

**WATERLOO UTILITY MEETING**  
**MONDAY, JANUARY 13, 2025**  
**6:00 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 Russ Row & Gary Most

Administrative Staff Present:

J.R. Landeck - Director of Public Works, Nathan Krebel – Subdivision Administrator, Roberta Rohwedder – Code Administrator, Sarah Deutch – Community Relations Coordinator, Brad Yearian – Building Inspector, Sarah Craig – 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 December 09, 2024, was made by Alderman Kyle Buettner and seconded by Alderman Matt Buettner.

**Items for Correction:**

**Subdivision & Zoning Administrator – Nathan Krebel**

- Under Item d – Deer Ridge – Change the year from 2004 to 2024.

**Mayor’s Report**

- Gaming Parlor License – Mentioned there was no interest from the aldermen in increasing the number of gaming parlor licenses.

Motion passed to approve the Utility Minutes dated December 09, 2024, as amended with Aldermen Kyle Buettner, Row, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

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

**a. Capital Projects Update:**

- Third (3<sup>rd</sup>) Street – Final plans, specifications, and bidding instructions are ready for review. Once reviewed, we will be prepared to advertise, which is scheduled for the week of January 21, 2024. Bid opening is expected to occur in early February.
- New Turbine Generator (#14) – Anticipate issuing an invitation for bidding in late January or early February. The turbine is expected to arrive in July 2025. There is a significant amount of work to be completed before the turbine arrives.

**b. Vehicles/Equipment:**

- The sale of vehicles and equipment through the Purple Wave auction was a success. We sold three (3) police cars, a bucket truck, an old pickup truck, an Explorer, plus a couple pieces of equipment.
- The new CAT wheel loader was delivered today. This loader was in the budget.
- Sourcewell was used to procure bids for a backhoe for the Street Department. Bids were received from John Deere and Caterpillar, both of which were within our budget. We are going to move forward with John Deere.
- The new bar screen at the sewer treatment plant resulted in a direct savings of \$18,000 for the city. It has been operational since last week.

- c. Roger Street Extension – A draft resolution from Monroe County regarding access control for the Rogers Street extension was distributed. The construction budget for this project is currently at \$2.955 million, and the city is responsible for half of that cost. Furthermore, the city is responsible for half of the right-of-way fees and design costs. A delay in Gonzalez Companies submitting plans to the County has resulted in the project being behind schedule. In addition, the selection of HMA (hot mix asphalt) over oil and chip has led to an increase in the projected cost. Drainage will be one of the most complex aspects of this project, along with the right-of-way. The aldermen expressed their disillusionment with the project's process, particularly regarding the increased costs resulting from the delay. The plan is to put the resolution on the City Council agenda for approval on January 21, 2025. All aldermen agreed for the resolution to be on the January 21, 2025 City Council agenda.
- d. Water Treatment Facility – The water plant is now operational. To date, JR has received approximately 10 calls regarding the water. He is also monitoring Facebook feeds. We are identifying and resolving any issues and have the contractor on site. One of the solid separators is scheduled to be completed by the first week of February and delivered before the end of that month. The chlorine levels have been well below the EPA limits, and we are making sure the redundant items are all in place. It was mentioned that the calls about water and comments on Facebook represent a small percentage compared with the number of residents using city water.
- e. Snow Removal – There have been numerous phone calls from residents and aldermen concerning the snow. Since November 30th, the city has utilized 561 tons of salt. We are expecting a delivery of salt this week to replenish our supply, and there are still 1800 tons of salt available to us. Social media was used to promote the snow crew's efforts and the great job they were doing.
- f. Old Monroe Distillery (aka Stumpy Spirits) – This is the expansion that is going in near Hanover Industrial Park. Old Monroe Distillery requires water and has inquired about accessing our 57 acres on the east side of Illinois Route 3 and tapping into our 16-inch water main. They plan to bore and jack under Route 3 to the water supply. The City of Waterloo has the right to provide the facility with utilities. There was discussion regarding Columbia's comprehensive plan and the mile-and-a-half radius outside of the city limits in which the municipality has the option to annex and provide services. This same capacity for growth and service exists in Waterloo. The Old Monroe Distillery property is located 0.7 miles outside the city limits of Waterloo and well within the mile-and-a-half radius of the city. Columbia's comprehensive plan shows a connection to the Illinois American Water line on the eastern side of Route 3 and an extension of services west to Hanover Road. The City of Waterloo retains the rights to this service area and is not ceding those rights. Water negotiations are underway with the City of Columbia for Adam Stumpf, although he doesn't care who supplies the water. It is believed the City should provide water service to Old Monroe and assert our rights to serve this area. Talks continued regarding extending our water main and gas line northward to our 57-acre lot on Trolley Road. This property could then be designated as part of the enterprise zone. The City of Waterloo would extend the gas line, but the installation of the water line would be contracted out. There could be litigation over water rights. There is also a conflict with attorneys because Tony Gilbreth represents Adam Stumpf. The city is, therefore, in the process of hiring a new attorney to handle this matter. Additionally, the subject property previously had a pre-annexation agreement with the City of Waterloo, which has since expired. All aldermen agreed to hire an outside attorney to discuss with the City of Columbia, Fountain Water District, IDOT, and Adam Stumpf our right and our desire to service Old Monroe Distillery with water. The aldermen were also in agreement to extend the water line and gas line to our 57-acre tract for future development needs.

