

Waterloo Town Council Meeting November 10, 2020

A meeting of the Waterloo Town Council was held on November 10 at 6:00pm at the Historic Depot. Members present were:

David Bolton	Jess Jessup
Katherine Hobbs	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.

Communication from the President:

President Bolton states Meg Zenk from the DeKalb County Council on aging sent a letter thanking the council for their contribution and letter. Bolton reads the letter. He also states that Dwayne Blankenshift is the new leader of the program.

Communication from the Town Manager:

Howard states she went to the Economic Development Strategic meeting and had some good takeaways. DeKalb County is close with average wages in northeast Indiana. Howard reads statistics. It was an all-day meeting to come up with a plan to move DeKalb forward.

She spoke with others and Homeland Security about the requirements the town would need to allow alcohol at the Depot. There needs to be a licensed bartender. She explains that we would have to pay to retain someone if we wanted to do that or they would have to provide their own. Jessup asks if they were planning on serving or bringing own. Howard states bringing their own, so it is not an option for the organization who was inquiring. When the DeKalb Chamber did it, they had their own bartender, so they were able to. Jessup asks if we need a policy. Howard states we can do that. Jessup asks if there need to be police presence. Howard states she believes so but will look into it.

Howard explains that when submitting the asset management plan, they discovered that there were roads not registered in INDOT. She submitted a form so it should update. That will guarantee MVH revenue. It was also found that the annexation was also not listed. Wolfe will get info and upload. Jessup clarifies it was the entire Country Village housing addition. Howard confirms that is correct.

Howard gives an update on the Industrial Park sign. She states that each business will buy their own illuminated slide in panel. The cost would be \$3,000 for each business. They are all willing to pay for their own and NUCOR is still willing to donate the upright beams. The plans still need an engineer stamp and has been Sent to A & Z Engineering. We need to amend the ordinance still for the height of the sign. Kruse advises to go to Plan Commission first and have

them recommend to Council. Jessup asks to clarify what a digital print sign is. Town Employee Dan Hjeltn explains that it bakes the ink in so it doesn't fade or crack. Caudill states like the big sign in front of The Home Depot. Surber asks will there be room for more. Howard replies yes. Jessup asks for examples of other signs like it locally. Howard states she will get them.

She explains that the lights outback of the Town Hall is having issues. She called Tim Eberly, Master electrician. Town employee Chris Lalonde explains he does good work and that is who the Water and Sewer use to look at things they cannot figure out.

Howard is hosting a round table at the Depot Friday morning. Leaders from the county will collaborate. County Commissioner Mike Watson got everyone together to discuss what the needs are locally. "It has been a good collaboration so far" she states.

Main Street met and there will be no holiday train this year, the Canadian Pacific Railroad. Patty Seutter, new in town is getting involved. On December 5th Main Street will hold an event at the Francis Thomson Park featuring Santa, carolers, and tree lighting. Treats before dark had a huge turn out so we would like to keep doing these activities.

New Business:

1. Minutes/ Claims-

- September 25th- Jessup has a question about the Marshal budget. He states that there is a \$90,000 discrepancy. The figure shows \$199,340 but should be \$119,340. Jessup wants to know how 2021 compares to 2020. Duszynski will get that information for him. Jessup also points out that it should state that it was a decrease in potential spending of the Marshal budget not a cut to the budget. Caudill corrects the figure for cost of living. Motion to approve with corrections made by Jessup (Hobbs 2nd) passed.
- October 13th- Jessup points out that on the 2nd and 3rd page Marshal is spelled incorrectly. Jessup asks Kruse if it needs legally changed. Kruse advises that it holds not legal baring, and it can be easily discerned that it is a typographical error. Motion from Hobbs (Surber 2nd) to approve the minutes passed.
- October 27- Jessup would like paragraph 5 to clarify Sallie Pease as audience member. Motion to approve with corrections from Caudill (Jessup 2nd) passed.
- Claims- Jessup asks what the town uses the company Prow Media for. Howard explains they manage our website. He also asks why there is a refund from Utility to town. Duszynski explains there was a check that came back with insufficient funds so they money has to come out of the utility. He also asks if we got Marshal donation. Duszynski confirms that was received. Jessup also asks how much longer we will use HR unlimited. Duszynski states that she would like to use them for the end of the year activities since this is the first time doing it. Jessup also asks who James Baugh is. Duszynski explains it is the Fire Department IT. Jessup asks why we cannot all have one. Duszynski states it is more expensive. Hobbs states its impossible to talk about Cyber Liability unless we are all the same. Duszynski states the fire department liability is separate from the town's liability insurance. Duszynski will talk to Kirby Hobbs about computer needs. Jessup wants to see IT contract. Duszynski states that is also separate because of the relationship between the Town, Township, and the Fire Department's non-profit entity. Motion to approve made by Jessup (Caudill 2nd) passed.

