

**Waterloo Town Council Meeting**  
**August 11, 2020**

A Bid Opening for the Auburn Waterloo Trail was held on August 11 at 6:00pm at the Historic Depot.

Members present were:

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

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

Council President Bolton opens the bids in the order received at the clerk's office. Brook's Construction came in at \$283,156. Phend total was \$364,724. The next bid was Pulver at \$239,719. Forth is API Construction with a total of \$323,033.17. Those were the only four bids that were submitted. A&Z Engineering will make sure all other documents are filed correctly. Diehl asked what engineers estimate is, A&Z responds \$225,903. Howard asks to make the motion for the lowest responsible bidder, this way we do not have to wait until next month to approve the bid. Jessup asks how that works. Howard explains that with this motion it will allow A&Z, Town Manager, and Council to select the lowest bidder with all documents properly filed. Motion from Jessup (Surber 2nd) approved.

Bid Opening adjourned at 6:10 p.m.

A public hearing for additional appropriation was held on August 11 at 6:10 p.m.

- 20-02- Fund 201 additional appropriation. Duszynski explains that when we brought this to council in May that there was not an advertisement in the newspaper, so it needs to be done again as a public hearing. She also explains that fund 201 was not fully appropriated in the budget process and there was an extra \$108,118.36 that can be appropriated. This is necessary because the funds needed to be transferred to the Stormwater grant fund that carried a negative balance from a project in 2014. Motion from Caudill (Diehl 2nd) approved.
- 20-04- Fund 631: Law Enforcement Continuing Education was not appropriated with the full amount of money. There was an additional \$7438.67 that could have been appropriated. The Marshal Department would like the money appropriated for the officers' training. Motion from Diehl (Surber 2nd) approved.
- 20-05- Fund 125: PSLOIT was under funded by \$126,782.46. This money is essential to support the Marshal department pay. Motion to appropriate from Surber (Caudill 2<sup>nd</sup>) approved.

The public hearing adjourned at 6:14

A meeting of the Waterloo Town Council was held on August 11, 2020 at 6:14 p.m.

**Communication from the President:**

- There were no communications from the president.

**Communications from the Town Manager:**

- BZA- Howard states that we need two seats. Both of the seats are council appointed seats. BZA has a meeting but is not sure if we have enough people for the meeting. They only meet on an as needed basis. They only deal with zoning issues in town and ETJ.
- Jessica Miller volunteers at the parks and is becoming a master Gardner and will volunteer to plant plants with our grant for native plants. Jessup would like something written up on this cooperative effort. We also asked for grants for 3 butterfly areas in our parks. Jessup would like an official Monarch refuge in town. Surber points out we have Monarchs on our welcome signs.
- The Street department got called in last night to clean up from the storm damage. There were limbs of trees that had fallen, and they came out to clean them up.
- Howard explains that the I-69 sewer extension project is going well and hopefully will bring to Redevelopment at the next meeting. The lift station location fell through. The developer is talking to Gibson to get some of his property to put the lift station on and there is still Klink's offer on board.
- 27 car tour is still on; however it will not be as big as in the past. It will be at the park August 18<sup>th</sup> at 11am. The Lions club will be grilling, and Main Street is providing goodie bags and sides and desserts.

