

**WATERLOO UTILITY MEETING  
MONDAY, FEBRUARY 09, 2026  
6:03 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

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

**3. City Clerk – Mechelle Childers**

Motion to approve the Utility Minutes dated January 12, 2026, was made by Alderman Vogt and seconded by Alderman Hopkins.

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

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

- a. Permits – Sixteen (16) permits were issued in January: three residential, nine accessory structures, two excavations, and two sign requests. A brief explanation of the permits was provided. So far in February, working on one residential permit, three excavation permits, one commercial, three accessory, and one sign permit.
- b. Turning Point Wellness Center – Turning Point plans to open at its new location later this month or in early March; one massage therapist will remain at the 4th Street location.
- c. Burger King Sign – Burger King’s sign permit has been approved. The existing plastic sign panels will be replaced, with no other changes to the sign.
- d. Pizza Hut – Pizza Hut has completed the installation of its monument sign, and it is now compliant.
- e. Business Sign Requests – A brief overview of the business sign request process was provided, including approvals, specifications, and ordinances. Businesses that order noncompliant signs without consulting the City are responsible for the error.
- f. Planning Commission – The Planning Commission will not meet in February 2026, due to a lack of agenda items. Casey’s still remains under IDOT review.
- g. Zoning Board of Appeals – The Zoning Board of Appeals will meet on February 12, 2026, to review a house addition with setback issues and two Special Use Permits for residential dwellings at the former Ahne’s bakery location.



- i. Website – Work is continuing on the website; however, recent efforts have been focused on America 250 events and banner renewals, which has slowed progress. A strong foundation for the website has been developed, and the next steps include selecting photos for the pages, adding necessary links, and setting up forms so they can be submitted electronically.
- j. Waterloo Plant Tour – On February 4, 2026, the Monroe County StartUP group participated in the first tour of the Water Treatment Facility. The event went well, and the students were very engaged, asking many insightful questions. The City plans to offer similar tours to other groups in the future.

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

**a. MBHealth Insurance – Insurance updates:**

- In January, a remote meeting was held with MBHealth and Paylocity to review the HRA claims submission process for employees and spouses. During the meeting, it was discovered that the HRA was not set up as it was with Chard Snyder. The issue has since been corrected, and the HRA is now functioning as it had previously.
- On February 20, 2026, MBHealth and UnitedHealthcare will host a “Lunch and Learn”. UnitedHealthcare will review its UHC Rewards Program with employees. The program provides monetary incentives for members who reach health goals and complete certain health-related activities.
- The deadline to submit 2025 health reimbursements to Chard Snyder is the end of March 2026.

**b. Police Pension – All required tax documents for 2025 have been completed and submitted.**

**c. Drug & Alcohol Policy Manual – Working to update the Employee Drug and Alcohol Plan and Policies Manual to ensure all departments have the most current and accurate information.**

**d. FR (Flame Resistant) Clothing – The City currently conducts business with Tyndale Company; however, the working relationship has become challenging. As a result, a meeting was held with Cintas to explore potential options, and outreach has also been made to Ranger Fire and Safety. Additionally, we are contacting other municipalities to determine what services and vendors they utilize.**

**e. Connecteam Management App – Progress is being made toward rolling out the system. The geofence is ready; however, the primary challenge has been syncing up the policies due to multiple contracts, different time-off procedures, FOP 12-hour shifts, canine officer pay, etc... The goal is to have the system up and running within the next month.**

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

Absent this evening – no report.

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

**a. Monthly Report – The January monthly report was distributed. In short, there were 47 new construction inspections, eight re-inspections, and 17 rental inspections, with 10 of those being re-inspections. Additionally, five dumpster permits were issued, one vehicle violation was recorded, and four property violations were issued. All but one of the property violations have been resolved, with the remaining issue involving potholes at Circle K.**

**b. City Hall HVAC System – A report from Chemsearch FE was distributed, highlighting the pH and iron content within the HVAC system at City Hall. Both test results were within the normal range.**

**c. Inspections – Photos were shown from several inspections, including missing trim on garage doors, exterior items not properly sealed where they pass through siding, incorrect or missing bathroom vents, cutting through a joist, and a generator installation inspection.**

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

**10. Deputy Director of Public Works – Nathan Krebel**

The monthly report was given concurrently.

