

**WATERLOO UTILITY MEETING  
MONDAY, MARCH 09, 2026  
6:04 P.M.**

**1. Roll Call.**

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 Deutch – Community Relations Coordinator, Trisha Hoagland – HR Coordinator, Roberta Rohwedder – Subdivision & Zoning Administrator, Natalie Steppig – City Attorney, and Mechelle Childers – City Clerk.

Absent: Sarah Craig – Collector / Finance, and Dane Luke – Chief of Police

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

**3. City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated February 09, 2026, was made by Alderman Riley and seconded by Alderman Matt Buettner.

Motion passed to approve the Utility Minutes dated February 09, 2025, with Aldermen Riley, Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, and Kyle Buettner voting ‘aye’.

**4. Subdivision & Zoning Administrator – Roberta Rohwedder**

- a. 201 W. Mill Street – The petitioner is requesting a Special Use Permit to allow five residential units on the second floor and one residential unit on the first floor of a new commercial building at 201 W. Mill Street. The property is in the Central Overlay District, where parking requirements do not apply and, therefore, are not a determining factor for project approval. The upstairs layout is unknown as no building application has been submitted. Unit sizes and code compliance will be reviewed once plans are in. The building will be constructed in two phases, though the agenda items do not address phased construction. For reference, City Council Agenda Item H is about approving a multi-family residence above a commercial building, while Agenda Item I concerns the request to allow a multi-family residence on the first floor of a commercial business. Although the Central Overlay District does not have parking requirements, there are worries that six residential units could bring 10 to 12 more cars to an already crowded area. The Planning Commission approved the first-floor dwelling due to the lack of street frontage. It was mentioned that by law, any new apartment building with more than four dwellings must include at least one accessible unit on the first accessible floor unless an elevator is installed. This is the reason the first floor includes a dwelling unit. Concerns were still expressed regarding parking availability and public sentiment, which some members described as largely negative. It was suggested that parking issues could be addressed separately, including the possibility of implementing time-restricted parking on Mill Street. When asked if modifications could be made to the Special Use Permit, the City Attorney explained that it cannot be altered and must remain as it was presented to the Planning Commission and Zoning Board of Appeals unless the process is restarted. It was further discussed that members of the Planning Commission and Zoning

Board of Appeals are appointed to provide recommendations. The Planning Commission previously voted 7–0 in favor of the proposal, while the Zoning Board of Appeals vote resulted in a 3–3 tie. Some members expressed that the matter warrants further consideration given the lack of a clear majority from the Zoning Board of Appeals. A request was made for contact information for members of the Planning Commission and Zoning Board. It was also requested that additional examples of residential units located above commercial spaces be provided. The Special Use Permit must be brought before the City Council at the upcoming Monday meeting, or the applicant will be required to restart the process. It was mentioned that all pertinent information has been made available, and aldermen were encouraged to seek any additional details prior to the next meeting. Mayor Darter stated the matter will be placed on the City Council agenda for a vote on Monday evening, March 16, 2026.

- b. Permits – Twenty-six (26) permits were issued in February: one residential, five accessory structures, sixteen excavations, three commercial, and one sign request. A brief explanation of the permits was provided. The process for issuing excavation permits is being revised so that permits are no longer issued as a blanket permit per job. This accounts for the increased number. So far in March, working on one residential permit, six excavation permits, several accessory structure permits, and a set of plans submitted for Whiteman’s that will need to be reviewed.
  - c. Korte Lake Spectrum Easement – A new contractor has been secured for the Korte Lake project and should begin work on March 10, 2026. A permit extension has been granted due to weather.
  - d. Burger King Sign – Burger King replaced their sign on March 6, 2026.
  - e. The Ranch Steakhouse – Alderman Most stated he saw a large “Mama’s” sign stretched across the windows on the Market Street side of the Ranch Steakhouse. Roberta commented no sign permit application has been submitted; however, if the signage is inside the windows, it does not count as a sign. However, if it is on the exterior, it would fall under signage regulations.
  - f. Planning Commission – There are four items on this month’s agenda. First is a Special Use Permit for an in-home business to operate a hair salon. The second item is the resubmission of the Deer Ridge preliminary plat, which had previously been approved but has been redesigned due to cost considerations. The third item involves a discussion of the Casey’s project, including recently received comments from IDOT. The final item is a discussion regarding the mile-and-a-half future land use plan.
  - g. Zoning Board of Appeals – The Zoning Board of Appeals meeting is rescheduled for Wednesday, March 18, due to the Chamber Social. The in-home occupation request to operate a hair salon will be discussed.
  - h. New Towing Holding Facility – A new towing holding facility has been set up near the Tin Shed Diesel Auto Shop. The property will store towed vehicles, and fencing has been added to secure the area. It was further clarified that the property is located within the County’s jurisdiction.
- 5. Deputy Director of Public Works – Nathan Krebel**
- a. 4<sup>th</sup> Street Improvement Project – After a rain delay, work has resumed on the water main installation. Approximately 350 of 1,400 feet of 8-inch water main has been installed from Moore Street north. 4th Street between Moore and Library is closed, and no resident concerns or complaints have been reported.
  - b. Hydrant Flushing – Hydrant flushing is underway to clean the mains. One well ran for approximately 60 hours last week, and system capacity remained stable with no issues at the elevated tower. Work is expected to be completed this week, with additional flushing planned for the fall.