#### **New Business**

1. Minutes: Jessup would like them to be corrected with Meghann's last name Thompson. Motion to approve corrected minutes from Jessup (Diehl 2nd) approved.  
Claims: Jessup asks about the invoice for ART. It did not show where they did the work. Howard states that it was Chestnut, Washington, and the lift station at route 6. Motion from Caudill (Surber 2nd) approved.
2. Fund Report- Duszynski asks for questions. Jessup asks about cemetery endowment revenue. The revenue comes from the sale of cemetery plots so it is hard to say how much revenue we will get; it just depends on how many people are buying that year. Duszynski states that we could change the endowment. Jessup asks Kruse how proceeds work versus the interest. Duszynski suggests moving to a threshold base fund vs. endowment. Bolton asks Kruse to research this.
3. ~~Donn~~ Ladd Recognition: Bolton asks Donn Ladd and Jay Oberholtzer up. Don had been clerk for 10 years and reserve officer for 25 years. Bolton presents a plaque for 25 years of service and gives appreciation for being a public service as a reserve.
4. Hiring Police Clerk: Oberholtzer stated that he had 5 applications. All were great and feels the best choice is Jan Hoffmeister. She has been a part of the community for many years. Diehl makes motion (Surber 2nd) to hire Jan Hoffmeister, the motion was improved.
5. Council on Aging: Due to COVID they are not coming to the meeting to present, but Duszynski believes we gave \$7,200 last year. Diehl believes it started at \$4,500 and keeps going up. He states that it would be wise to keep it where it is at. Jessup asks if it is still used in Waterloo. Howard confirms that it is. Jessup would like to thank Meg Zenk for her service, it was more than just DART. He would like the town to prepare a letter of thanks. Bolton thinks that would be a good idea. Bolton ask if we should keep it at \$7,200. Jessup agrees to keep it what is was. Motion from Jessup (Caudill 2nd) approved.
6. Tech Support: Howard states that we have been talking to Tom Alter who is still with BD managed services and called references. They do not subcontract. Tom Alter who is present states that the main office is in Indy. They also have a Fort Wayne office so there is same day

service. Diehl asks what constitutes as an emergency? Alter states that there are no afterhours/ weekend fees. They will set the emergency standards in the contract as network, being down, and replacement. Mid-City quote is separated into services and licenses. Whereas BD is services and licenses combined. Duszynski explains the current amount that we are paying Mid City monthly is similar to what BD will cost. Bolton asks Howard what she thinks, Howard replies that it is time for us to switch. Jessup asks for clarification of termination. Diehl asks Boswell for what we have currently and clarifies our contract has just been ongoing. Boswell states that our services are M-F 8am-5pm but the server is monitored 24/7. The machines outside of the town hall are serviced on an as needed basis. Add, moves, and changes are also outside of that. Jessup would like to set 1 year with BD Managed services. Alter explains that he can have the contract amended to remove the cancelation fees from the three year and we will save money since it is cheaper per month than the one year. Motion for 3 year if the fee can be dropped or the one year if there will be a cancellation fee made by Jessup (Caudill 2nd) approved.

7. Resolution 20-12 last step in Tru Core tax abatement. It is the confirmatory resolution to finalize everything. Bolton expresses gratitude for everything that Nucor has done for Waterloo. Motion from Diehl (Surber 2nd) passed to approve TruCore tax abatement.
8. Capital Assets: Duszynski explains that she reached out to Baker Tilley about this and they will help with Capital Assets since they are doing the budget process, and this is under the project scope. She explains that we do not need this service at this time.
9. Payroll: Duszynski would like to use Keystone for Payroll. Currently the town uses ADP to process payroll. It is about \$4400 a year in fees to ADP for this. Using Keystone, it will be an initial \$3950 for the software and training then it will be \$1400 renewal every year. Jessup clarifies that it is not going to be \$5,400. Duszynski confirms that it will just \$3,950 then \$1,440. She also explains that it will work with the software that we currently use for our Fund program. This will save time by being able to migrate everything into the program. Motion to purchase program made by Jessup (Diehl 2nd) passes.

#### **Other Business**

1. Howard inquires why it was decided that the park restrooms are unable to be used? Cheryl Davis, former town employee states that there were fires in toilets, smearing on walls. Unsupervised children would vandalize the restrooms.
2. Nathan Diehl announces that he has found a home outside of the Waterloo Town limits. He will vacate his seat as of the 31<sup>st</sup> of August. Although he will be outside of Town limits, he still looks forward to being involved in town activities and will always consider Waterloo his home.
3. Ken Surber asks about the Industrial sign. Howard explained that Nucor offered to help pay for it since they are in the park and we will look more into it. She also stated that they are also donating a pavilion for Veterans Park.

#### **From the Floor:**

Scott Mills has scooters and popped his tire because of a hole in the street. Spoke with Pam and she advised to go to council. He stated that it will cost \$140 to fix his scooter. Jessup asks Kruse for advice on potholes. Kruse states we would have to go to go to insurance and proper channels for reimbursement but generally the town is not liable for potholes.

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 August 11, 2020, as such appears in the official minutes of said Waterloo Town Council, in my custody.  
Meeting was adjourned at 7:53 p.m.

  
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David Bolton, President

  
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Renee Duszynski, Secretary