

Waterloo Town Council Meeting  
March 14, 2023

A meeting of the Waterloo Town council was held March 14, 2023, at 6:00 p.m. at the Waterloo Historic Train Depot present were:

Greg Iddings	Jess Jessup
Josh Caudill	Katherine Hobbs
Ken Surber	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.

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

**Communication from the President:** None.

**Communication from Town Manager:**

A Train Derailment and Emergency Management meeting will be held at the Waterloo Elementary School March 30, 2023, at 6:00 pm. Director of DeKalb Homeland Security, Jason Meek, will hold the meeting. This is open to the community.

Easter egg hunt will be April 2<sup>nd</sup> at 2:00 pm at the Francis R Thomson Memorial Park. First Grace Church will also be participating in this event.

The Street Department is at road school. Brush pick up will continue when they return.

Jessup asked if the Sycamore Street letter went to Mr. Hamman. Howard confirmed, there has been no response.

**Communication from The Clerk Treasurer:**

Duszynski stated that the 2022 Annual Financial Report was published in the newspaper and submitted to Gateway.

The Cemetery CD has been closed out and will go out to RFP. Duszynski has met with several banks who are offering very aggressive interest rates. She informed that with the rates as aggressive as they are that council may want to consider putting the Rainy Day money into a 6 month CD since there are no plans for immediate use, and it is not appropriated for this year.

Jessup asked for an update on the cemetery GIS project. Howard stated it will be a separate contract and they will work with Duszynski. Duszynski explained that they did have quite a bit already done and they were supposed to set up a meeting with sexton, Tony Ley, to go over the boundaries.

Discussion of sewer relocation project and other expenditures in the sewer department was held.

**Communication from Boards:** None.

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

Minutes from February 14 reviewed. Corrections reviewed. Motion to approve as corrected made by Hobbs (Caudill) passed.

Minutes from February 23 reviewed. Motion to approve made by Caudill (Surber) passed.

Minutes from February 27 reviewed. Motion to approve made by Hobbs (Caudill) passed.

Adjustments from February reviewed. Motion to approve made by Caudill (Hobbs) passed.

Claims reviewed. Jessup inquired about the claims from the storm and sewer work. Howard explained that they keep most of the supplies on hand. Discussion was held. Motion to approve claims made by Caudill (Hobbs) passed.

**Old Business:**

1. **Council on Aging:** Tabled until May.
2. **Poka-Bache Interlocal Agreement:** Tabled.

**New Business:**

1. **Baker Tilley Utility Report:** Jeff Rowe, Baker Tilley, presented the reports for the Water & Wastewater. He reviewed Wastewater financials. In 2022 the utility did fall below the recommended reserve requirements. He reviewed revenue and expenditures for 2022. Jessup asked if inflation was a factor. Rowe explained it could be part of it or it could just be overspending. Rowe reviewed some of the capital expenditures. Rowe reviewed the five-year projections. Discussion of rate adjustments was held. Rowe stated there could be a 55% - 87% increase.

Rowe presented the Water Utility Report. In 2022 there was an increase in cash reserves. He reviewed revenue and expenditures for 2022. Rowe reviewed the capital projects. The five-year projection does show a fall due to capital projects and inflation. In 2023 the utility can spend \$60,000.00 towards capital improvements after that can go up to \$160,000.00 since the water bond will be paid off. Caudill inquired about the process of a rate study and examining the rate discount Concord Park MHP LLP currently receives. Rowe explained a cost-of-service study. More utilities are moving away from the deep tier discounts like the town currently uses. Rowe will follow-up with Duszynski. Discussion was held.

2. **Well Capping Presented by DeKalb Soil:** Tabled.
3. **Marshal SOP – Cars:** Oberholtzer presented a Standard Operating Procedure for assigned and take-home cars. Oberholtzer would like item #4 to be amended to state “limited personal use is allowed in conjunction with routine travel between the town and residence”. Discussion was held. Motion to approve SOP 58 made by Caudill (Surber) passed.

4. **Plan Commission Member:** Chris Albright would like to be more involved with the town. He lives in the town's extra territorial jurisdiction and those residents can be on plan commission or BZA. Jessup confirmed Albright was of the Republican party as the president appoints no more than two people of each party. Albright explained he is a business owner in the town and lives just outside of town. The individuals in the extra territorial jurisdiction are affected by the town's zoning and should be represented. He is involved with the local Main Street organization. He also has several rental homes in town. He would like to be more involved in the community. Jessup did clarify that there may be items that he may need to abstain from voting on because of conflict of interest. Jessup appointed Chris Albright to the Plan Commission.
5. **Itron Quote:** Dan Hjelm, Water Department, discussed the quote. The current equipment was purchased in 2018. It has recently been discovered that support has completely ended. There was an issue with one of the handhelds during meter reading. Hjelm is waiting for more information from the company about the software. The town currently uses FCS and that is what is quoted. Hjelm would like to ensure that the software will not be phased out. Hjelm also has concerns with the capital budget. Discussion of the software and compatibility was held. Tabled until April for further information.
6. **Water Plant Upgrade:** Hjelm explained there are electrical upgrades that need to be done in the water plant. Hjelm reviewed the upgrades. It is in the budget for 2023. Motion to approve the quote for upgrades by Eberley for \$13,950.00 made by Surber (Iddings) passed.
7. **Website Contract:** Howard presented the proposal for a new website. Kathy Minnich will redesign the website. It would still be powered by Wordpress and Prow Media will still continue to do the back-end processes. Hobbs would like to see what Prow does and is not sure if it is worth \$159.00/ month. Jessup asked if Minnich has done any other towns. None were towns, she has done the Community Foundation. Discussion was held. Motion to approve contract to make over website by Kathy Minnich for \$4,500.00 made by Hobbs. There was no second. Caudill would like to wait. Howard did check references. They were favorable. Will review in April.
8. **Street Locator:** The Street Department has a camera to go into the storm drain. There is a locator to go with it to determine the exact location of the camera. Discussion was held. Motion to approve quote by Mill Supplies for \$4,497.70 made by Caudill (Iddings) passed.
9. **Disposal of Equipment:** Duszynski reviewed the list of old and non-working equipment. Motion to approve of the disposal of old office supplies made by Caudill (Surber) passed.

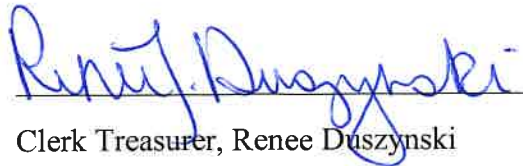
**Floor:** None

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 March 14, 2023, and, as such appears in the official minutes of said Waterloo Town Council, in my custody.

Meeting was adjourned at 8:27 p.m.



President, Jess Jessup



Clerk Treasurer, Renee Duszynski