

**WATERLOO UTILITY MEETING
WEDNESDAY, NOVEMBER 12, 2025
6:01 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, Mark Herrmann – Building Inspector, Sarah Craig – Collector / Finance, Sarah Deutch – Community Relations Coordinator, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, Mechelle Childers – City Clerk.

Absent: Trisha Hoagland – HR Coordinator; and, Roberta Rohwedder – Subdivision & Zoning Administrator.

Petitions by Citizens on Non-Agenda Items. None.

City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated October 13, 2025, was made by Alderman Charron and seconded by Alderman Kyle Buettner.

Motion passed to approve the Utility Minutes dated October 13, 2025, with Aldermen Charron, Kyle Buettner, Riley, Most, Vogt, Matt Buettner, Hopkins, and Trantham voting ‘aye’.

Chief of Police – Dane Luke

- a. Monthly Report – The October 2025 monthly police report was distributed.
- b. Probationary Police Officer Position – The Police Commissioners have contacted all applicants and scheduled the interview date. Following the interviews, an eligibility list will be compiled for future use should a position become available.
- c. New Police Vehicles – Datatronics is ready to outfit the new vehicles, so the replacement vehicles were taken to their facility to have the radios, radar units, cameras, and other equipment transferred and installed. The expected completion date is next week.
- d. School Resource Officer Vehicle – One of the new vehicles will be assigned to the School Resource Officer (SRO) and will include a graphics package featuring the Waterloo Bulldogs mascot.

Community Relations Coordinator – Sarah Deutch

- a. Veterans Day Program – Appreciation was expressed to all who attended the Veterans Day Program.
- b. Upcoming Events:
 - November 13 – Ribbon Cutting Ceremonies. Ribbon cutting Ceremonies will be held for Schneiders Quality Meats (new ownership) at 10AM and for Champions Corner, 917 Illinois Route 3 at 3PM.
 - November 23-29 – Christmas Walk, Downtown Waterloo.
 - November 29 – GLOW Parade starting at 5:30PM. A signup sheet has been distributed for volunteers. Meet at 5PM at Gibault.
 - November 30 – Community Christmas Tree Lighting.

- December 3 – Candy Bar Wrapping for Santa Float at 6PM. Upstairs City Hall. A signup sheet will be passed around to volunteer.
 - December 14-23 – Santa Float. A signup sheet will be circulated for anyone who would like to participate.
 - December 24 – Golden Ticket Prize Drawing, Upstairs City Hall at 9AM.
 - January 1 – Monroe County Bandstand, Noon, Ringing in American 250
- c. Water Facts – Working with the Mayor Darter, JR, and ‘618 Creative’ to prepare a quarterly informational mailing to residents regarding water facts — including details on the water source, quality, and treatment process. While this information is already available on the City’s website, the idea is to place it directly into the hands of citizens for easier access and improved public awareness. The first mailing is planned for mid-December 2025.
- d. Website – The design portion of the website has been completed, and efforts are now focused on finalizing and populating the content.
- e. Social Media Policy – Currently in a test phase for a new social media policy and exploring various approaches to engagement, and reviewing feedback. Should have a formal policy ready to present to City Council early next year. Under the proposed policy, public comments on City social media accounts will be turned off.
- f. Semiquincentennial (America250) – Met with other municipalities and discussed several countywide initiatives. The first initiative will take place on New Year’s Day at noon and will feature the ringing of bells to kick off the year.
- g. Zahnow Santa Visit – The Santa float will visit both the morning and afternoon PreK and possibly the Kindergarten classes at Zahnow on December 10, 2025.

