

WATERLOO UTILITY MEETING
MONDAY, JANUARY 12, 2026
6:02 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, Dane Luke – Chief of Police, Natalie Steppig – City Attorney, and Mechelle Childers – City Clerk.

Absent: Sarah Craig – Collector / Finance

Mayor Darter requested that Agenda Items 9 and 10 be moved and placed just after Agenda Item 4 so Nathan Krebel can attend the Planning Commission Meeting this evening. Nate and J.R. Landeck will be providing their monthly reports concurrently.

Motion was made by Alderman Most and seconded by Alderman Riley to approve the movement of Agenda Items 9 and 10 and place them immediately after Agenda Item 4.

Motion passed unanimously with Aldermen Most, Vogt, Matt Buettner, Hopkins, Trantham, Charron, Kyle Buettner, and Most voting ‘aye’.

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

3. City Clerk – Mechelle Childers

Motion to approve the Utility Minutes dated November 12, 2025, was made by Alderman Kyle Buettner and seconded by Alderman Vogt.

Motion passed to approve the Utility Minutes dated November 12, 2025, with Aldermen Kyle Buettner, Riley, Most, Vogt, Matt Buettner, Hopkins, Trantham, and Charron voting ‘aye’.

4. Subdivision & Zoning Administrator – Roberta Rohwedder

- a. Permits – Nineteen (19) permits were issued in November, and thirteen (13) permits were issued in December: four residential, sixteen accessory permits covering various things, several excavations, three sign requests, and a demo permit for Ahne’s.
- b. Korte Lake Spectrum Easement – The Korte Lake Spectrum Easement in Lakeview Park has been approved, and all legal issues have been resolved.
- c. Turning Point Wellness Center – Turning Point Wellness Center is relocating from 4th Street (downtown) to the former Strano building, located near Midland Bank. They have received a permit for exterior renovations and are making some minor updates to the interior.
- d. Old Wightman Pharmacy Location – The interior of the former Wightman Pharmacy has been fully gutted, and there are currently no final plans for future use. However, a permit has been issued to make the restroom ADA-compliant.

- e. Tequilas Restaurant – Tequila’s is expanding an office area, which involves a minor interior wall adjustment.
- f. Pizza Hut – Although Pizza Hut obtained a permit for its new sign, the installed sign does not match the approved permit and is not compliant. Will be contacting them to resolve the matter.
- g. Remington Ridge – Remington Ridge remains in process, as the lift station has not been completed.
- h. Remlok Phase Seven – The preliminary plat for Remlok Phase Seven is scheduled to be reviewed this evening by the Planning Commission.
- i. Deer Ridge – Deer Ridge, which had been largely finalized, is now revising its plans. The developer is proposing two separate entrances—one on Rogers Road and one on Hamacher Road.
- j. Planning Commission – The Planning Commission will meet this evening, January 12, 2026, to review a special use permit to allow residential use at the former Ahne’s location.
- k. Zoning Board of Appeals – The Zoning Board of Appeals will not meet in January 2026, due to a lack of agenda items. However, a meeting is expected in February.
- l. Burger King Sign – A certified letter regarding the Burger King sign was sent in November, with no response to date. Follow-up contact is needed, as the condition of the signage is poor and negatively impacts the appearance of the property and the city.

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

Deputy Director of Public Works – Nathan Krebel

The monthly report was given concurrently.

