

Waterloo Town Council Meeting  
February 13, 2024

A meeting of the Waterloo Town Council was held February 13, 2024, at 6:00 p.m. at the Waterloo Historic Train Depot present were:

Josh Caudill	Ken Surber
Greg Iddings	James Garman
Russell Goodman	Pam Howard / Town Manager
Andrew Kruse / Town Attorney	Renee Duszynski / Clerk Treasurer

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

**Unsafe Building Committee: 240 N Wayne Street**

**1. Unsafe Building:**

Hearing opened at 6:01 p.m.

Kruse opened the hearing for 240 N Wayne Street. He swore Jon Williams, Code Enforcement officer in. Williams presented his report on 240 N Wayne Street. There is an old carriage house behind the main building that is falling apart. Williams reviewed the timeline of events and the report from the health inspector. Garman stated he also has done a walk through, and the building is deteriorating. The owner has not contacted the Town with a response. There is no public comment.

Kruse asked if the council had questions. Caudill asked for confirmation of the date the process started. Williams said January 11. Garman asked for confirmation that this structure is not connected to the main building. Williams confirmed. Goodman asked if there was any indication of cooperation. Williams stated no. Iddings expressed concern about the structure collapsing on a gas line. Caudill stated in the past, the orders have been amended to work with the owner based on communication, there has not been communication thus far from this owner. Motion to affirm the order made by Goodman (Surber) passed.

Hearing adjourned at 6:14 pm

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

**Communication from the President:** None

**Communication from Town Manager:** Howard gave an update on the income study that was provided by region 3A. The town did meet the requirements for the Low to Moderate Income in order to qualify for a OCRA Grant. Duszynski has recently become certified in becoming a grant writer, so she will assist the Plan Commission in applying for this grant to get funds to have a new comprehensive plan written for the Town. This will require several town meetings and community input.

Howard updated that the grant application for the sidewalk planning has received a lot of support from the community. The goal is to find broken neighborhoods that need to be connected via sidewalks and target those to create a 5-year plan.

The IFA opened a grant to smaller communities to assist with the lead and copper rule put into place by IDEM. The grant will be for \$15,000 and Water120 will assist the Town with reporting.

The Stellar program has opened. This is a program that is funded by several departments of the state. DeKalb County is putting together a taskforce, Howard would like to see Waterloo participate.

There is a grant available for the fire department. The grant will cover several different things, including salaries. The current round is open, but the deadline is March 8. Howard would like to look at applying for this grant in the next round.

Howard will travel with Anton King, DCEDP, to Indianapolis to learn about a grant that is available for towns that have an Amtrak station in their town. They will assist with development within a half- mile of the station. Waterloo would be a perfect candidate.

The Water department has seen an increase in usage. There are two new industrial customers and there have been leaks in the system. This has caused stress on the wells and the pumps. One was serviced last year, and the next one now needs to be done. This will be discussed later.

DCEDP hosted a housing seminar. Howard attended and found it very beneficial. In the next few weeks Howard will take a developer around to show him possibilities in Waterloo.

Howard stated that she met with Corey Dailey, new owner of 200 N Wayne, about the possibility of streetscaping. This was part of the downtown revitalization plan.

Howard and Duszynski will travel to Indianapolis for an AIM seminar on outdoor events, festivals, and DORA's. This will be beneficial for the 2024 events that Main Street and the Town partner to do.

Redevelopment has asked Howard to post an opening for a board member. Russ Goodman is now on council so that seat is vacant.

### **Communication from The Clerk Treasurer:**

Duszynski reviewed the fund report.

Duszynski stated that the year-end has rolled over. AFR (Annual Financial Report) should be submitted by the end of the week. The section on capital assets will not be correct, but as long as the AFR is submitted on time she can update it once they have updated the inventory. This will

be a lengthy process and will require hiring a company to assist. The capital assets section includes infrastructure, property, and buildings along with the depreciated value.

Caudill asked for an update on the CD's. Duszynski stated that the two have matured, resulting in around \$30,000 in interest. Duszynski will work to reach out to Flagstar to get updated investment options.