Collector/Finance Officer – Sarah Craig

- a. Healthcare Insurance Renewal – MB Health Care came back with health insurance quotes, and the renewal increase from Blue Cross Blue Shield was extremely high. Quotes were also received from United Healthcare and Aetna. United Healthcare’s proposal was more favorable than Blue Cross Blue Shield’s; however, they do not offer a direct HRA arrangement. An Insurance Committee meeting will be scheduled for November 17, 2025, to review the different plan options. Union representatives will need to be present at this meeting, and an insurance plan must be approved by the City Council by December 1st.
- b. Connecteam Management App – Almost finish with setting up the timekeeping app. Once complete, we will begin training employees and hope to fully transition to the new system in December. Agreements are in place with two of the unions, still working with FOP regarding the use of the app.
- c. LOCiS 8 Update – All employees have been trained on the LOCiS 8 system, and we anticipate to be fully transitioned by January 1. Alderman Vogt inquired about what extra office equipment might be needed for the LOCiS software program. Sarah explained the requirements would be minimal, possibly including items such as printers, scanners, and a receipt printer, all at a relatively low cost.
- d. Audit – Scheffel Boyle is still working on the audit. The completed audit book should be received by the end of this month, and in the aldermen’s mailboxes by December 1.
- e. Gas Fund – Scheffel Boyle was able to provide the audit expenses for the Gas Fund. There will be a slight increase based on the operating expenses. Expect to have the final gas rate adjustment details by tomorrow.
- f. Tax Levy – Working on the tax levy but still waiting for the actuary's recommendation for the Police Pension Fund. Once that information is provided, the tax levy data can be finalized and presented to the Finance Committee.

City Building Inspector – Mark Herrmann

- a. Monthly Report – The October monthly report was distributed, and the numbers were reviewed. There were 43 new construction inspections. Additionally, four new homes are underway in Natalie Estates, four in Silver Creek, two new residences in Remlok, and one in Legacy.
- b. Quail Ridge – The roads in Quail Ridge are nearly complete.
- c. Remington Ridge – The contractor has started pouring the curbs.
- d. Dobbs Tire and Auto – Another Dobbs Tire & Auto Center is set to open in the spot where Greiner’s Tire & Auto Center used to be on Greiner Drive.
- e. Silver Creek Drainage Issues – Before-and-after photos were shown of the Silver Creek drainage issues behind the new homes. The area has since been regraded and rocked to help slow and manage the water flow.
- f. Power Plant – Photos of the turbine installation process were shared, showing the setting of the transformer for installation, the electrical pad adjacent to it, and the construction of the new concrete building.
- g. 319 North Library – There was a tree in the backyard that needed to be removed, along with bushes that required trimming. The homeowners have since completed the cleanup work.
- h. Scooter’s Coffee – Received a complaint about the parking lot at Scooters. Mr. Schwartz stated they will be patching it up and addressing the issue.
- i. Plaza Tire Service – Parking bollards were installed around the transformer near Plaza Tire. The City requested that they be placed to prevent vehicles from backing into the transformer.
- j. Home on Polo Run – Alderman Most inquired about the status of a property on Polo Run with overhanging branches, high weeds, an unkept pool, and vehicles with issues in the driveway. Mark reported that everything had been cleaned up.

Director of Public Works – J.R. Landeck

Deputy Director of Public Works – Nathan Krebel

The monthly report was given concurrently.

- a. Water Treatment Facility – The water hardness for the month of October measured 183 milligrams per liter,
- b. Service Line Water Leaks/Concerns – Occasional water leaks are still occurring. Meeting with affected homeowners and plumbers to resolve the issues, and encouraging plumbers to transition to HDPE and compression fittings instead of the copper flare fittings where issues have been occurring. A couple aldermen had additional questions regarding the fittings—for example, whether the fittings were failing in the same locations (they are not) and whether the failed fittings had burrs (they did not), along with other similar inquiries. JR stated they continue to research, conduct outreach, and perform additional sampling. The water coming from the well shows results very similar to those of the City of Columbia, which would have been our previous water source. As mentioned last month, pressure gauges were installed across the system for monitoring. No significant increases in pressure have been observed. Since no meaningful differences have been detected, the monitoring will be discontinued. Over the last couple of weeks, attended several conferences. While there, JR spoke with public works officials and water/wastewater system operators from other communities. Through these discussions, JR learned that the City of Waterloo is not alone—many other municipalities are experiencing issues with their water systems. Also, currently working with a third-party specialist in Kansas who is reviewing the submitted data and laboratory results.
- c. Water Sampling – Fourth-quarter sampling has been completed, and all analytical results have been received except for the disinfection byproducts.
- d. Lead/Copper Line Water Testing – For the second half of the year's lead and copper sampling, 60 sample kits were distributed throughout town on October 31. So far, 26 have been returned. Follow-up phone calls were made to emphasize the urgency of completing and returning the samples. As a reminder, this sampling will need to be conducted twice a year until the service lines for these homes are replaced. Also,