- a. Water Treatment Facilities – The monthly operational log is available on the City’s website.
- b. Water Main Breaks – Three water main breaks have occurred so far this season, with more possible due to freezing and thawing conditions. We have worked diligently to notify aldermen when incidents occur within their wards and to communicate updates to residents through social media and the City website. Coordination has taken place with the Illinois Environmental Protection Agency and the Monroe County Health Department regarding boil orders. Appreciation was extended to Sarah Deutch for assisting with social media communication and to the City crews for their efforts.
- c. Turbine Generator (#14) – Liquid fuel testing is scheduled for this week, moving the project closer to the finish line. Work is continuing on the remaining punch list items, with the project expected to be finished within the next month.
- d. CAT Unit #11 – An issue was found with cylinder 15, prompting the Altorfer CAT and City teams to collaborate on tearing down the engine to fix it. The Altorfer CAT crew arrived last Monday to start the repairs, and the engine is expected to be up and running again by tomorrow morning.
- e. 4<sup>th</sup> Street Improvement Project – Mobilization is expected to start in about two weeks, around February 23, with letters going out this week to notify residents. The first phase of the project will involve the installation of the new water main. This will include trenching along the centerline of the street, installing and connecting the main, pressure testing the line, and completing the necessary "BAC-T" testing. Once testing is completed, crews will perform hot taps and install new service lines to the property line. HMG Engineers will be on site during the project.
- f. Fair Solar Credit Rate – The current rate is approximately 0.0385 cents per kilowatt-hour and will remain in effect through the end of February 2026. Beginning March 1, 2026, the Illinois Municipal Electric Agency has calculated the new solar credit rate at 0.07137 cents per kilowatt-hour. This rate will be effective from March 1, 2026, through February 28, 2027.
- g. Budget – Been meeting individually with team members to review current budgets and begin planning for FY27, which will be approaching soon.
- h. HH Road – HMG Engineers has submitted the Project Development Report (PDR) for HH Road. Once approval is received from the Illinois Department of Transportation, the project will move into the right-of-way phase, during which property owners along the HH Road corridor will be contacted regarding right-of-way acquisition needs. Funding for implementation and construction is expected to be available beginning July 1.
- i. Lakeview Drive – Engineering work will soon begin on Lakeview Drive as part of the STP project.
- j. Villa Court/Greiner Drive and Southview Villas – No updates are available at this time.
- k. South Church Water Main – A water main break occurred on South Church last weekend. This corridor has experienced issues in the past. The area contains a four-inch cast iron main that currently has several repair clamps in place. This will be a project the City will review for potential replacement or improvement.
- l. Natural Gas Odorizer – The odorizer for the gas take point has been received, with installation scheduled for March.
- m. North City Property (57 Acres) – Reviewing the water and gas infrastructure situation on the City’s 57-acre property.
- n. Old Water Tower – Painting of the old water tower will begin soon. The design for the placement of the Waterloo logo on the side and top of the tower still needs to be finalized.

**11. Chief of Police – Dane Luke**

- a. Monthly Report – The January 2026 monthly police report was distributed.
- b. SRO Vehicle – A photo was shown of the SRO vehicle with its new wrap. The car has been in service around the school for approximately a month and has received numerous compliments.
- c. UTV – The UTV has been fully outfitted and is ready for service, with a white wrap, lights, a radio, and a siren box.
- d. Canine/DEA Officer Vehicle – The current vehicle has 140,000 miles. Since the canine/DEA officer spends most of his time on interstates, a larger vehicle, such as a Ford Expedition, would provide improved visibility, better assessment of truck traffic, and increased cargo space. Proposals have been received for both a Ford Explorer and a Ford Expedition. Funding for the replacement would come from the Asset Seizure Fund. All aldermen agreed to move forward with placing the canine/DEA vehicle.
- e. Rogers Street Speed Radar Trailers – A question was raised if there was an issue on Rogers Street as the speed radar trailer was deployed. The Chief stated he was not aware of any problems on that street.

**12. City Attorney – Natalie Steppig**

No Report.

**13. Mayor’s Report**

George Obernagel shared that the Monroe County StartUP group was excited about the chance to tour the water plant. The break room was reimagined to give anyone taking a tour a view of how the water plant operates.

**14. Committee Reports & Minute Approval**

- a. 01-20-26 Planning Cmte Mtg Minutes. Vogt-1st, Charron-2nd. Passed.
- b. 01-20-26 Water / Sewer Cmte Mtg Minutes. Riley-1st, Vogt-2nd. Passed.

**14. Comments**

**Alderman Hopkins** mentioned that the Monroe Actors Stage Company (MASC) is currently performing the play “*The Outside*” at the Capitol Theatre, and he recommends seeing this production. He also commented that our full-page ad was on the inside jacket of the playbill.

**Adjournment** – A motion to adjourn was made by Alderman Most and seconded by Alderman Hopkins. Motion passed by unanimous voice vote. Mayor Darter adjourned the meeting at 7:09 p.m.

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