

**Waterloo Town Council Meeting
May 12, 2020**

A Public Hearing for submission of a USDA grant was held on May 12 at 6:00pm at the Historic Depot. Members present were:

David Bolton	Jess Jessup
Nathan Diehl	Ken Surber
Josh Caudill	Pam Howard/Town Manager
David Kruse/Town Attorney	Renee Duszynski/ Clerk Treasurer

The following business was discussed, and action taken: Unless specified all votes were unanimous.

1. Howard want to apply for a grant due to IDEM giving us 4 years to complete a sewer project. The biggest part of the project is the plant, so we do not have SSO's, IDEM wants us to have zero, and we have seven sites. If we get a vactor truck, we can keep lines clean and help prevent SSO's. IDEM also cited us for our I&I and we are on an agreed order since 2008. They started with giving us 10 years and took it down to 5 and now they are only giving us 4 years to complete the project. A meeting with Baker Tilley was held and they advised also going for SRF. Jessup states that we decided not to do SRF before and inquires if anyone can remember the reason for that decision. Howard believes it was said not to do both SRF and USDA. Bolton believes that Midwestern steered us in that direction. Diehl asks what percent of the project the grant will cover. Howard says that it will cover up to 75%, and she asked for \$6.4 million. She also states that she does not want to take a bond for 40 years for items that will have a 20-year lifespan. Jessup asks her to please explain the other parts and if this is related at all to the sewer extension. She explains that has nothing to do with it, that USDA will not aide in that project. This project is just the sewer plant and we also need to fix pipes and run sewer to Walnut that is annexed. Bolton remarks that what they did on Walnut St and Chestnut St to make a huge difference. Diehl inquired about the timeline. Howard explains that we need to do another PER and they will put the timeline in there. The project needs started at the end of 2022. The PER takes a long time, with OCRA we did not have the environmental and with USDA we do. There were no audience questions. A motion by Jessup (Diehl 2nd) was made to approve the submittal of the application. The public hearing was adjourned at 6:13.

A meeting of the Waterloo Town Council was held at 6:13 pm at the Historic Depot.

Communication from the President:

- Try to be aware and sensitive of time since there is so much on the agenda.

Communications from the Town Manager:

- We have partnered with DeKalb High School to put a truck in front of the Town Hall with the names of all of the 2020 graduates for people to stop and take pictures May 26-

29. The town also posted pictures of the seniors from Waterloo on Facebook with a picture and a short bio.

- The Farmers market will start up June 12- September 25 on Friday's at Eagle Park.
- Cleverly and Eshbeck from the United Way asked Howard to be on a board with other local leaders to be the face of their campaign.
- Tony Pfiefer is doing a KPC story for the Covington Box and Howard will be representing Waterloo.
- The DNR environmental came in and we are so close to getting the trail complete.
- Veterans Park has the tile laid and MVH is bringing in dirt so that it can be hydroseeded. Jessup asks if they are fish and Howard replies that there are, and that while out at the pond she witnessed a deer fall and get back out.

New Business

1. April Minutes and Claims: April minutes need corrected to show the Resolution is 20-04. Motion to approve corrected minutes made by Jessup (Surber 2nd). April Claims were approved with a motion from Jessup (Diehl 2nd). Surber abstained.
2. Fund Report: Jessup asks why there is a negative balance in community crossing. Howard explains it needs money transferred from MVH and we will have to do a resolution for that. Jessup also asks about the payroll fund being negative, as it should be a clearing fund. Duszynski explains that there was not the correct amount of money coming out for insurance and benefits resulting in an overspending from the town, the error has been corrected going forward. Jessup also asks why the Depot fund has a negative balance, Duszynski explains that the wages for the Depot workers is higher than the revenue brought in. Fund 738 still shows a negative balance, she explains because she had to wait until the resolutions were signed in order to do the transfers and this is the first meeting in person since it was approved. Jessup states that he appreciates all the hard work done in the Clerk's office.
3. Resolution 20-05 Additional Appropriation for fund 125. Duszynski explains that the consultants did not appropriate the correct amount in fund 125. It was to be used last year to help pay for the police wages and was not. We need to appropriate it in order to help the general fund. A motion for approval was made by Jessup (Caudill 2nd).
4. Resolution 20-06 Transfer money from fund 125 to reimburse the general fund for police wages. Since fund 125 can be used for police wages and has not been used correctly the funds can be transferred back to the general fund in order to help the general fund's negative balance. Council asked how long the fund would last, Duszynski responds that we are unsure what the settlements will be like, but we will keep using it to take relief from the general fund as long as we can through our settlement. Resolution was approved with a motion by Diehl (Caudill 2nd).
5. Resolution 20-07 Transfer money from 733 to 711 Surber points out that the fund number needs to be changed to 711. Jessup asks why we would do this. Duszynski explains that we no longer have a bond, so we do not need a debt reserve. Baker Tilley advised to move it back into wastewater operating. Jessup explains that thinking long term we should keep it in a reserve. He would feel more comfortable long term. Bolton likes the idea of a reserve as well, but there needs to be ability for it to grow. Set a threshold for operating. Duszynski will work with Baker Tilley to come up with a plan for the future. Resolution 20-07 tabled until it is revised.

