

**WATERLOO UTILITY MEETING  
MONDAY, DECEMBER 09, 2024  
5:54 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:

Shawn Kennedy – Collector / Finance, J.R. Landeck - Director of Public Works, Tim Birk – Director of Public Works, Nathan Krebel – Subdivision / Zoning 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.

**The meeting was called to order by Mayor Stan Darter at 5:54 p.m.**

**Petitions by Citizens on Non-Agenda Items.** None.

**City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated November 12, 2024, was made by Alderman Vogt and seconded by Alderman Kyle Buettner.

**Items for Correction:**

**Collector/Finance Officer – Shawn Kennedy**

- Under Item c – Tax Levy – In the sentence: “Our increase will be more than the CPI because of the new property that is added to the property tax rules,” replace “rules” with “roles,” resulting in the following: “Our increase will be more than the CPI because of the new property that is added to the property tax roles.”
- Also Under Item c – Tax Levy – In the sentence: “A truth-in-taxation hearing will be required for any tax levy over 5%.” Add the word “*increase*” to the sentence so that it reads: “A truth-in-taxation hearing will be necessary for any tax levy increase over 5%.”

Motion passed to approve the Utility Minutes dated November 12, 2024, as amended with Aldermen Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, Row, and Most voting ‘aye’.

**Committee Reports and Minutes Approval**

- a. 11-04-24 Water/Sewer Cmte Mtg Minutes. Minutes were unavailable.
- b. 11-18-24 Ordinance Cmte Mtg Minutes. Row-1st, Most-2nd. Passed.
- c. 11-18-24 Finance Cmte Mtg Minutes. K.Buettner-1st, Vogt-2nd. Passed.
- d. 11-18-24 Personnel Cmte Mtg Minutes. Most-1st, K.Buettner -2nd. Passed
- e. 12-02-24 Insurance Cmte Mtg Minutes. Minutes were unavailable.

**Subdivision & Zoning Administrator – Nathan Krebel**

- a. County Club Hills – Chris Jones, the developer of Country Club Hills, has decided to postpone the development of Phase 4. There were no improvement plans approved for Phase 4 and this will be documented in the file. In addition, the stormwater issue has not been resolved and this will also be documented.
- b. Remington Ridge Phase 3 – The developer is waiting on their IEPA permits before ordering materials.
- c. Quail Ridge Phase 5 – The installation of the sanitary main is in progress and is approximately one-third complete.
- d. Deer Ridge – A revised sketch plat for the Deer Ridge subdivision was distributed. A Planning Commission meeting is tentatively scheduled for December 19, 2024, prior to the Zoning Board of Appeals meeting to review the revised plat.
- e. Possible Developments:
  - The individual who owns the property at Illinois Avenue and Illinois Route 3 is purportedly planning to build a gas station at that location. They will need to work with IDOT first.
  - Another individual would like to build an automobile service station/tire store south of Scooters. This facility would be similar to a Dobbs Auto Center and would need a special use permit since the property is zoned B-3 (Central Business District).
- f. Dannehold Farm (Rose Meadows) Detention Area – This matter was briefly discussed last month, and it is proposed that it should be discussed at a Drainage Committee Meeting on December 16, 2024, to determine the appropriate course of action. The city’s acquisition of the property is highly probable.

**Code Official – Roberta Rohwedder**

- a. Monthly Building Permit – The November monthly permit report was provided.
- b. Permits – In November, 12 permits were processed: 3 for excavation, 2 for residential, 2 for commercial, and 5 for accessory buildings. More details were provided on the permits that were issued. To make things easier in the future it will be required that structural and electrical engineers sign and stamp the paperwork.
- c. Solar Panels on Roofs – Alderman Most inquired whether the City mandated a specific grade or rating for solar panels installed on roofs. Tim Birk replied that the only requirement is the solar panels must comply with national electric code standards.

