

Waterloo Town Council Meeting  
December 13, 2022

A meeting of the Waterloo Town council was held December 13, 2022, at 6:00 p.m. at the Waterloo Historic Train Depot present were:

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

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

**Public Hearing:**

**1. RP Wakefield Tax Abatement:**

Hearing opened at 6:02 p.m.

RP Wakefield has applied for a tax abatement for machinery. Howard explained that they had found the machine has already been installed. Kruse found in IC 6-1.1-12.1-11.3 the Waterloo Town Council can waive the requirement and the Statement of Benefits be filed before the installation is complete. Tyler Ruegsegger and Dillan Baruer from RP Wakefield are present as representatives. Ruegsegger explained the equipment and the benefits. Duszynski noted the resolution to approve the abatement is missing. Discussion of next steps is held. The public hearing will continue until December 29, 2022, to pass the resolution. Jessup asked for comments. Cheryl Davis believes that it is good to help the businesses of the town.

At 6:15 pm the hearing is suspended to be reopened on December 29, 2022 at 6:00 pm.

**2. Additional Appropriations:**

Hearing opened at 6:16 pm

Duszynski went over the funds used. Oberholzer asked for additional funds to cover the rest of the training that is needed for the police department. The funds that are added are the following: Law Enforcement Continuing Education Schooling in the amount of \$5075.00; General Fund Park Employee Wages in the amount of \$586.00; Cemetery Employees Wages in the amount of \$586.00 and Council Wages in the amount of \$627.00. Jessup read Resolution 22-07 and asked Council and the audience for questions or comments. There were none. Motion to approve Resolution 22-07; Approve Additional Appropriations made by Hobbs (Iddings) passed.

Hearing adjourned at 6:22 pm.

**Jessup did roll call and the pledge was recited.**

**Communication from the President:** Jessup thanked everyone for their work in 2022. All the Boards and Committees have done a lot this year.

**Communication from Town Manager:** The Town hall will be closed December 23, 26, 30, 2022 and January 2, 2023, for the holiday.

Christmas brunch will be on Thursday December 15, 2022 at 11:00 am at the Waterloo Historic Train Depot. Town Council and family is invited to join.

Howard will be out of the office December 19, 2022, to the end of the year.

The Town was awarded Community Crossing Matching Grant for projects on the North Side of Town and Southland Court. Wolfe did ask for updated quotes. He received one for slurry and it increased roughly \$6,000.00. They expect the paving to go up about \$10,000.00. This needs to be completed before any other projects can be applied for.

Howard is on a county ARPA board. DeKalb County received a little over \$8,000,000.00 and had several meetings deciding how to use the money. The Town of Waterloo was awarded \$200,000.00 for engineering for the Wastewater project.

Howard met with Wessler about the Sewer relocation projection on US 6. They estimate construction alone will be around \$400,000.00, that does not include engineering. INDOT has not committed to assistance in the project.

Howard will host a developer's roundtable February 8, 2023 from 12:00 pm to 2:00 pm at the Waterloo Historic Train Depot. Council, Redevelopment and Veridus will all be invited to meet with several developers. The developers are looking for additional projects to make it more profitable. The property at the corner of Best and Douglas would be a good piece of land to develop housing. Caudill asked if Howard intended to provide the Ball State plan. She confirmed along with the housing plan. Jessup asked how the branding for the town was progressing. Howard stated they focused more on the wording and have not gotten to an image yet. Jessup would like to invite them to the roundtable as well.

Dave Feller would like to sell the town the 5 acres he owns adjacent to Veteran's Park and the Water plant for \$25,000.00. This piece of land was optimal for a well in the hydrology report. The land next to the Horizon Bank is build-ready. Redevelopment did vote to purchase this property.

Park Board is having a chili supper fundraiser January 20, 2023, at the Waterloo Historic Train Depot. Details will be worked out at their next meeting.

On January 31, 2023, Howard will give a State of the City Address at the Kruse Plaza.

Howard met with INDOT, Monte Singh, Albright, A&Z and State Representative Ben Smaltz about the Gallops development. The issue is the driveway permit which is conditioned on a traffic study for both the North and South side of the road. They are hopeful everything will continue to move forward.

