

Waterloo Town Council Meeting
May 10, 2022

A meeting of the Waterloo Town council was held May 10, 2022, at 6:00 p.m. at the Waterloo Historic Train Depot present were:

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

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

Regular Meeting 6:03 p.m.

Jessup did roll call and the pledge was recited.

Communication from the President: Jessup commented that the flags on the light poles look great

Communication from The Town Manager: Howard has meet with industrial leaders from Techoblock, Star and Charleston Metals. She asked how Waterloo can help one of the responses was that daycare was an issue. New Hope no longer offers day care and the Town is in need of a provider. Waterloo Business Association was desired to get back together and have council involved.

Howard looked into a cross walk for the downtown. The crosswalk cost \$48,000 for the one by the high school.

May 14 is Veterans Park Memorial 10:00 am to 2:00 pm. There will be all kinds of raffles and activities including a fishing tournament. Jessup suggest asking John Thomson to speak.

June 4, 2022 is the second annual Summer Parade and Festival. There will be Food, vendors and two bands. Waterloo Main Street is still working on final details.

Communication from The Clerk Treasurer: Duszynski stated she hired Jennifer Ball, she formally worked at Auburn Abstract and has a degree in accounting. Jessup asked to have the fund report with packets even if not finished.

Communication from Committees: None.

Approval of Minutes and Claims: Minutes from March 7 reviewed. Corrections reviewed, Motion to approve as corrected made by Hobbs (Iddings) passed.

Minutes from April 12 reviewed. Hobbs will abstain since she was not present. Corrections reviewed. Motion to approve as corrected Caudill (Surber) passed.

Claims reviewed. Duszynski explained that the Business radio is for the Fire Department antenna, they have to have an FCC license. Caudill verified Lalonde did sign off on a pump claim. Motion to approve made by Caudill (Hobbs) passed.

Old Business:

1. Personnel Policy– A committee needs put together to redo it. Howard would like to move forward. Duszynski and Hobbs discussed the need briefly as well when meeting about the future fire department employees. Hobbs and Jessup would like to be involved.

New Business:

1. Amber Nielson of Baker Tilley presented financial reports. She started with the wastewater report. The department is currently operating financially well. However, this does not reflect the future wastewater project as it will change when more information is available. Operating receipts greatly out weighs current disbursements. The largest impact on the budget is personnel. Nielson reviewed all the charts. Capital projects for 2022 were reviewed as well as potential future capital projects.

Nielson reviewed the water report. She explained that 2019 had bookkeeping corrections. Next year that will fall off so there will be 3 good years of reporting. They did have a profit from 2021. Personnel is the largest of the disbursements. The water department did have an overage of expenditures in 2021 due to 2020 URT tax. Estimated balances stay above reserves however they get close, but this is all dependent on capital projects. They do not see a need for a rate increase for the short term, but it needs to be monitored. Capital improvements are reviewed. Discussion of water tank maintenance was held. Discussion of required vs. recommended reserves was held. Inflation was factored at 3% but is currently being factored at 5%. There are a lot of unknowns about the future in 2025-2026

Nielson discussed the URT tax law change. It has now been eliminated. This will reduce \$7,000 in expenditures from the utility. This savings held to passed along to the customers. IURC utilities have a July 1 deadline. Utilities not in the IURC do not have that deadline. SBOA will look to see what was done.

Some utilities are using the as a time to do a rate study if they are looking at a rate increase in the future.

Discussion of Concord Mobile Home Park was held. Caudill wanted clarification on the structure of their billing. Duszynski explained that because they are such a large customer and the Town only bills the master meter they are only charged \$3.18 per 1000 gallons of water. The rest of the residential users are billed at \$7.51 per 1000 gallons. The park then bills each individual metered trailer at the discounted rate. Neilson stated that she has clients that bill mobile homes both individually and as one unit. This is something that could have an effect on the water revenue. Caudill would like to know if there was an agreement between the Town and the Park in the past. Surber agrees that this should be looked at as well.

2. Street Department Employee – Wolfe stated the street department had tried to hire a part year around employee it did not work out. Dominick Keen has shown interest, he is still in school so they would like to keep it as just a summer position. Surber asked for duties. Wolfe explained mowing, curb painting, working in the parks. Motion to hire Dominick Keen made by Suber (Caudill) passed.

3. Fire Department Job Description– Jessup asked if the wages included being in it and is necessary and if it will be updated annually. Howard confirmed. Discussion of the requirements are held. Fire Chief Kirby Hobbs discussed the qualifications needed prior to driving. Jessup clarified that the insurance company is involved in approving drivers. Kruse advises to remove “good moral character” and leave it as possess a high level of integrity. Iddings asked about violation of the requirements. That is reflected in the personnel policy. Kruse verified it does state a will and subject to personnel policy. Surber asks if they will do fire calls. Hobbs stated yes and potentially alone, this is for daytime coverage. Hobbs discussed other part time departments. Duszynski asked about gear. Hobbs will ask other departments if they have a period before they purchase the full set of gear and if they require reimbursement if they leave within a period of time. Jessup stated police have something similar for fitted gear. Motion to approve job description as amended made by Surber (Caudill)
4. Locks and cameras – Tabled. Hobbs said he had trouble getting quotes. The locks will help with new employees.
5. Gibson’s Tax Abatement – This is the annual renewal. Discussion was held. The requirements were reviewed, Motion to approve renewal made by Caudill (Iddings) passed. Surber asked if anyone inspects the information provided on the SB-1. It is assumed that the statements on the form are true.
6. DeKalb Chamber Membership – Howard does a lot with the chamber and pays full price. Howard reviewed the benefits of the executive program. Duszynski explained that when the Town switched to Star Financial for medical insurance, they offered a discount for being a chamber member. Duszynski has meeting May 11 with them and will find out more information. Tabled until more information.
7. Wessler Engineering Quote for sewer – Howard stated INDOT is working on a bridge on US 6. There is a sewer line running there and the Town never got easement. It needs moved and INDOT is not responsible. Howard reviewed the location and the details of the project. This proposal is solely for engineering. The cost will be \$46,100 for engineering and design and the construction admin phase will be \$21,000. Kruse asks if easement will be needed. Howard stated it will be looked at in design. Howard reviewed the INDOT program if the cost is more than 10% of the profit of 2021, INDOT will help this includes engineering costs and Wessler will assist in this. That also helps with the timeline. INDOT can’t share until the Town does. 10% of 2021 is \$77,300. Motion to approve made by Iddings (Surber) passed.

Other: Caudill asks for an update on the products and services for cyber protection that BD Managed Services was to provide. Duszynski stated that she has not heard back from them and will follow up.

Kruse provided an update on the lawsuit on Bizwell for her previous violations of the unsafe building. He explained that everything was prepared that it just needs signed by Howard.

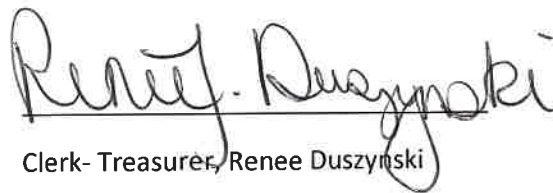
Floor: None

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 10, 2022, as such appears in the official minutes of said Waterloo Town Council, in my custody.

Meeting was adjourned at 8:37 p.m.



President, Jess Jessup



Clerk- Treasurer, Renee Duszynski