2. Fund Report- Duszynski explains that \$1050 goes into fund 615 not fund 700 for the Amtrack lease. Jessup points out that it is still negative in the Depot fund. Duszynski explains that most of it is wages. Before closing out the end of the year after we see where we stand in all funds this is something that she will clean up. Jessup asks about the status of the general fund. Duszynski explains getting a another \$30,000 this month and next. Jessup asks if that always happens. Duszynski confirms that it does
3. GIS- Dan Hjelm from the Water Department does a presentation on GIS program. These are maps of water and sewer lines underground. The town has contracted with Ritter GIS. Jessup asks if the date is stored at the County. Hjelm explains yes, but we own it. Jessup asks if Homeland Security has access. Hjelm explains they do not unless we give access to them. Bolton states it is good to see the progress, and it is good to see the pictures on there too.
4. Ordinance 20-03: Placement of stop sign at Executive and Industrial. Howard states NUCOR asked for it since they put in the drive. They feel that this will help with incoming traffic in that area. Motion to approve Ordinance 20-03 made by Jessup (Caudill 2nd) passed.
5. Ordinance 20-04: Changing the speed limit to 10mph in alley by park. Howard states that town resident Deb Iddings came in and stated that people drive too fast down the alley. This presents a problem since it is adjacent to the park. Marshal Oberholter states we need an ordinance to lower it and put a sign there. Surber asks if there are speed bumps. Howard states there are not. Jessup asks if there will be signs. Howard confirms that there are. Motion to approve Ordinance 20-04 made by Jessup (Surber 2nd) passed.
6. Ordinance 20-05: Salary Ordinance for 2021. Jessup asks do these figures represent the budget raises. Duszynski confirms that it does. Jessup would like to revisit this at the next meeting. Howard states she has put a lot of work into the wage matrix so that we can understand how the individuals are valued. Jessup would like to remove the merit-based raise. He states that it can be written so cost of living raise can be earned if you do well. Jessup states that he does not agree to give a raise based on doing your job. Conversation was held. Bolton likes how it clearly defines yearly evaluation so that it makes it not the supervisor's opinion. It also goes through the Town Manager and Liaison. This will allow for communication and feedback between the departments and council. Surber asks if CDL a requirement for water and sewer. Lalonde states not necessarily but they should get it so that everyone is capable of doing all parts of the job. Surber likes the idea personally eliminates the guesswork in determining wages. Jessup states to retype to say "paid" before the work "bi-weekly" in each section. Bolton likes how it shows how it effects the budget in each category. Jessup states to attach wage matrix to ordinance. Bolton entertains a motion if adding the word paid. Motion to approve Ordinance 20-05 from Surber (Caudill 2nd) passed. Duszynski points out there is a waiver of a second reading for each of the Ordinance's. Jessup asks Kruse if we need to make a motion for each one. Kruse advises they can make one motion to waive the second reading for all of them. Motion to waive second reading on Ordinance 20-03, 20-04, and 20-05 made by Jessup (Hobbs 2nd) passed.
7. CARES Act Resolution 20-14- Duszynski explains that this is the next step in the CARES act process. This resolution established the fund, number 151, for the receipt and disbursement of the CARES act money that the town is applying for. Once the money is received it will go into this fund, and this resolution also authorizes the transfer of the money back into the general fund. She also states that she was the paperwork ready to

- submit to receive the money. Motion to approve Resolution 20-14 made by Jessup (Caudill 2nd) passed.
8. Trees- Zeedyk quoted to remove the tree in front of the Lions Club. Howard explains that they would like to replace with Big Blue Spruce. She states that the tree is not in good shape. Jessup asks who determined there was a problem. Howard states Zeedyk. Jessup asks what exactly is wrong with it. Howard states she is not sure, will have to ask Street Superintendent David Wolfe. Tree removal is paid for out of CEDIT. Jessup wants to have more information on it. Surber ask when this would happen. Howard explains that it would be this year.
9. Invoice Cloud- Duszynski explains that the town is currently using Invoice Cloud to accept credit or debit card payments online. This allows us to take cards without having to be responsible for credit card information. There is another option through them that is more advanced and will allow customers to create and account. Deputy Clerk Theresa Messer explains some of the benefits that will make it easier for the utility clerks on a daily basis. Duszynski states she would like this to go live at the first of the year. Motion to approve the new Invoice Cloud program made by Suber (Caudill 2nd) passed.
10. Cemetery Endowment- Kruse explains that the principal cannot be used only the interest. The town is unable to determine in records how much is principal vs interest. He reached out to the SBOA and they advised to make a reasonable estimate and declare that amount as principal. He suggests to also change the percent of sales that go into endowment. The interest then would go into the operating fund. Jessup would like to determine that \$30,000 is interest and the principal is \$15,112.63. Motion to determine the amount of interest to be \$30,000 made by Jessup (Hobbs 2nd) passed.

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 November 10, 2020, as such appears in the official minutes of said Waterloo Town Council, in my custody. Meeting was adjourned at 8:20 p.m.


Council President, David Bolton


Clerk Treasurer, Renee Duszynski