**Communication from The Clerk Treasurer:** Duszynski corrected the ARPA error.

Duszynski went over the fund report and explained that there are two new accounts, Opioid Fund and Opioid Fund – Restricted. There will be more money to come for these accounts. The fund report shows the Real Estate Tax disbursements that were received. Jessup asked what the general fund balance at the end of the year would be and Duszynski replied with over \$700,000.00.

Duszynski reviewed the 1782 Notice Budget and stated that the Max levy is under by \$16 and the tax rate is 1.78. the Net Assessed Value went from \$65 million to \$69 million. Looking on page 3 of 3 shows the breakdown of the levy. The council can shift funds if they want to.

Duszynski believes it will be wise to keep the extra allocation in MVH. Duszynski presented a 5-year plan with MVH. Howard stated the plow truck is going to need repairs at \$150,000.00 per quote. Howard discussed some of the large street projects that are coming up. Center Street will need to be redone in three phases, and Maple Street is collapsing. Jessup discussed additional street projects. Howard we need to keep up with the streets. Duszynski stated that the 1782 notice had moved from around \$88,000 from General to MVH and that for this year it would be recommended to keep it that way so that MVH has the funding for their projects. The funds can be shifted back during the next budget period.

**Communication from Boards:** None.

**Approval of Minutes and Claims and Adjustments:**

Minutes from November 9 reviewed. Corrections reviewed. Motion to approve as corrected made by Caudill (Surber) passed.

Minutes from November 28 reviewed. Corrections reviewed. Motion to approve as corrected made by Hobbs (Iddings) passed.

Adjustments were reviewed. Motion to approve made by Hobbs (Surber) passed.

Claims were reviewed. Corrections reviewed. Motion to approve as corrected made by Caudill (Hobbs) passed.

**Introduction of Ordinances/Resolutions:**

1. **Salary Ordinance** – Revisions made. Discussion was held. There is a 3% raise across the board. The salary for the following has been increased Police Sergeant, Depot workers, and Cemetery workers. Tabled.

**Old Business:**

1. **Vacation of Alley:** Dusty Bock asked if it was in fact an alley. Town Manager is unclear, they have been looking at a different section.
2. **Sycamore Street:** Waiting for the survey.
3. **Fire Pits:** Tabled
4. **DeKalb County Council of Aging:** Howard will keep reaching out.

**New Business:**

1. **Billing Software:** Duszynski discussed the current software. Duszynski reached out to other towns. Muni Link has a large footprint. It is 100% cloud-based access anywhere with real time communication. This program can be used by all departments for work orders. This program can send notifications, credit card processing and does have a mobile format. The second company, Muni Billing, does not work in real time. This program does have work orders, and multiple work orders can be sent out and divided, but it does not have a mobile format. If the town were to use Muni Billing, there would still be a need to have a communication tool which would be Everbridge (Nixel). The following is an estimate of the cost for each program. Muni Link would cost the setup fee of 8,000.00 in 2022 and each month \$400.00. The price will go up in 2023 to \$10,000.00 setup and \$475.00 per month.

Muni Billing would cost \$4,800.00 setup and each month \$524.00 and would still need to get the communication software Everbridge which cost \$2,651.00 per year. As of now Keystone cost \$3,460.00 per year and are not sure the rate of in 2023. Jessup asked how many contacts Muni Link can have per household. Duszynski stated each household can have an unlimited number of contacts. Caudill asked who keeps information if the town get rid of the software. Duszynski will get clarification. Tabled.

2. **Water Tower Bids:** Howard stated Dixon put the project out for bids. Howard explained LC United Painting bid was \$147,000.00 and this is who Dixon recommended. Dixon had estimated the project to be around \$147,000. Jessup asked how this lined up from the quote. Howard does not recall. Discussion was held. Maintenance is key for the water tower. Motion to approve bid by LC United Painting Company, Inc. in the amount of \$147,000.00 to paint the water tower made by Surber (Iddings) passed.
3. **Fire Contract – Grant Township:** Jessup read contract and they budgeted 3% increase. Revisions made. Item 3 on the contract shows the following: Insurance, Workers Comp, AD&D totals. Revisions made. Motion to approve the Fire Contract with Grant Township made by Caudill (Hobbs) passed.

Motion to reconvene meeting on December 29, 2022, at 6:00 pm made by Hobbs (Iddings) passed.

Waterloo Town Council Meeting  
December 29, 2022

A meeting of the Waterloo Town council was held December 29, 2022, at 6:00 p.m. at the Waterloo Historic Train Depot present were:

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

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

**Jessup did roll call and the pledge was recited.**

**Public Hearing:**

1. **RP Wakefield Tax Abatement:**  
Hearing re-opened at 6:00 p.m.