- a. Water Treatment Facilities – The water treatment facility and distribution system has been in operation for just over a year, and in that time, nearly 350 million gallons have been produced and delivered. The monthly operational logs are available on the City’s website.
- b. Turbine Generator (#14) – The City conducted a successful partial citywide power outage on December 23, 2025. Repairs were completed in under one hour, significantly faster than anticipated. Photos were shown of the jumpers from the new bus being connected to the existing bus at the power plant. Initial testing by IMEA is on track to begin later this week. The substation is complete and secured with fencing for safety. An on-site fueling area allows diesel fuel to be cycled through equipment, and a video of the generator running was presented.
- c. 4th Street Improvement Project – City Council approved Huebner Contracting for the Fourth Street Improvement Project, with construction expected to begin in mid-February. The project differs from the Third Street work and is expected to move faster. Affected residents will be contacted and provided with project information, and the City will attempt to keep the road open as long as possible. The water main will be located near the center of the street, the storm sewer on the north side, and the sanitary sewer on the south side; however, most sanitary service lines are located within the alleys. The project is anticipated to be completed sometime in May or June, weather permitting.
- d. Storm Drains (Sterritt’s Run/Dannehold Farm) – The underground storm drains between Sterritt’s Run and Dannehold Farm Estates continue to experience issues, resulting in holes in residential yards. Camera inspections have found recurring issues with the HDPE storm pipe, likely tied to the original developer. Repairs have been made; however, additional problems have continued to surface. Over the next few months, the situation will be monitored, and a capital improvement project may be proposed now that the storm drains are part of the City’s infrastructure.
- e. Budget – Continue to review the budgets, provide guidance through the process, and monitor monthly budgets for potential opportunities.

- f. LOCiS – Met with LOCiS personnel regarding the implementation of a work order system and customer portal. The goal is to allow customers to view usage and billing information online, submit work orders, and receive status updates. The system will be integrated with the City's GIS.
- g. REGIS E-mail – Switched to Microsoft Office 365 as our email exchange server, but some internal emails are still not being received. REGIS is currently working on these issues.
- h. Roadway Projects – Ongoing roadway projects include Villa Court/Greiner Drive, Southview Villas, HH Road, and Lakeview Drive. No updates are available at this time regarding the Rogers Street extension."

6. Community Relations Coordinator – Sarah Deutch

- a. Santa Float – The Santa Float event went very well this year. A few minor issues were experienced with the tracking system, suggesting the possible need for a program update. The system intermittently stopped and required a manual refresh to resume operation. There were 27 out of 30 Golden Tickets redeemed—the highest turnout to date. Thank you to everyone who participated and contributed to the event's success.
- b. Semiquincentennial (America250) – On New Year's Day, we held our first America 250 event, a 'Ringing in the New Year' celebration. Attendance exceeded expectations, with approximately 350 people participating, based on the number of bells distributed. The next countywide America 250 Committee meeting will be held tomorrow at City Hall, and a local subcommittee has been formed for Waterloo-specific events. Early planning is underway for a possible July 4 downtown parade featuring a 3K run and a small festival wrapping up early in the afternoon. Additional bells will be ordered, and challenge coins with a unique municipal design are being produced. The America 250 bell and flag are currently on display at City Hall.
- c. 2026 Calendar of Events – The 2026 calendar of events is nearly finalized. Waiting to hear back from a couple of people to confirm their dates. The plan is to send everything to the printer by the end of the week.
- d. Banner Program – Both the Hometown Hero and Business Banner programs are up for renewal this year. The Hometown Hero program operates on a two-year cycle, while the Business Banner program renews every three years. While these programs usually fall in different years, their renewal cycles have aligned this year.
 - Business Banner Program - The Business Banner Program is currently open for renewal. Existing participants have until the 23rd of this month to renew their banner space. Any spaces not renewed by that deadline will be opened to new participants. There are 65 available banner spaces in the program. This year's banners will feature an **America 250** theme, and we hope to have the new banners installed by the end of February.
 - Hometown Hero Banner Program – Applications will open in early February. Approximately 45 individuals are currently on the waitlist and will have the opportunity to apply one week before applications are open to the general public on a first-come, first-served basis. A total of 192 spaces are available. The exact design has not been finalized yet, but it will be similar to the past.
- e. IMUA Scholarship Award – This year, the City is once again taking part in the IMUA Scholarship Program, offering \$4,000 scholarships to local high school seniors.
- f. Website – With the holidays over, hoping to have time to finalize the content, select the desired photos, and meet with the department heads.

7. Human Resource Coordinator – Trisha Hoagland

- a. MBhealth Insurance – MBhealth has been very communicative and quick to respond to any emails and questions. They have been assisting us throughout the entire transition process, from moving away from Blue Cross Blue Shield, current matters with UHC, coordination with Chard Snyder, Paylocity, as well as employee outreach and support. Several meetings have been held to review the new process, and an additional meeting is scheduled to discuss the transition to Paylocity’s reimbursement services.
- b. Connecteam Management App – Working on getting the system up and running, and should be ready for a test phase next month.
- c. Wage Increases – Contract wage increases for Public Works employees went into effect on January 1, 2026, and have been completed in the system.

