributed.
- b. Social Media Posting – A social media post mentioned a dog fight involving two parties walking their dogs. One dog broke free from its handler and attacked the other dogs. WPD officers arrived at the scene and managed the situation effectively.
- c. Senior Academy – The program is now in its third week, with 51 individuals registered. Attendance has been strong, with 42 participants at each of the first two sessions.
- d. John Deere Gator Purchase – The Gator has been ordered, with delivery expected in early December. All additional components, such as the lights and vehicle wrap, have also been ordered. The Mayor added that one of the Gators did not start on Pumpkinfest morning and also had brake issues. It was suggested that the City consider trading it in for a newer model.

City Building Inspector – Mark Herrmann

- a. Monthly Report – The September monthly report was distributed, and the numbers were reviewed.
- b. Alley off Walnut Street – This property had significant debris. The homeowner cleaned it up in one weekend.
- c. Rural King Parking Lot – There have been numerous complaints about potholes in the parking lot. Rural King has been patching the affected areas, and the store manager stated that a new parking lot is planned for installation next year.
- d. Motor Vehicle Violations:
 - A vehicle at a residence had not been registered since 2002. A violation was issued on Monday, and by Wednesday, the vehicle had been removed.
 - A neglected vehicle was discovered in the parking lot of the First Street Apartments. The original owner, a resident of Dupo, had sold the car but left the license plates on it. Consequently, a notice was sent to him in Dupo. He retrieved his plates, and the vehicle was subsequently removed from the parking lot.
- e. *Love the Loo* Sign – The *Love the Loo* sign had issues with some broken welds, which were repaired using epoxy.
- f. Power Plant – Photos of the turbine installation process were shared, showing the progression from the base pour to the installation of the exhaust stack.
- g. Remnants of March 16 Storm – A complaint was received regarding storm-damaged residential trees on Kevin Street from the March 16, 2025 storm. The homeowner completed the cleanup by September 25, 2025.
- h. Home on Kevin Street – A homeowner had to replace his steps due to damage from the March 16th storm. The original replacement had uneven riser heights. The issue has been corrected.
- i. Condemned Home – A home was condemned due to unlivable conditions. Photos of the interior were shown. The homeowners were contacted and indicated that they plan to address the situation by handling the renter's personal property and cleaning up the residence.

Director of Public Works – J.R. Landeck

- a. Water Treatment Facility – The water hardness for the month of September measured 185 milligrams per liter, and the operating logs are available for review on the City's website. The calculated operating cost analysis was reviewed with Mayor Darter and Nathan Krebel, and the numbers appear very promising. Currently operating on Wells Two and Three while working on a solution to operate out of Well One.

- b. Service Line Water Leaks/Concerns – Occasional water leaks are still happening. Meeting with affected homeowners and addressing their concerns. The issues continue to center around fittings. Interconnects have been checked to rule out system surges, and four pressure gauges have been installed at various homes across the city. Outreach, research, and additional testing are ongoing to ensure all potential causes are being addressed.
- c. Capital Projects Update:
 - Concrete Slab/Sidewalk Replacement Project – A lot of work is happening in various neighborhoods, replacing concrete slabs and sidewalks, as well as upgrades to curb ramps and other ADA-related features.
 - Villa Court & Greiner Drive – Continuing our efforts with the property owners on Villa Court.
 - Southview Villas – Researching available options and zoning requirements to ensure the project remains in compliance with all applicable regulations.
 - 4th Street – Utility potholing has been completed, and the information will be provided to the engineering team to verify that there are no conflicts or issues with the planned construction.
- d. Rogers Street Extension – The County is looking to revise the access control resolution that was approved earlier this year. This revision will affect the extension portion of Rogers Street regarding the amount of acreage required for an access point. Once the County’s revisions are finalized, the City will revise its corresponding resolution accordingly.
- e. New Turbine Generator (#14) – It has been beneficial having Mark Herrmann involved in inspecting turbine-related components on the project. The turbine was delivered on September 18, and we are currently slightly behind schedule; however, the plan is to have the turbine commercially operational by early January 2026.
- f. Purple Wave Auction – A check was received last week from Purple Wave for equipment and vehicles that were auctioned off. Additional equipment is expected to be auctioned through Purple Wave soon.
- g. Annual Gas Emergency Meeting – The annual gas emergency meeting will be on Monday, October 20, 2025.
- h. IT Managed Service Change – Will soon transition to Microsoft Office 365 for its email exchange server. Email addresses have been provided to REGIS for conversion.
- i. LOCiS 8 – The work order system is being updated to make it more efficient and tailored for data-driven analysis. A mobile platform will also be available, enabling crews to input information directly from the field and upload photos.