**City Building Inspector – Brad Yearian**

- a. Monthly Report – The November monthly report was distributed.
- b. Home on Moore Street – The Moore Street property, which was cited for roof damage, has undergone repairs including roof replacement, fascia, and soffit installation.
- c. New Home on Lakeview Drive – A picture was shown of a bowed joist in the new home being built on Lakeview Drive. In addition, a joint was incorrectly fixed.
- d. Cone Flower Rental Home – The patio on a rental home in the Quail Ridge subdivision has sunk and poses a safety hazard. The owner has been instructed to repair the patio correctly (no self-levelers) and patch the interior walls in an acceptable manner.
- e. Kentucky Fried Chicken – The final inspection has been completed, and they are scheduled to reopen for business tomorrow.
- f. Monroe County Jail – The final inspection on the shed extension has been completed.
- g. City Hall Boilers – In the process of getting three quotes for new boilers. Trane has been working on the boilers, as well as the city. It has been a continuous problem. There is also a lot of rust in the pipes, which needs to be addressed.

**Human Resource Coordinator – Sarah Craig**

- a. Health Insurance – Open enrollment for health insurance began on December 3, 2024, and will close tomorrow, December 10, 2024. There has been a lot of positive feedback about the addition of adult orthodontic care.
- b. CPR Certification – CPR Certification classes will be held this Thursday and Friday. Each class lasts between two and a half to three hours, with two sessions offered each day.

**Community Relations Coordinator – Sarah Deutch**

- a. Santa Float – Still in need of a couple of drivers. Need a lead truck driver for December 14 and 15 and a float truck driver for December 16 and 23. Driver training will be on Friday, December 13 at 3:30 at the old Firehouse.
- b. Golden Ticket Prize Drawing – The Golden Ticket Prize Drawing will be held at 9 AM at City Hall.
- c. Calendar Events – Working on the calendar of events for 2025, so if you or any of the organizations that you are involved in have an event, please let Sarah know.
- d. Pre-K Visit with Santa Float – On December 11, 2024, we will visit the pre-K classes at the Waterloo School with the Santa Float. There will be both a morning and an afternoon visit.

**Collector/Finance Officer – Shawn Kennedy**

- a. Public Hearing – There will be a public hearing on December 16, 2024, at 7:15 PM regarding the property tax levy increase.
- b. Airbnb Tax – There is no enforcement for owners to pay the tax, nor are there inspections of the properties. Tax money is collected from the Sunset Motel and the Super 8, but not Airbnb's. The Ordinance Committee needs to meet and decide on the details of this tax implementation.  
The following points should be considered:
  - Does the facility need to be taxed based on how many rooms, units, bedrooms, or dwellings it has?
  - Is permit acquisition necessary, and how can consistent permit management be ensured?
  - Should inspections be implemented?
  - Which department or individual is responsible for the implementation and enforcement of the tax?An Ordinance Committee meeting to discuss Airbnb taxes is scheduled for December 16, 2024, at 6:00 PM.

**Chief of Police – Dane Luke**

- a. Monthly Report – The November 2024 monthly police report was distributed.
- b. 'Shop With A Cop' – 'Shop With A Cop' will be held on December 14, 2024, starting at 9 AM. Breakfast will be served at City Hall, followed by shopping at Walmart. We expect to be assisting 10 families.
- c. Dollar General Toy Collection – Dollar General will be collecting toys for the Police Department to distribute to children. Sergeant Wiegand and Sergeant Midkiff will be reaching out to families to distribute any toys collected.
- d. Altered/Fraudulent WEX Check – Detective Nord has been working on this case. Through a search warrant, he was able to obtain a name and discover the money was rerouted to another account. The same name was used on the transferred account; however, this account is now closed due to fraudulent activity. Detective Nord is still gathering information with the intent to issue a warrant for an arrest, but it will take a considerable amount of time.
- e. Fireworks at Fairgrounds – Alderman Trantham inquired if there were any complaints regarding the fireworks at the Monroe County Fairgrounds for the "Fire and Ice Winter Wonderland Festival" on December 07, 2024. The Chief stated no complaints were received.