**Communication from Boards and Committees:** Main Street easter egg hunt is March 24<sup>th</sup> at Francis Thomson Park from 1-3. Registration is available on their Facebook page. They have decided to open a separate time slot for individuals needing special accommodations at 3pm. There will be chances to win baskets and bikes donated by local businesses. New Hope will be playing games in the street and Waterloo First Grace will be setting up coffee and hot cocoa.

Duszynski also stated that they are taking volunteers for the event and any other event. If you are interested, please reach out. There are two open spots on the board as well.

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

Claims reviewed. Motion to approve claims was made by Garman (Surber) passed.

### **New Business:**

- 1. Depot Hire:** Howard and Iddings interviewed two individuals. Doug Myers and Candace Dickson. Howard would like to recommend both for hire. She checked references and background checks. Iddings knows both personally as well. Howard noted they are both very personable. Candace Dickson could not be present but is available via phone. Motion to approve and offer an extension of employment to Doug Myers and Candace Dickson made by Iddings (Goodman) passed.
- 2. Marshal Hire:** Marshal Oberholtzer stated Andrew Orwig went last year to go work at the County Sheriff's Department. During that time, he remained as a part time officer here. He is neat and tidy, does good work, he primarily worked 3rd shift. He is an excellent police officer. Orwig stated the grass was not greener and he missed Waterloo and Oberholtzer is a great boss. Motion to approve and offer an extension back to full time employment with full tenure to Andrew Orwig made by Goodman (Garman) passed.
- 3. DeKalb County Economic Development:** Anton King, director of DeKalb County Economic Development presented the 2024 fee for service. King reviewed current projects they are involved in. Caudill asked for the fee of \$12,000.00 what the taxpayers will see in return. King explained business expansion is a major focus. He regularly meets with 6 – 7 businesses to ensure keeping quality jobs and retention and expansion. Caudill stated he wanted to pull out during the budget process, he went on to say he does not feel the return is being seen. King stated he would be willing to meet to go over the things going on behind the scenes. King reviewed some of the past projects. Garman asked on average how many projects are in Waterloo. King stated 2 – 3 per year. Caudill asked if they would be available and participate when the Town does the comp plan. King confirmed. Motion to approve the 2024 fee for service made by Surber (Garman) passed.

- 4. Mark Sullivan ROW:** Mark Sullivan, Midwestern Engineering, handed out some documents for review. Sullivan reviewed the timeline of events and documents that needed to be submitted. He explained the process of submitting proof of ownership for easements, land, and lift stations. Kruse reviewed the research his office has performed. Sullivan reviewed the map.

Sullivan explained Baker Tilley and Ice Miller set the timetable. He reviewed the current timetable based on a May 1 bid opening. He stated he is committed to being available for any special meetings to ensure everyone understands all aspects of the project.

IDEM has provided comments on the review of specs, and Sullivan will have a response by next week. He reviewed the comments and capacity issues. Motion to approve Josh Caudill authority to sign form 442-21 made by Surber (Iddings) passed.

- 5. Legged Water Tower:** Howard stated the legged water tower needs inspected. The original quote was from 2022, but Dixon said they would still honor it. It is \$4,500 to inspect it. It is in the budget. Motion to approve the contract for inspection made by Surber (Garman) passed.
- 6. Council Liaison's:** There is a vacancy in liaisons for Fire, Wastewater, Park Board, and Plan Commission. Goodman volunteered for Fire stating he had fire experience. Garman volunteered for Wastewater. Goodman will attend the Park Board. The Plan Commission is a voting member. Caudill agreed to that. Motion to appoint as follows: Goodman to Fire and Park Board, Garman to Wastewater and Caudill to Plan Commission made by Iddings (Surber) passed.
- 7. DeKalb County Visitors Bureau:** Howard stated the council appoints a person to sit on the board. Howard would be the person to be appointed. Motion to approve made by Caudill (Surber) passed.
- 8. Surf Internet Letter of Support:** Howard explained Surf Internet has asked for a letter of support. She explained they have been great to work with. Motion to approve letter made by Goodman (Garman) passed.
- 9. Baker Tilley Service Agreement:** This is the agreement to retain Baker Tilley as the rate consultant. This is necessary to move forward with the wastewater project. The rate schedule was reviewed. Motion to approve professional service agreement made by Garman (Goodman) passed.
- 10. Water 120 Contract:** Howard stated this contract will allow Water 120 water to assist with the implementation of the lead & copper rule. Kruse reviewed the contract and asked for clarification, Howard reached out and provided sufficient response.