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

- a. Water Treatment Facilities – The monthly operational logs are available on the City’s website.
- b. Turbine Generator (#14) – Work is ongoing to complete the remaining punch-list items. An IEPA stack test is scheduled for March 11, 2026, which will involve operating the system on both natural gas and diesel fuel to confirm compliance with emissions standards.
- c. CAT Unit #11 – The system experienced a failure with cylinder 15, but it was successfully brought back online on February 10, 2026. The penalty for this outage was approximately \$1,800.
- d. Old Water Tower – Renovation and painting of the old water tower began today and should take about three to four weeks to finish. This tank is not connected to an active water system, so there will be no impact on water service or water quality, as the tank is currently empty. Once finished, the tower will be painted white, with black lettering restored to match its original design.
- e. Motor Fuel Tax Program – The proposed FY27 Motor Fuel Tax program indicates it is expected to closely mirror the FY26 program, with a budget of approximately \$510,000. There is a slight increase to support a mill and overlay project on Bulldog Boulevard. The program will primarily focus on routine infrastructure improvements, including oil and chip resurfacing, storm sewer work, and concrete replacement.
- f. Bulk Salt – Bulk salt falls under the Motor Fuel Tax. Approximately 406 tons have been used, with 770 tons purchased and about 325 tons remaining for delivery. Inventory at Rock City is around 1,200 tons, so next year’s purchase is expected to be reduced to about 500 tons.
- g. Drainage Projects – The Dannehold Farms drainage project is planned to move forward. Initial scoping and budget considerations are underway for FY27 to address additional drainage needs. Recent rainfall was managed effectively; however, an issue was identified in the alley on East 3rd Street, where damaged pipe culverts will require repair and replacement.
- h. Budget – FY26 budgets are under review, and FY27 preparation is in progress. Meetings with department leads are being held to outline needs and priorities.
- i. HH Road – The Project Development Report has been submitted and is awaiting IDOT approval. Once approval is received, the project will proceed to the land acquisition phase.
- j. Lakeview Drive – Working on the engineering phase of that project.
- k. Flower Street – The Flower Street project is approximately 90% complete in the construction plan phase and will soon advance into land acquisition. The project will require both easements and additional right-of-way.
- l. Villa Court/Greiner Drive and Southview Villas – No updates are available at this time.
- m. Roger Street Extension – The Rogers Street Extension project is approaching the 90% completion mark of the right-of-way plans. Following this, the project is expected to advance into the land acquisition phase.
- n. Natural Gas Odorizer – The odorizer was installed today and is operational. Minor adjustments are being completed, and the system will continue to be monitored as it is newly integrated.
- o. North City Property (57 Acres) – Reviewing the water and gas infrastructure situation on the City’s 57-acre property.
- p. Water Projects – Water projects include a water main replacement on South Church Street and the installation of a water main loop from Remlock to the sewer plant, covering Country Club Hills and Remington Ridge. These projects are included as budgetary items for FY27.
- q. Long-Term Gas Purchase – Alderman Matt Buettner reported that the recent Gas Committee meeting on the long-term gas purchase was positive. The matter is expected to be presented to the council for approval or rejection next week. In the meantime, he wanted to know if there were any questions or concerns. Alderman Vogt has requested a copy of the contract for review.