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

- a. Capital Projects Update:**
- Third (3<sup>rd</sup>) Street – The street has been oiled and chipped. Design continues.
  - Columbia Avenue – Columbia Avenue is completed, except for some grading near the Gilbault entrance and the painting of the stop bars.
  - Illinois Avenue – The Illinois Avenue sidewalk is completed.
- b. Vehicles/Equipment:**
- Would like to purchase a utility truck for the underground department from Viking-Cives and will be asking the Council for approval next week. The truck is in the budget. Sourcewell, a bidding service, was utilized to obtain the bid.
  - The Street Department has allocated funds in the budget for a backhoe and we are currently reviewing those bids.
- c. Sludge Hauling** – The sludge hauling contract with J&J Septic Services is up for renewal. The scheduled fees will remain the same for another three-year term. Next week's City Council meeting should include the letter of agreement.
- d. MISO Readiness** – A Midcontinent Independent System Operator (MISO) standard was implemented for city power generation readiness on December 5, 2022. For nearly three hours, we generated power for the entire city independently of Ameren's grid, without any issues.
- e. IDOT Repairwork** – IDOT has repaired the drainage issue at the intersection of Market and 3rd Street.
- f. Snow Call Report** – We used 90 tons of salt in response to the snow on November 30, 2024.
- g. IMEA Meeting** – Scheduled to attend the IMEA meeting on December 11 and 12, 2024. This will be Tim Birk's last meeting as a Board Member.
- h. Villa Court** - Conducted a site visit to the Villa Court project. There is significant sub-base failure, aging concrete, and asphalt. Requested maintenance agreements from Burger King, the condominium association, and the daycare center. Additionally, working on the costs required to bring the street up to city standards.
- i. Rogers Street North Extension** – Receive and review the plans from the county. It does not appear the county will be meeting the schedule they originally outlined as they are still in the acquisition phase.
- j. Water Treatment Facility Update and Tour.**

Mayor Darter requested a motion to recess the meeting until all City Officials, Aldermen, and Administrative Staff arrived at the Water Treatment Facility.

Motion made by Alderman Most and seconded by Alderman Row to recess until all City Officials, Aldermen, and Administrative Staff arrive at the Water Treatment Facility.

Motion passed with a unanimous voice vote.

The meeting recessed at 6:54 PM.

RECONVENING ON CALL OF MAYOR DARTER AT 7:14 P.M.

Motion made by Alderman Vogt and seconded by Alderman Matt Buettner to reconvene the Utility Meeting.

Motion passed with a unanimous voice vote.

JR provided a tour of the new water plant facility. We are waiting for our operating permit from the state of Illinois. There is only one approval remaining for each of the plant, the wells, and the transmission line. The entire water filtration process was explained, starting with the detention tank, passing through the aerator, the filtration system, and chemical treatment, before reaching the clear well tank. Currently, the City has been running the plant, testing the units, and performing various workouts on the systems. To demonstrate the plant in action, a hydrant was opened, and the water

filtration process was initiated. The plant is equipped with a backup generator in the event of a power outage. The mechanical room is a secured area containing a SCADA diagram depicting the connection between the three wells and the water tower. The plant can be operated using Wi-Fi tablets within the facility and can also be controlled remotely through a secure VPN network. Everything is automated at predetermined set points. As soon as a certain level is reached, the system will activate to meet the requirements for that set point. Last was a tour of the laboratory where both well water and clear water can be tested. JR thanked everyone for attending, and thanked Tim Birk and all the officials for getting this project pushed through.

**City Attorney – Natalie Steppig**

No Report.

**Mayor’s Report**

- Gaming Parlor License – The Mayor was contacted about obtaining a gaming license for a gaming parlor. According to City Ordinance, the number of licenses is limited to three, and they have all been issued. Is there any interest in increasing the number of licenses to six? If so, we can schedule another meeting to further discuss this matter. There was no interest from the aldermen in increasing the number of gaming parlor licenses.
- Lights for Water Tower – No lighting planned for the new water tower, but would there be any interest in lighting the City logo on its north and south sides? All aldermen agreed to light the new water tower.

**Comments**

None.

**Adjournment** – A motion to adjourn was made by Alderman Vogt and seconded by Alderman Matt Buettner. Motion passed by unanimous voice vote.

Mayor Darter adjourned the meeting at 7:51 p.m.

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