

Waterloo Town Council Meeting
March 10, 2026

A meeting of the Waterloo Town Council was held on March 10, 2026, at 6:00 p.m. at the Waterloo Historic Train Depot present were:

Josh Caudill	Ken Surber
Greg Iddings	Trevor Wright
Russell Goodman	Andrew Kruse / Town Attorney
Brittanie Hobbs / Town Manager	Renee Duszynski / Clerk Treasurer

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

Caudill did roll call and the pledge was recited.

Communication from the President: None

Communication from Town Manager: Hobbs is currently 7 months into CPM and halfway done with zoning certification. Hobbs has been working with Mark Arnold on public engagement.

Communication from The Clerk-Treasurer:

Duszynski stated that 2025 year has been rolled over. The clerk's office is currently training with the new BS&A Software. The Annual Financial Report is done for 2025 and has been submitted and has been provided in the council packets. Caudill noted the version that was uploaded in teams was the html and not the pdf. Duszynski will update that and she noted that the cash and investment statement will be in published in the Star newspaper.

Communication from Boards and Committees:

Waterloo Main Street will be hosting the annual Easter egg hunt on Sunday, March 29th, at 1:00 pm located at Francis Thomson Park.

Waterloo Park Board will have someone coming to discuss upgrading Park Master Plan.

Approval of Minutes and Claims and Adjustments:

Minutes from January 13, 2026, tabled.

Claims reviewed. Caudill asked about a voucher from December. Duszynski explained stated that it was part of the invoices that were encumbered from the Fire Department at the end of 2025. Motion to approve made by Goodman (Iddings) passed.

Adjustments reviewed. Motion to approve made by Goodman (Wright) passed.

New Business:

- 1. Midwestern Engineering: Midwestern Engineering:** Sullivan reviewed pay apps for March. James S Jackson Pay App No 19 in the amount of \$171,950.00. Motion to approve James S Jackson Pay App No 19 in the amount of \$171,950.00 made by Goodman (Iddings) passed.

Sullivan stated Alex Nolt from Rural Development sent an email due to lack of daily inspector, as it is USDA regulations. Sullivan explained that it was due to the slow season of work, and the inspector has been receiving daily updates and pictures. USDA informed Sullivan going forward that needs to be documented and sent to USDA prior. Caudill pointed out it was not a good use of project dollars to pay an inspector to watch paint dry or to watch a pump drain. Sullivan agreed but said, moving forward, we need to let USDA know that's what we're doing and why.

He announced at the end of last month that the on-site inspector stepped down. He has replaced him with David Knutson, and if the council approves, he will inform USDA of the change. Motion to approve and have Sullivan send the letter to USDA made by Goodman (Wright) passed. Sullivan stated that the budget is tight, but it is necessary to ensure that an inspector is on-site for construction. Duszynski explained that there are additional funds in a CD, that which, if needed, can be used on anything. It was advised to wait until the end of the project to start using the money unless truly needed in case of any issues that may arise. Caudill noted that contractors met to discuss issues outside of the normal progress meetings, where all key stakeholders are available. Stakeholders being Sullivan, USDA representative, Hobbs, and the inspector. Hobbs would like to ensure that all conversations are held with the entire group. Sullivan agreed and would address it with the contractors.

Sullivan informed council that USDA has not yet approved the time extension for James J. Jackson. Kruse asked how much influence the USDA has on extension. Sullivan does not believe much.

- 2. DeKalb Economic Development:** Colin Bice presented the yearly agreement. He has monthly engagement meetings with Hobbs and business retention meetings with current businesses. The DCEDP helps seek out new businesses, and they have assisted the town with several Brownfield grants. They have been working on new ideas for the interchange area since the racetrack is coming to Auburn and a potential casino in Steuben County. The 2026 agreement will be for \$12,000.00; Bice explained he also sits on the regional planning cooperative as well. They help market, promote, and make connections on behalf of the Town. Caudill mentioned the Redevelopment Commission is working on a possible incubator project in the old town hall building and asked Bice how he could help. Bice said he didn't do much with that but would be willing to help with some marketing. Wright asked how the ROI was figured; Bice was unclear on the answer. Wright wants to see a good return on the investment. Motion to approve the 2026 Agreement in the amount of \$12,000.00 made by Wright (Surber) passed.
- 3. Volunteer Expo:** Mark Arnold presented a plan for a volunteer expo. Volunteerism is down, and as the head of the reserves, he needed a way to increase it. This event will

focus on collaboration with other groups to promote themselves to bolster volunteerism within the community. Arnold didn't want to pursue the opportunity without council blessing. Council thinks it's a great idea.