Meeting will be postponed at 8:53 pm and be resumed February 23, 2024, at 6:00 pm at the Waterloo Historic Depot

**Floor:** None

**Other:** None

The meeting of Waterloo Town Council resumed February 23, 2024, at 6:10 p.m. at the Waterloo Historic Depot.

- 10. Water 120 Contract:** Howard passed out the full contract. Water 120 would assist the town with filing the lead and copper reports to IEM. The cost would be \$15,000 and would be paid directly to them by a grant from IFA.  
The IFA scope of work is the form to allow Howard to apply for the grant. This needs to be completed by October 2024. Motion to approve the Water 120 contract and the IFA scope of work made by Surber (Goodman) passed.
- 11. West Street / Cherry Street:** Howard explained that Chris Albright and Mandy Young came into the office to discuss the vacant land South of West Street, that was originally set to be Cherry Street. Squire trust would like to have the land cleared and graveled so that they can access the farmland with heavy equipment. The town would be responsible for the survey. Iddings would like to know if a culvert was necessary. Discussion was held if a stop sign, dead end would be necessary. Howard will find out and bring back information.
- 12. Center Street:** Howard reviewed the process of the Community Crossing grant. They will now give \$1.5 million in a 75% / 25% match. MVH has been saving to redo Cener Street. A&Z has done the engineering. The first portion would be from the Railroad to Douglas. The water and sewer also have projects to do south of Douglas. The next opening is in July. Howard would like permission to apply when it is open. Duszynski reviewed the budget and the spending plan. Howard explained the difference in mill and fill and curb and gutter roadwork. Discussion was held. Motion to approve Howard applying for CCMTI at the next call out made by Goodman (Garman) passed.
- 13. Electronic Recycling:** Duszynski reviewed the old electronics that need disposed of, they have no value. IT will pick up and recycle and sign off on the paper. Garman confirmed the hard drives were removed. Motion to approve made by Garman (Surber) passed.
- 14. Well and High Service Pump:** Howard explained well #1 has been revamped several months ago by Ortman. It is now time to service well #2. Howard presented two quotes, one from Ortman and one from Peerless Midwest. The quote from Ortman was for \$6,340 to rebuild the current pump and \$13,650 for an additional pump. Peerless Midwest quoted \$8,900.00 for repair and \$12,070.00 for a spare. There has been an increase in water usage making this an essential project. The well #1 takes 4 hours to fill the tank and #2 takes 22. Hjelm prefers the quote from Peerless Midwest. Peerless Midwest is \$1,070 more. Caudill asked if there were any issues when Ortman did the last well. Garman asked if there was a workmanship guarantee. Kruse reviewed the contract. Discussion was held. Motion to approve the quote from Ortman made by Surber (Garman) passed.
- 15. Muni Link:** Duszynski explained the changes to the FCC regulations. This affects the notification system that the Town uses to send out calls and texts to residents. Garman asked about getting a local number for the calls and texts. Caudill would like to see it be local. This is a very useful tool. Motion to approve made by Goodman (Garman) passed.

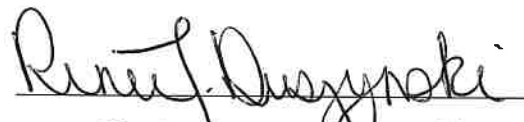
**16. Baker Tilley Invoice for Fire Study:** Caudill explained the town had committed to pay for a portion of the study for the fire territory study. The total is \$11,473.49. Caudill would like to contribute a third of the cost. \$3,824.49. Motion to approve made by Iddings (Goodman) passed.

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 February 13, 2024, and February 23, 2024, and, as such appears in the official minutes of said Waterloo Town Council, in my custody.

Meeting was adjourned at 7:25 p.m.



\_\_\_\_\_  
President, Josh Caudill

  
\_\_\_\_\_  
Clerk Treasurer, Renee Duszynski