

Waterloo Town Council Meeting  
Special Budget Meeting  
September 25, 2020 12 p.m.

A meeting of the Waterloo Town Council was held on September 25 at 12:00pm at the Historic Depot.

Members present were:

David Bolton	Jess Jessup
Katherine Hobbs	Ken Surber
Josh Caudill	Pam Howard/Town Manager
Renee Duszynski/ Clerk Treasurer	

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

Duszynski swears in new member Katherine Hobbs.

Meeting called to order at 12:08 p.m.

Duszynski explains the packets given out are revisions from the previous meeting, where department heads pared down the budgets. The DLGF released the certified local income tax estimates so Form 4B was updated also.

Duszynski explains the DLGF advised to use auditors abstract levy, which is the number used for actual billing. This number is higher than Baker Tilly's original estimate, since they use the certified levy. Jessup comments the consultants and Baker Tilly use a conservative number, so we do not go over. Duszynski agrees, but that does make the graphs in the summary of the budget different than what Form 4B shows. Jessup states some still show negative on the line "increase/decrease" in cash investments. Jessup asks what "total operating disbursements" mean. Duszynski explains that is the total of all line items in Form 1 that will come out of the fund. Jessup asks how you get these figures. Duszynski explains by looking at what was spent in the past. Jessup asks about wages. Duszynski states there is built in 3% raise. Jessup confirms that is across the board for everyone who gets paid.

Duszynski goes over the previous Form 1 compared to the new and what has increased or decreased. Jessup asks what the cut from the Town Hall was. Duszynski states from \$342,000 to \$288,000.

Duszynski states the Fire Department was left alone.

There were cuts out of the police's proposed spending, but benefits were not in correctly and some salaries were not split correctly between PSL0IT and the amount for gas was incorrect. They did cut, but they also had those additions. Oberholzer removed the car that allowed us to move IPEP and PERF to PSL0IT. Their original proposed budget went from \$541,000 to \$545,000 after some additions and revocations to the proposed budget. Duszynski states that we will receive more in PSL0IT than originally thought so we moved the police clerk to there as well. Jessup wants the total of all the police budget. Duszynski states \$545,000 from general fund, PSL0IT \$119,340. Total of \$664,350. Jessup asks how much he cut total out of the proposed budget. Duszynski replies \$45,000.

Jessup asks what the projected cost of living increase is from 2021. Howard states according to Social Security website 1.2% - 3%. Jessup remarks that the cost of living in our area is less than in some areas. Caudill shows 1.5% off Social Security website.

DLGF shows that we will receive in December \$321,000 for our settlement. Baker Tilly estimated \$308,000 so we will end with more than expected as well.

Jessup asks to calculate the total of all police wages. Duszynski states \$399,000 for wages. Jessup asks what raises they received last year. Howard states 1%. Jessup replies that everyone got 1% except Town Hall workers and council. Howard confirms. Jessup suggest everyone get 1.5% except Town Hall employees who get 3% raise. Howard would like to present a wage matrix that is more fitting and clearer on what the levels of experience are. Jessup would like it to have a range to hire in based on level of experience. Howard states currently we do not know what class 1, 2, and 3 even mean. Howard asks for 2% raises for everyone else to equal 3% since they got 1% last year. Howard has been looking at Gateway at communities our size, it looks like some of our wages are behind. Caudill remarks that Clerk Treasurer wages are too low. He did some comparing and it is about \$10,000 too low. Caudill states it is concerning for retention for someone who does the job correctly. Bolton states since 2012 it has not been raised. He states he agrees with Jessup except for the Clerk Treasurer. The wages can be pulled from different funds, \$5,000 from general \$5,000 from sewer. Howard agreed. Jessup asks about insurance quotes. Duszynski updates that it is in progress. Should be on the next council meeting. Jessup states in favor of raiser also for Clerk Treasurer. Jessup comments to make note to look at those with wages that are split between funds each year to be adjusted for what percent come out of each.