8. Collector/Finance Officer – Sarah Craig

Absent this evening – no report.

9. City Building Inspector – Mark Herrmann

- a. Monthly Report – The December monthly report was distributed.
- b. State Bank/Walgreens – Issues in the area between the State Bank’s main parking lot and Walgreens were finally repaired, and some patching of the parking area was also completed.
- c. Sonic/Huck’s – Repairs have also been made to the parking lots and drive-thrus at Sonic and Huck’s.
- d. 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.
- e. Vandebrook Auto Violation – A violation was issued on a Friday for a vehicle with expired plates and up on jacks in the driveway. The matter was corrected by the following Monday.
- f. Vandebrook Empty Boxes – A violation notice was issued for a bunch of empty boxes on a front porch, which has since been taken care of.
- g. Swimming Pools – Several photographs were shown of pools being installed throughout the city, and which are being inspected during the various phases of installation.
- h. Power Plant – At the power plant during the installation of gas lines and water lines. Photographs of the project were shown.
- i. Home on Park Street – A roof replacement was underway using OSB, with the entire back of the house already sheeted and prepped for shingles. Both the resident and the roofers were informed that new plywood is required, and the OSB needed to be removed and replaced.
- j. City Hall HVAC System – Photos revealed the rooftop filters were blocked by heavy rust buildup and pieces of copper piping. The heating coil was also clogged and needed flushing. Other images showed a removed valve, exposing copper chips and rust inside. The water circulating through the system should be chemically treated to prevent corrosion and clogging; however, no routine maintenance program is currently in place. A proposal was presented to hire an outside company to handle maintenance and treatment, which would also help protect the warranty on the new boilers. Future issues are expected to be resolved through regular filter cleaning and replacement, chemical treatment, water quality testing, and monitoring of iron levels. All aldermen agreed to move forward with hiring the recommended company, Chemsearch FE, and the contract will be presented to the council for approval.

10. Chief of Police – Dane Luke

- a. Monthly Report – The December 2025 monthly police report was distributed.
- b. New Police Vehicles – The new vehicles have been part of the fleet for about three to four weeks now. The side-by-side unit is almost ready and was taken in today to get wrapped.

- c. ‘Shop With A Cop’ – The program has been rebranded as ‘Operation Blue Santa’. Six families, consisting of fourteen children, participated in the event. The families were first hosted for breakfast and then transported to Walmart in squad cars with lights and sirens activated. Nine officers volunteered their time to make the event possible.

11. City Attorney – Natalie Steppig

No Report.

12. Mayor’s Report

No Report.

13. Committee Reports & Minute Approval

- a. 11-17-25 Insurance Cmte Mtg Minutes. Kyle Buettner-1st, Vogt-2nd. Passed.
- b. 11-17-25 Waterloo Beautification Cmte Mtg Minutes. Hopkins-1st, Most-2nd. Passed.
- c. 12-15-25 Finance Cmte Mtg Minutes. Charron-1st, Matt Buettner-2nd. Passed.
- d. 12-15-25 Ordinance Cmte Mtg Minutes. Most-1st, Riley-2nd. Passed.
- e. 01-05-26 Water / Sewer Cmte Mtg Minutes. Hopkins-1st, Riley-2nd. Passed.
- f. 01-05-26 Planning Cmte Mtg Minutes. Vogt-1st, Charron-2nd. Passed.

14. Comments

Alderman Vogt inquired as to why the library was closed last Saturday, and Alderman Charron explained it was due to a broken water pipe that flooded the downstairs restroom.

Alderman Charron reported there is a large pothole at the exit of Circle K on 4th Street, and an inquiry was made regarding who is responsible for the repair.

Adjournment – A motion to adjourn was made by Alderman Vogt and seconded by Alderman Hopkins. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 7:17 p.m.

Minutes submitted by Mechelle Childers – City Clerk