Deputy Director of Public Works – Nathan Krebel

- a. Fluoride Sampling – As a reminder, the second-quarter fluoride laboratory report was questioned because the results appeared to be inaccurate. A resample was submitted, and that sample came back below the reportable value. After discussing with the IEPA, the two values were averaged to determine the final reportable result.
- b. Water Sampling – The third quarter sampling concluded in September, and all sample results appear to be satisfactory, as no issues have been reported. Fourth quarter sampling began at the beginning of October.
- c. Water Plant – AOP is scheduled to be at the water plant at the end of this month to replace one of the aeration blower motors. The motor had malfunctioned; however, it is a redundant unit and remains under warranty. AOP is also installing alternative piping on the sand hopper ventilation system and putting in a couple small disconnects for the reactor so we can make minor adjustments easier.

- d. Chloroform Testing – Working on submitting upstream and downstream alternative sample locations for chloroform testing. The EPA is requesting alternative/redundant sites in case one fails.
- e. OSHA Compliance – The OSHA Compliance Division will be on-site this week as part of their free consultation program. They will review City departments and provide recommendations for improvements. This visit is purely advisory—they’re not here to issue citations or violations.
- f. West Third Street Handrails – Ornamental Iron is in the process of fabricating the handrails, with installation anticipated to be completed by mid-November.
- g. Gidley Property on Third Street – Alderman Trantham requested an update on the Gidley Property. Nate reported that TWM has installed the property pins on Salisbury Street. The next step is for Mr. Gidley to move to the correct property line. Regarding the drainage issue, Mr. Gidley indicated that he will address the problem himself and that the City does not need to be involved.

Subdivision & Zoning Administrator – Roberta Rohwedder

- a. Permits – Twenty-four (24) permits were issued in September: four residential, eleven accessory structures, eight excavations, and one commercial request. A detailed review of each permit was presented. So far in October, working on two residential permits, two excavation permits, and one accessory permit.
- b. Planning Commission – The Planning Commission will not meet in October 2025, due to a lack of agenda items. However, a meeting is expected in November for Remlok Phase 7.
- c. Zoning Board of Appeals – The Zoning Board of Appeals will meet on October 16, 2025, to consider a sign variance for the Parrot Head Perch.
- d. Remington Ridge – They continue to work on their infrastructure. The new lateral tests have been successfully completed for those that previously failed, but a few repairs still need to be finished.
- e. Quail Ridge – Quail Ridge started installing streets last week, with DMS handling the concrete work using a new machine featuring laser leveling, GPS, and satellite systems for precise control. The process was noted for being both fascinating and efficient to watch.

City Attorney – Natalie Steppig

No Report.

Mayor’s Report

The Mayor thanked everyone who helped with this year’s Pumpkin Fest.

Committee Reports & Minute Approval

- a. 09-15-25 Ordinance Committee Mtg Minutes. Most-1st, Hopkins-2nd. Passed.
- b. 09-15-25 Drainage Committee Mtg Minutes. Most-1st, Charron-2nd. Passed.

Executive Session for the Purpose of Discussion Regarding the Purchase of Property per 5 ILCS 120/2(c)(5).

Motion to move into Executive Session made by Alderman Riley and seconded by Alderman Matt Buettner. Motion passed unanimously by voice vote.

Entered into Executive Session at 7:09 p.m.

Adjourned Executive Session at 7:29 p.m.

Motion to Resume Session made by Alderman Riley and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote.
Mayor Darter resumed the regular Utility Meeting at 7:30 p.m.

Comments None.

Adjournment – A motion to adjourn was made by Alderman Matt Buettner and seconded by Alderman Riley. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 7:31 p.m.

Minutes submitted by Mechelle Childers – City Clerk