4. **Depot Supervisor:** Hobbs announced that the Supervisor has resigned. The train schedule has changed and has been experiencing extreme delays. She stated that Logan Marchioni has worked at the Depot for 2 years and expressed interest in moving up. Hobbs reviewed expectations and believed he would do well in that role. Caudill asked Iddings his thoughts. Iddings asked what Supervisor roles are. Hobbs explained the duties. Iddings thinks he does a great job. Motion to approve Logan Marchioni as supervisor of the Depot made by Goodman (Iddings) passed.
5. **Part-Time Maintenance:** Wolfe stated they interviewed 3 candidates. They found one they thought would be a good fit. Wolfe reviewed Tyrone Maldeney, Jr. credentials. It is budgeted for a year-round part time. Hobbs reviewed job duties. Hobbs stated if council agrees to hire Tyrone, she would like a probationary period to ensure it is a good fit. Caudill asked if the council was involved in hiring. Hobbs stated to her knowledge the part-time people had always been interviewed by the Town Manager and the supervisor. Wolfe stated that both he and Mark Higgins were involved in the process. Discussion of the job title and expectations. Caudill asked Duszynski if the salary ordinance would allow this position to be paid; she stated that the salary ordinance and budget reflect the year-round position reporting to the street department. This position had been created several years ago, but they had not found a candidate who would be able to work year-round until now. Caudill asked if he had been checked by Marshal Oberholtzer. Hobbs was waiting until he was approved before having the background check done. Wright asked what his current self-employment is. Maldeney explained. Surber would have liked to have been more involved in being informed about the transition of position. Motion to extend a conditional offer of employment contingent on an acceptable background check made by Goodman (Wright) passed.
6. **Depot Attendant:** Hobbs presented an application for the Depot from Gilford Patrick. He had been previously employed by the Town of Waterloo as a seasonal mower. Iddings asked Kruse if it was a conflict since he his Hobb's father. Kruse stated there is a supervisor in between so it will be fine. Motion to extend a conditional offer of employment made by Iddings (Goodman) passed.
7. **Strategic Plan/Comp Plan Amendment:** Duszynski reviewed the process. She stated that this is the final step. The Plan Commission held a hearing and approved the recommendation to council to amend the comp plan rather than adopt a standalone strategic plan. She noted that there was no comment from the public prior to or during the hearing and none after. Copies of the plan are available at Town Hall. Motion to approve the strategic plan/comp plan amendment made by Wright (Surber) passed.
8. **Firewall SOW:** Duszynski reviewed. She explained that all the departments need new firewalls, they are 6 years old and the one at the Marshal's department is just a basic one from the store, it is not managed by IT. The quote is to replace the current 5 and get a new one for Marshal's is \$13,211.58. Caudill asked about the fire department; they will come on board later after everything else is fully transitioned and upgraded. Motion to approve the new firewalls in the amount of \$13,211.58 made by Goodman (Wright) passed.

9. **Insurance Trustees:** Duszynski stated that during the insurance renewal last year, Insurance Trustees recommended increasing crime coverage from \$25,000 to \$50,000. This covers the town from internal theft and damage. Wright would like more clarification. Tabled.
10. **Bad Debits:** Duszynski explained that as they have been turning over bad debt to TRECs there have been a lot of phone calls from customers that believe they should not have to owe. One of the issues was that once they transitioned to cloud-based software, they were not able to access data from before 2023 in the old system. She stated that during the current transition in accounting software, they were able to get read only access to the former utility software as well. She presented the first list, which was accounts that she deemed not to be the true debt of the person. Most of them were homes that were foreclosed and the bill remained in the name of the individual for months to years instead of being transitioned to the bank. She also noted that some of them were deceased. Motion to write off \$23,285.55 in uncollectable debt from individuals made by Wright (Iddings) passed. The next list she presented was the individuals whose debt was more than 6 years old but should be held accountable. Motion to pursue debt collection in TRECS for individuals on the list made by Wright (Surber) passed. The third list she presented was businesses. She explained that if the utility bill is in a business name, it cannot be sent to TRECs; it would have to go through small claims court. The total of those accounts is \$6,574.32; she advised it would not be worthy of the court costs to pursue. Motion to write off businesses made by Goodman (Iddings) passed.
11. **Park Board Appointment:** Hobbs stated an individual is interested in Park Board. He did not want to previously due to the requirement of having to declare a political party. Kruse verified that requirement could be waived. Caudill noted it was State code, not just something that the Town put in the ordinance. Jon Thomson would love to be involved. Motion to waive party affiliation and appoint Jon Thomson to Park Board made by Wright (Goodman) passed. The council retains the right to waive party affiliation in the future as needed.

Hobbs announced Jan Hoffmeister was appointed to the Park Board by the Library board, so now the board is full.

12. **Medical Leave of Absence:** Employees reached out about parental leave. Hobbs recommended reviewing the Medical/Leave Policy. She feels it will be better for all and would not just benefit parents, but would allow some type of paid time off for emergency medical leave. Caudill believes that for decades it has been up to the family to figure out how to make it work when their family was growing; employees are given sick and vacation time. He stated, "you come to work, get paid and leave." Caudill went on to state that we're being asked to provide a benefit to our employees for which the taxpayers and ratepayers who pay these employees' wages don't receive. The town also offers a sick bank policy, but it is only to be used for the employees themselves. Hobbs stated that in schools it could also be used for a family emergency as well. Discussion was held. Wright wouldn't be opposed to modifying the sick bank. Tabled.

Other:


Floor:

Mark Henderson noted the leaves are still on the road. It has been warm. Hobbs informed him that the compost facility has been closed, where the street department takes leaves after they pick them up.

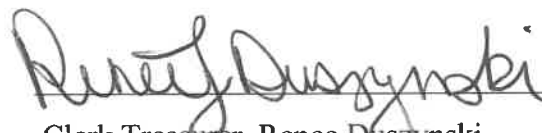
Mark Henderson also suggested putting out what people are doing. Hobbs is working on putting it out on social media. Also, she is planning on revising the citizens' academy program.

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 March 10, 2026, and, as such appears in the official minutes of said Waterloo Town Council, in my custody.

Meeting was adjourned at 8:45 p.m.



President, Josh Caudill



Clerk Treasurer, Renee Duszynski