Duszynski also comments on Clerks budget and would like to make Meghann Thompson full time. Stating she has taken on a lot of duties and has done a great job getting things done that we were previously neglected. Jessup asks what the impact would be. Duszynski states it is already built in to the budget. Jessup replies then it does not need discussed further. Bolton asks about the progress of the other Deputy Clerk. Duszynski it will be in the performance reviews. Also inquires if Clerk Treasurer can give raises within the range. SBOA said it was whatever is in the town policy. Jessup states that is a larger issue not about person but policy.

Surber asks about the cost of attorneys if we need a new one. Duszynski states it has already been increased. Surber also ask if state will make us cut if there is wiggle room. Duszynski replies yes, but Gateway shows green for each category so we should not need to cut.

Council reviews budget with MVH. Duszynski states that LRS grows slow over time. We are using a lot in 2021 because community crossing has cancelled but will build back up 2022- 2024 for the Center Street project. Unrestricted is estimating \$40,000 in gas tax, which is a low estimate from Baker Tilly. That plus LSR is enough for our 20% for Community Crossing for Commerce Drive. Duszynski also explains most towns take streetlights out of MVH, so they were moved there saving General Fund \$37,000. Also built in a part-time year-round person to help with mowing to alleviate an additional mowing person during the summer. This is based on 28 hours a week. If we need more in summer, it would be okay since there is less hours in the winter. Bolton thanks super intendant Wolfe for diligent budgeting over the years to save for these projects. They discussed the use of Albright Street sidewalk since it has been put in. Wolfe comments he is glad for change and has confidence exactly where his budget is monthly.

Council reviews police budget with Marshal Jay Oberholtzer. The total of the police budget is \$664,350 in both general and PSLOIT. Jessup thanks Oberholtzer for the deductions of the proposed budget. Also comments that the town has been unsure the last couple of years exactly where we stand. Now we have a better picture. Caudill points out uniforms and schooling cuts did not get applied. That is an additional \$5,100. Bolton asks what the long term plan to replace car is. Duszynski explains a loan would be an option. Oberholtzer explains that is traditionally how it is done, a two year loan with one payment each

year. He also comments those were never taken out of his budget but a different fund. Discussion was held about getting a plan to get a loan in the future. At this time there is enough in maintenance to get by with changing engine if needed. Jessup states he expected extra income from the annex, which never came. We hired based on that income, now we are trying to hold on and maintain with our current income. That is why we need to be careful, and the equipment is necessary, but so are people. Bolton states Oberholtzer has built a great force. Oberholtzer discusses the accomplishments of his officers and why they are dedicated to Waterloo. Jessup asks for feedback on health insurance. Oberholtzer states they are happy with what they have. Always nervous about renewal to make sure it does not go down. Jessup states we have been running max levy and max spending for several years. Now we have a better handle to create reserves for the future.

Oberholtzer asks about using CARES Act money for radios. Duszynski explains is a reimbursement. We must pay it first, and if we do not get reimbursed, we are out that money. Howard explains it may be wise to save it for payroll expenses. Oberholtzer will get Duszynski the contact information to discuss further. Also, she has a meeting with Baker Tilly on using the CARES Act. Jessup clarifies that it is reimbursement and asks how many radios that we will get. Oberholtzer states they have 21 total, and it would replace all of them. Next years budget will include half of the police car. Oberholtzer asks if he can use non general fund money for half of the police car. Duszynski explains the general fund relies on those funds because it is overspent. Started the year with \$59,000 not the full budget. We had retro spent our December settlement. Oberholtzer also discusses issues with AMTRACK passengers who are being kicked off the train here.

Duszynski discusses the issue with Key- Utility and Clerks and the need for additional training still. The Clerks need the tools necessary to grow and have a need for customer service. Meghann Thompson being full time will aide this process. Jessup recommends documentation of any issues going forward.

Surber asks if monthly reports are given to department heads. We go over frequently where the budget is. There is good communication between everyone.

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 September 25, 2020, as such appears in the official minutes of said Waterloo Town Council, in my custody.  
Meeting was adjourned at 2:24 p.m.



David Bolton, President



Renee Duszynski, Secretary