**Code Official – Roberta Rohwedder**

- a. Permits – December permits issued: zero residential, two (2) accessory buildings, one commercial, and three excavations. The accessory building permits were issued for a porch on the front and back of the residence and a shed. The commercial permit was granted to ApexNetwork Therapy, which is moving into the *Imo* strip mall. Excavation permits were issued for Dannehold Farms, property on North Library, and Plaza Parkway. There is already more activity in January than in December as a whole.
- b. Housing Scams – Recently, a house was listed for sale with the address 710 Cypress Road, which does not exist. However, the property listing indicated the home was located in Vandebrook.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The December monthly report was distributed.
- b. Shed on Main Street – Contacted the owners regarding the condition of this shed. They have previously received violations about it. The homeowner has stated they intend to address the issue.
- c. Violation on Evansville – A car in the yard has straps on it, is not licensed, and is inoperable. There are also tires in the yard, a trailer, and a recliner.
- d. Boilers – Plans for the installation of the new boilers were reviewed. The new boilers are expected to arrive this week. The system will also be upgraded with a larger flue. Additionally, there is a leak in Roberta's office where the current flue exits onto the roof. This will be repaired during the installation process.
- e. Dumpster on Mill Street – Alderman Vogt inquired as to how long the dumpster would remain on the corner of Mill and Main Street. Brad stated that he would speak with the owner of the new bakery in the morning.

**Subdivision Administrator – Nathan Krebel**

- a. Annexations – Working with Roberta on annexation agreements for SNP and Deer Ridge Crossing. Will be meeting with the Planning Committee within the week to review the agreements. The Deer Ridge Crossing annexation should be straightforward as there are no conditions. SNP is a 20-year pre-annexation agreement, with the main condition being that the city will not supply electricity to the site. The City is also considering annexing the two houses on Market Street between Auto Zone and the DESCO property; however, a sewer line would need to be extended to these properties.
- b. Water-Sewer Committee Meeting – There will be a Water-Sewer Committee Meeting next week to discuss the extension of the sewer line to the two houses on Market Street. In addition, there will also be a discussion about the water and gas plans for the SNP project.

**Human Resource Coordinator – Sarah Craig**

- a. Retirements – There were three retirements in December. Required paperwork was completed and passed through all the necessary systems.
- b. Health Insurance – All changes requested during the open enrollment period are complete.
- c. Cyber Security Training Program – Preparing to roll out our security awareness training program with 'KnowBe4'.
- d. Cross-Training – Managing both HR and Budget office positions. Working on setting up the different accounts to make sure that nothing slips through the cracks.
- e. HRA Chard Snyder – There were quite a few issues with Chard Snyder paying providers and with the providers not applying the payments properly. As a result, employees were receiving past-due notices, collection notices, etc... Chard Snyder will now reimburse the employee, who will be responsible for paying their provider. We may go back to Chard Snyder paying the provider, but for now, Chard Snyder has requested to reimburse the employees.

**Community Relations Coordinator – Sarah Deutch**

- a. Business Banner Program – Typically, the business banners are replaced every two years, with the last replacement occurring in 2023. However, the banners are in good condition, and Sarah would like to extend them for another year. All aldermen have agreed to extend the business banner renewal to 2026.
- b. Website – Would like to complete the website redesign this year. The budget includes funds for a revamp of the website. All the quotes that were received, were found to be very comparable. Therefore, Sarah would prefer to choose a local company and proceed with "618 Creative" for the redesign. The aldermen agreed with her vendor choice.
- c. Santa Float – Twenty-two out of thirty golden tickets have been claimed, which is about average.

**Chief of Police – Dane Luke**

- a. Monthly Report – The December 2024 monthly police report was distributed.
- b. Axon Tasers – Applied for a grant for Axon Tasers through ILIAS (Illinois Law Enforcement Alarm System) and was awarded funding for five new Tasers. However, Axon requires a 5-year warranty purchase with the Tasers. Therefore, to acquire the new Tasers, we must purchase the warranties. The oldest Tasers, some dating back to 2016, would be replaced first. Alderman Buettner inquired whether Taser replacement should be a budget item proposing as an example a budget item of five Tasers purchased every three years.
- c. Drone Use - The drone was used on January 02, 2025. However, the video cannot be shown until it goes through the court system. The incident began as a violation of an order of protection, and the individual fled from police. Once the vehicle was stopped, the drone was sent up to get a visual of the driver. The drone pilot observed what the driver was doing almost the entire time and relayed that information to the officers who did not have visual contact. This situation ended without incident.
- d. Illegal Dumping - Two ordinance violations were issued for illegal dumping at the yard waste disposal site in Lakeview Park.

**City Attorney – Natalie Steppig**

No Report.

**Mayor’s Report**

A thank you to Sarah for taking on the transition job and JR for handling the ice and snowstorm. Everyone in the office is doing a good job.

**Committee Reports and Minutes Approval**

- a. 12-16-24 Drainage Cmte Mtg Minutes. Minutes were unavailable.
- b. 12-16-24 Ordinance Cmte Mtg Minutes. Minutes were unavailable.
- c. 01-03-25 Finance Cmte Mtg Minutes. K.Buettner-1st, Vogt-2nd. Passed.
- d. 01-06-25 Street Cmte Mtg Minutes. Hopkins-1st, K.Buettner-2nd. Passed.
- e. 01-06-25 Waterloo Beautification Cmte Mtg Minutes. Most-1st, Hopkins-2nd. Passed.
- f. 01-06-25 Planning Cmte Mtg Minutes. Most-1st, Charron-2nd. Passed.
- g. 01-06-25 Drainage Cmte Mtg Minutes. Minutes were unavailable.

**Comments**

None.

**Adjournment** – A motion to adjourn was made by Alderman Hopkins and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:10 p.m.

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