- lead sampling required for schools and daycares. There are eight schools and five daycares that qualify for lead monitoring. Site confirmations have been received from three of those facilities.
- e. West Third Street Handrails – Photos were shown of the newly installed handrails on West Third Street. This project is now considered complete. The only remaining task is to file documentation for those homeowners who opted for one handrail instead of two, based on their personal preference.
 - f. Strano Realty Building – The Strano Realty building has been sold, and the new owners have submitted a Beautification Application for construction. A Beautification Committee meeting will be held to review this application on Monday, November 17, 2025.
 - g. Ahne’s Bakery on Mill – The abatement is finished on the old Ahne’s Bakery, and George Obernagel and JP Fitzgibbons are eager to tear down the building and start rebuilding right away. They have filed a Beautification Application for the project, which the Beautification Committee will review on Monday, November 17, 2025.
 - h. The Ranch Steakhouse – There will be a Beautification check presentation to The Ranch Steakhouse on Monday, November 17, 2025.
 - i. Pavement Marking – Pavement marking was completed the week of November 3, 2025 on Lakeview Drive, East 4th Street, Hamacher, and Rogers Street. Additional pavement marking was also completed around the schools.
 - j. Villa Court/Greiner Drive and Southview Villas – Continuing our efforts with the property owners on Villa Court/Greiner Drive and Southview Villas.
 - k. Fourth Street – Plan to have a bid opening in late December. The goal is to have the project underway sometime this winter, beginning with the storm sewer portion of the project.
 - l. New Turbine Generator (#14) – The generator installation is moving forward. Photos were shared of that progress. Anticipate that commissioning will begin next week. The fuel storage tanks were delivered today, November 12, 2025. Regarding the electrical substation, soil issues have been encountered. The team is currently working through mitigation measures to address those problems.
 - m. Budget – Reviewing the budgets which includes maintain the budgets, and watching our operating costs.
 - n. Pole-Top Rescue Training – Pole-Top Rescue Training was conducted today for the Line Department.
 - o. Purple Wave Auction – Another Purple Wave auction will be scheduled for the near future. The auction will include several police vehicles and other equipment that is no longer in use.
 - p. LOCiS 8 – Continuing to update the work order system and make it more efficient and better tailored for data-driven analysis. Also looking at engaging in a customer portal that will provide users with more information and functionality, including the ability for consumers to view real-time utility usage.
 - q. Holiday Preparations – Crews will be putting up the Christmas decorations and getting the Santa Float ready.
 - r. IMEA – Several IMEA meetings are scheduled over the next couple of months.

Subdivision & Zoning Administrator – Roberta Rohwedder (report presented by Nathan Krebel)

- a. Permits – Thirteen (13) permits were issued in October: two residential, two accessory structures, six excavations, and three sign requests.
- b. Commercial Lawn Irrigation – Commercial Lawn Irrigation carried out a new service installation in Vandebrook without the required excavation permit. The company claimed they were unaware of the permit requirement but will begin submitting permit applications moving forward.
- c. Deer Ridge Subdivision – Spoke with Matt Patterson, the owner of the development, since no updates had been received after feedback was provided on his improvement plans. He indicated he is reviewing the plans and exploring alternative cost-saving options and will submit a revised plan.

- d. Remlok Phase 7 – A plat review meeting was held for Remlok Phase 7, which will serve as the connection between Remlok and Legacy. The engineer is preparing revised plans for submission, after which another plat review meeting will be scheduled.

City Attorney – Natalie Steppig

No Report.

Mayor’s Report

No Report.

Committee Reports & Minute Approval

- a. 11-03-25 Ordinance Committee Mtg Minutes. Hopkins-1st, Most-2nd. Passed.
- b. 11-03-25 JOINT Insurance & Finance Cmte Mtg Minutes. Vogt-1st, K.Buettner 2nd. Passed.
- c. 11-03-25 Waterloo Beautification Cmte Mtg Minutes. Vogt-1st, Most-2nd. Passed.

Comments

Alderman Vogt mentioned the Veteran’s Day Program was very good.

Mayor Darter congratulated Alderman Matt Buettner and Alderman Kyle Buettner for participating and completing the Tunnel Hill 50-Mile Run.

Adjournment – A motion to adjourn was made by Alderman Matt Buettner and seconded by Alderman Hopkins. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 7:19 p.m.

Minutes submitted by Mechelle Childers – City Clerk