Now that all the documents are here the RP Wakfield Tax Abatement can proceed. Jessup asked for questions, there were none.

Hearing adjourned at 6:04 pm.

Jessup presented Resolution 22-08 Waiver of the requirement of filing of statement be benefits form prior to the installation of new manufacturing equipment by R.P. Wakefield. Motion to approve Resolution 22-08 made by Caudill (Hobbs) passed.

Jessup presented Tax abatement Resolution 22-09. Jessup asked for comments. There were none. Motion to approve Resolution 22-09 made by Hobbs (Surber) passed. Motion to waive second reading of Resolution 22-08 and Resolution 22-09 made by Hobbs (Surber) passed.

### **Introduction of Ordinances/Resolutions:**

1. **Salary Ordinance** – Duszynski made corrections. Jessup presented Ordinance 22-09. The fireman’s hours still need amended to 29. Motion to approve Ordinance 22-09 with the change to the hourly limit of the fireman made by Caudill (Iddings) passed.
2. **Transfer of Appropriations** - Duszynski explained transfers. Discussion of garage/motor was held. Caudill would like to keep it at the current transfer. Motion to approve the Transfer of Appropriations made by Iddings (Hobbs) passed.
3. **Rainy Day** – Duszynski presented resolution. This will move money into the Rainy Day fund and ear marked for each department as shown. Motion to approve made by Surber (Caudill) passed.
4. **Resolution 22-12** –Duszynski presented the resolution. The payroll fund has a negative balance and cannot end the year with one. The negative balance came from insurance payments that came out of the payroll fund instead of the gross payroll funds. Discussion was held. Motion to approve made by Caudill (Hobbs) passed.

### **New Business**

1. **Billing Software** – Duszynski explained the need for and importance of billing software. Caudill is concerned there is only one quote and the cost. Duszynski clarifies Muni-Link and Muni-Billing are two competitors. Hobbs is concerned its only as good as the implementation. Howard believes there is a need for the work order process. Duszynski reviewed Muni Billing as well as Muni Links quotes. Discussion was held. Kruse also moted it will auto-renew unless a 90 day notice is given. Motion to approve Muni Link made by Hobbs (Surber) passed with 4 yay’s and 1 nay.
2. **Fire Contract – Smith Field Township** – Hobbs asked if they contract with the Fire Department or just the town. Duszynski confirmed just the town. Jessup asked for the contract price for 2022. Duszynski did not have it and will have to get it. Motion to approve contract with Smithfield Township made by Caudill (Iddings) passed.
3. **Center Street** – Howard explained Center Street needs redone. Redevelopment has agreed to pay for the engineering of the project. There will also be a need to get right of way as well. Since it is such a large sum the council will have to approve it as well.
4. **Maple Street** – Howard presented pictures. The road has blown out. This may need to be made into a no truck traffic road. Discussion was held. Jessup would like superintendent Wolfe’s input on the no truck traffic. Tabled.
5. **A&Z on Call Agreement** – Howard explained that every 2 years the contract is renewed. This allows the Town to retain A&Z for services up to \$50,000.00. Howard and the street department are pleased with their work. Kruse reviewed the contract. Motion to renew A&Z on call agreement made by Hobbs (Caudill) passed.
6. **Flagstar Account** – Duszynski explained that since payroll has been moved to Horizon there is no need for the Flagstar bank account. Motion to close Flagstar bank account made by Caudill (Iddings) passed.

**Other:** Surber asked if Council on Aging responded. Howard stated they have not. He has contact and will reach out.

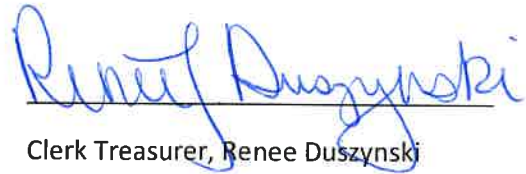
**Floor:** None

I, Renee Duszynski, the duly qualified Deputy Clerk, 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 December 13, 2022, and continued on December 29, 2022 and, as such appears in the official minutes of said Waterloo Town Council, in my custody.

Meeting was adjourned at 7:45 p.m.



President, Jess Jessup



Clerk Treasurer, Renee Duszynski