6. MVH raises: Duszynski explains the fund and incoming money from MVH. Most of the money from MVH is a levy and gets split between the MVH fund and MVH restricted. Most of the projects that are coming up are coming out of MVH restricted so they will have enough money from levy in order to support a raise, even with the unknown gas tax. Jessup states that the list Bolton sent out looks like we are in line. Howard explains she thought it was a little lower. Jessup looking at Hamilton in comparison shows its similar. Bolton asks if they received a 1% raise at the beginning of the year. Howard says yes. Jessup states that the potential raise is a big raise and it looks like the money they get comes from property tax, we may need to take some from MVH and give it to general. Diehl states that its not fair to not support raises from the general fund and give MVH a bigger raise than everyone else, the levy may need to be lowered even more then. Jessup explains that now we are in difficult financial time and inquires when we will know the gas tax figures. Duszynski states that comes in monthly. Bolton wants to see them get something, what if they get an offer from somewhere else. We did this with police to keep it enticing and for retention. He states that \$1 may be excessive, but we should do something. We put a lot on them that they do no have to do, and Dave has turned down offers. Jessup proposes fifty cents. Diehl believes that is more agreeable. Approved with a motion from Jessup (Bolton 2nd).
7. The cemetery needs new lawn mowers. David Wolfe gave three quotes from 3 different John Deere stores. We do a lot with the store in Edgerton. They will give us a \$2000 trade in, and they are becoming lots of upkeep. Greg Iddings, a cemetery worker, states that they are getting broken every week and in need of repairs. Duszynski explains that they may be able to use the endowment and asked Surber what his knowledge of the endowment was. Once the town took over the cemeteries, they took over the endowment. Any interest over the years and what was added can be used for upkeep. Duszynski explains that we need to do more research to find out what the original endowment was and how it was set up, and proposes that MVH pays for the lawn mowers and can be reimburse by the cemetery once information is received. Approval for the lawn mowers from the Edgerton store is approved with a motion by Jessup (Surber 2nd).
8. Office remodel tabled until July due to the economic issue. Bolton also states that the two quotes were not apples to apples, and we need to get similar quotes with the same specs.
9. New Phone system: Diehl asks how the quote from MidCity says we will have \$10,000 a year but we spend less. Duszynski explains that we also pay several different companies for phone services. Jessup asks if they are contracts and Howard explains that they are. Kruse wants to make sure that there is a clause for termination. Bolton asked about KSG, Howard explains that it was an easier system. Tom Alter put the other quotes together. Jessup asks if these are VOIP also, Howard explains that they are and KSG will do a test to make sure the bandwidth is enough. Duszynski asks for permission to be the contact person from frontier. Motion for approval for Duszynski to be the contact for Frontier was made by Diehl (Jessup 2nd). Diehl states that we are under contract with frontier and asks who signed them originally. This was tabled until June until more information is gathered. Diehl asks which two systems were the most preferred, Howard states KSG and Nextivia.

10. EDC partnership: Howard explains that we do this every year to support Economic Development in DeKalb. Anton usually comes but did not come to this meeting due to COVID. Surber notes that the price went up, and Howard explains that they are trying to do more for everyone in the county. It would be possible in the future to see if they would want to set up offices here when the downtown is redeveloped. Diehl asks how much we paid last year; Howard is not sure exactly. This was tabled until June to find out the cost last year and have Anton come speak.
11. West Street quit claim deeds: Rachel from Mr. Kruse's office found the scrivener's error and had them resent and they just need signed. Howard asks if she should have them recorded or have the people record them on their own. Kruse advised it would be more reliable if the Town did it. Diehl states that the people need to accept the property, they need to sign stating they accept it and we are not forcing it on them.
12. Bakery Tilley: Duszynski explains that Baker Tilley will aide in preparation of the annual budget. Since she is new to the position and it was not done properly in the past, she would like assistance in the budget process to make things right going forwards. Jessup inquires about having a timeline that involves the council. Duszynski states that is what Baker Tilley will do. Diehl is glad that we are going to do it the right way. Jessup makes a motion approving (Caudill 2nd). Kruse wants to make sure that there is a clause for termination stating 60 days instead of a "reasonable amount of time."
13. Howard would like to apply for Federal Aide for Center Street. The project will cost about \$1.2 million, and this would pay 80% of the cost. There is aide though community crossings, but they will not pay for design and engineers. The federal aide will pay for that. The dream is to make it look like Wayne street. If the application is filled out this November, the project would be done in 2026. Bolton asks for a timeline; Howard explains that the pick in November and only take so many applicants. Jessup asks when we have to commit. Howard states that would be after the grant is approved. Motion approved from Jessup (Diehl 2nd).

Other Business:

- Duszynski asks to be made a contact for Mediacom to get information about contracts and pricing. A motion is made for Duszynski to be made the point of contact for the Town of Waterloo for Mediacom by Jessup (Diehl 2nd).
- Duszynski asks to be made a contact for the Staples credit card to get information about bills. A motion is made for Duszynski to be made the point of contact for the Town of Waterloo for Staples by Diehl (Surber 2nd).
- Due to the COVID 19 the governor put an executive order out to delay water shut off's due to nonpayment until July 4. This started March 23, 2020. The town has the option to also waive late penalties during this time due to the pandemic if it chooses to. Duszynski asks the council for permission to waive late penalties from March 23,2020 to July 4, 2020. Motion for approval from Jessup (Caudill 2nd).
- MidCity has proposed using Microsoft exchange instead of Rackspace for the host for the email addresses for the Marshal department and the council. This will help with the errors that are happening. Diehl advises that inactive accounts can be paused and that MidCity may not be the cheapest option. We should investigate other options as well.

I, Renee Duszynski, the duly qualified Clerk/Treasurer, do hereby certify that the above and foregoing is a true and exact excerpt of minutes of the meeting of the Waterloo Town Council, Waterloo, Indiana, at which a quorum was in attendance and acting throughout, and held May 12, 2020, as such appears in the official minutes of said Waterloo Town Council, in my custody. Meeting was adjourned at 8:20 p.m.



David Bolton, President



Renee Duszynski, Secretary