**7. City Building Inspector – Mark Herrmann**

- a. Monthly Report – The February monthly report was distributed. There were 28 new construction inspections, 4 re-inspections, 11 rental inspections, and of those, we had eight re-inspections, 8 dumpsters, 2 motor vehicles, no property violations, and no ordinance violations. Most re-inspection issues involved faulty GFIs and damaged screens requiring repair or replacement. Photos were provided of two motor vehicle violations on Brittany Court, both of which have since been corrected. A separate property on Lakeview had a vehicle elevated on jacks and debris present; the majority of the materials have since been removed. Additional concerns on Moore Street involved trash and window-related issues at a residence, which have been addressed following contact. While on-site, debris, including a ladder and tree branches near a neighboring white garage was also identified and subsequently cleared.
- b. Circle K Potholes – Pothole repair work at the Circle K site is still in progress, with a few remaining areas requiring repair. They are awaiting removal of existing concrete before pouring new concrete.
- c. Foundation Installation – Photographs of Mid-America’s foundation installation process were shown for informational purposes.
- d. City Hall Roof Leakage & Replacement – A sagging ceiling tile in the women’s restroom was traced to a roof leak above the HVAC area. An inspection has been conducted, and multiple bids are being obtained. Initial assessment indicates the roof may require replacement. The existing rubber roof shows signs of repeated patching. A temporary repair is planned, and improvements such as installation of a cricket are being considered to address water pooling on the west side and improve drainage. Some areas of the roof appear spongy, indicating potential underlying damage.
- e. Lemen Street House – A renter on Lemen Street reported a gas odor, prompting a response from city personnel. The stove was subsequently condemned due to ignition issues, and a replacement unit was installed. Also, the bottom seal was completely gone on the front door, so a new door was installed. Additionally, a leaking exterior water spigot was identified which was contributing to elevated utility bills and is scheduled for replacement and reconnection.
- f. Driveway between KFC/Hardees – Alderman Trantham reported that a deep hole exists in the private drive between KFC and Hardee’s, and prior patching efforts have not held.

**8. Community Relations Coordinator – Sarah Deutch**

- a. 2026 Calendar of Events – The 2026 Waterloo Calendar of Events brochure has been distributed and is available at City Hall. Copies will also be provided to local businesses and the tourism bureau for further distribution. In addition, all of the events have been posted to the community calendar on the city website.
- b. Hometown Hero Banner Program – A total of 167 applications have been received for 190 available spots. Although the deadline is March 20th, it is anticipated that all positions will be filled by the end of the week.
- c. Business Banner Program – The business banners were ordered on February 25 and should arrive by the end of the week. Once they get here, they will be put up to replace the snowflake displays.
- d. Porta Westfalica Festival and Parade – There is a possibility that the Porta Westfalica Festival and Parade will not take place this year. Lately, some community members and local business owners have stepped forward to explore ways to keep it going. While the City has not been in charge of organizing it, we do plan to meet and help in the discussion of ideas to see what is possible and determine next steps. The event is recognized as a unique asset to the community; however, the event has been complicated by a decline in volunteer participation.

**9. Human Resource Coordinator – Trisha Hoagland**

- a. MBhealth Insurance – On February 20th, MBhealth hosted a “Lunch-and-Learn” with a representative from UnitedHealthcare (UHC). The session covered the UHC rewards program, which lets employees earn up to \$300—and their spouses an additional \$300—by completing qualifying activities. The representative also answered questions and discussed benefits, concerns, and ways to participate in the program.
- b. Biometrics Screening – A biometric screening event is being planned in May for employees and their spouses. UHC participants will be eligible to earn a \$50 incentive toward their UHC rewards. A minimum of 30 participants is required in order to have this event.
- c. Police Pension Fund – The police pension fund has been selected for an examination in accordance with the Illinois Pension Code. Coordination is underway with RSM to provide the requested information and documentation. The limited examination will focus on policies, procedures, and records from the most recent fiscal year.
- d. Connecteam Management App – A productive meeting was held with Connecteam last week, during which solutions were identified for previously unresolved issues. Implementation of these solutions is currently underway. The plan is to roll the system out to leads and sergeants next week for a trial run, and if all goes well, it will be expanded to all users.

**10. Collector/Finance Officer – Sarah Craig**

Absent this evening – no report.

**11. Chief of Police – Dane Luke**

Absent this evening – no report.

Mayor Darter did report that Axon is updating several police vehicles this week, with the work taking place at the old firehouse.

**12. City Attorney – Natalie Steppig**

No Report.

**13. Mayor’s Report**

No Report.

**14. Committee Reports & Minute Approval**

- a. 02-17-26 Finance Cmte Mtg Minutes. M.Buettner-1st, Trantham-2nd. Passed.
- b. 03-02-26 Gas Cmte Mtg Minutes. Most-1st, Charron-2nd. Passed.

**15. Executive Session for the Discussion of Personnel as provided for by 5 ILCS 120/2(c)(1).**

Motion to move into Executive Session made by Alderman Vogt and seconded by Alderman Hopkins. Motion passed unanimously by voice vote.

Entered Executive Session at 7:21 p.m.

Adjourned Executive Session at 7:55 p.m.

Motion to Resume Session made by Alderman Riley and seconded by Alderman Vogt. Motion passed by unanimous voice vote.

Mayor Darter resumed the regular Utility Meeting at 7:58 p.m.

**16. Comments**

**Alderman Trantham** mentioned he received several calls about streetlights that were out in a neighborhood. He passed the information along to City Hall, and the issue was handled quickly.

**Alderman Most** thanked everyone for a great conversation this evening on the 201 W. Mill property.

**Adjournment** – A motion to adjourn was made by Alderman Vogt and seconded by Alderman Most. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 8:00 p.m.

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