

Special Council Meeting Minutes for 1-19-2026

Call to Order- 11:04 am

Roll Call:

Josh Caudill- Present
Ken Surber- Present
Greg Iddings- Present
Russ Goodman- Present
Trevor Wright- Present
Brittanie Hobbs- Present
Renee Duszynski- Absent
Andrew Kruse- Absent

Midwestern Engineering

Mark Sullivan attended the meeting via Teams and discussed the completion date of the wastewater treatment project and its impact on the budget. He stated that in the Inspector's budget, there is only enough money left in that line item to pay 3-5 months of an Inspector's salary. He stated that there is plenty of money left in the Engineer's pay line item, which is his payment, to cover the project's completion.

Mark stated that the wastewater project should be completed by August 26th, 2026, but one of the contractors has requested an additional 74 days to complete it. The contractor doesn't think he can meet the August 26th, 2026, deadline. If the 74 days is granted by all entities that have to approve the extension, the completion date wouldn't be until November 2026. When Mark asked the contractor why they needed the additional 74-day extension, they said the government's shutdown slowed progress.

With the extension mentioned, Mark is concerned that the inspector's money will run out, so he has suggested cutting back on the hours an inspector is on-site. Only require an inspector if items are being buried or if a pertinent situation requires an inspector. He also suggested moving \$43,000 from the \$843,00 contingency money into the inspector's payment money.

Josh asked why the contractor didn't come to the council to request a partial payment if that slowed progress on the project. Mark stated he didn't know, but he did request a more detailed, written explanation regarding the 74-day extension request. Mark said that when he received the letter from the contractor, he would forward it to all parties that need it. Josh then asked what would happen if they didn't grant the extension, to which Mark explained their options and suggested that the contractor come to a council meeting so the council could ask the contractor questions directly.

Council requested that the contractor come to the February meeting for further dialogue regarding the extension. Mark then asked if it would be ok with the council if he reduced and adjusted the inspector's on-site hours to save money. Council agreed to this change. Mark said he was going to run more numbers to see what adjustments could or needed to be made to save money instead of using contingency money.

Then Mark stated that Dan Hjelm would like to use some of the project's contingency funds to repair sewer lines within the project area that weren't covered in the original project. He wanted to make the council aware so they could decide whether to save all the contingency funds for a vac truck or allow some of the money for repairs and use partial contingency funds towards a vac truck.

Dan and Mark are going to get together to estimate costs to present to the council at the February council meeting.

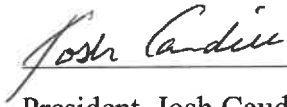
Mark noted that there is a \$300.00 change order still outstanding for concrete work that was completed, but he isn't going to submit it until they are closer to the end of the project to see if it gets balanced out by other work that still needs to be completed. Council agreed with this suggestion.

Indiana Code for council-manager form of government


Brittanie Hobbs presented and explained the Indiana Code for the council-manager form of government. She provided them with a rough draft of the Town Council rules and procedures manual and an updated Town Manager job description. She then requested that they review it and give her suggested changes within a week. Greg and Ken asked questions for clarification. Council agreed that policies need to be updated and will review all items and get back to her with change requests for the final draft to be presented at the February meeting. Brittanie agreed to work on S.O.P.'s and other personnel policies for the town in the meantime.

I, Audrey Donat, 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 January 19, 2026, and, as such appears in the official minutes of said Waterloo Town Council, in my custody.

Meeting was adjourned at 12:35 p.m.



President, Josh Caudill



Town Manager, Brittanie Hobbs