

**VILLAGE OF WATERLOO  
REGULAR MEETING MINUTES  
December 12, 2022**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on December 12, 2022 at 7:00 pm in the Village Office, 509 S. Front Street.

**PRESENT:** Travis Harlow, Chairperson  
Bill Rotert, Vice-Chairperson-arrived at 7:01pm  
Alicia Harlow, Trustee  
Corie Sass, Trustee  
David Rochford, Trustee

**ALSO PRESENT:** Desirae Solomon, Attorney  
Melissa Smith, Village Clerk

**OPEN MEETING**

Chairperson T. Harlow called the meeting to order at 7:00 pm and stated the location of the Open Meetings Act. Notice of the meeting was duly exercised and mailed per the bylaws.

**MOTIONS TO APPROVE**

Motion by Rochford, seconded by A. Harlow, to approve the November 7, 2022 Regular Meeting minutes. Upon roll call vote, voting YES: Rotert, T. Harlow, Sass, A. Harlow, Rochford. Voting NO: none, motion carried.

Motion by Rotert, seconded by Rochford, to approve the November Treasurer Report. Upon roll call vote, voting YES: Sass, A. Harlow, T. Harlow, Rochford, Rotert. Voting NO: none, motion carried.

**ACCOUNTS PAYABLE**

Motion by Rotert, seconded by A. Harlow to approve accounts payable. Upon roll call vote, voting YES: Rochford, T. Harlow, A. Harlow, Rotert, Sass. Voting NO: none, motion carried. The following bills were approved be paid: Andersen Plumbing- repairs 293.50, Black Hills- heat 955.02, Bobcat Of Omaha- equipment 55108, Ken Bunker- attorney fees 1275, CivicPlus- website 3650, Cox- phone 1109.01, Custom Electric- repairs 250, Demco- supplies 1487.28, Douglas County Post-Gazette- publications 317.29, Eakes Office Solutions- copier 214, Emc Insurance Companies- insurance 77712, Fireguard- repairs 215.85, First State Bank- tax distribution 227.86, Great Plains Uniforms- uniforms 333.45, Ingram Library Services- books 197.29, JD's Carwash- cruiser expenses 53.55, Lincoln National Life Insurance- insurance 645.36, Marco- copier 227.77, Marsh & McLennan Agency- insurance 5036, Menards- supplies 268.73, Metropolitan Utilities District- cost of water 7973.52, Micromarketing Associates- books 144.78, Motorola Solutions- equipment 6552.30, NDEE-Fiscal Services- loan payment 9029.12, Nebraska Humane Society- contracted animal control 533, O'Reilly Auto- supplies 62.99, Office

Depot- supplies 1303.14, OPPD- electricity 4278.53, Orkin- building repair 223, Out On A Limb- repairs 2925, Papillion Sanitation- trash 290.17, Patterson Enterprises- repairs 51635, Peopleservice- contracted maintenance 12615, Police Chief Association Of Nebraska- dues 40, Radar Shop- repairs 192, Rob's Oil- fuel 1237.62, Shawn Rochford- park board expenses 250, Edward Schroeder- budget prep 5989, Seward Memorial Library- books 25, Melissa Smith- mileage 151.87, United Electric- supplies 26.18, UECO- supplies 1110.22, Verizon Wireless- phone 245.22, Visa- supplies 3880.54, West O Chamber- dues 300

**Total Accounts Payable: \$260,590.16      GL Entries: \$58,360.13      Total Payroll: \$51,720.50**

## REORGANIZATION

Motion by Rotert, seconded by Rochford, to appoint T. Harlow as Chairperson. Upon roll call vote, voting YES: Sass, Rochford, Rotert, A. Harlow, T. Harlow. Voting NO: none, motion carried.

Motion by A. Harlow, seconded by Rotert, to appoint Rotert as Vice-Chairperson. Upon roll call vote, voting YES: T. Harlow, Sass, A. Harlow, Rochford, Rotert. Voting NO: none, motion carried.

Motion by Rochford, seconded by A. Harlow, to approve Appointed Officials as listed below. Upon roll call vote, voting YES: Rotert, Sass, Rochford, A. Harlow, T. Harlow. Voting NO: none, motion carried.

Village Attorney	Desirae Solomon
Village C.P.A.	Ed Schroeder
Administrator/Clerk/Treasurer	Melissa Smith
Maintenance Supervisor	Jamie Bednar
Zoning Administrator	Melissa Smith
Chief of Police	Tim Donahue
Village Engineer	JEO Consulting
Street Superintendent	Julie Ogden
Civil Defense/Emergency Management	Fire Chief
Underwriter	Ameritas Investments
Insurance Agency	Inspro Insurance

Harlow assigned Trustee duties as follow:

David Rochford	Office Buildings
Travis Harlow	Water/Sewer Streets
Bill Rotert	Police/Fire Levee
Alicia Harlow	Maintenance Parks

Levee

Corie Sass

Library  
Planning Board

## DEPARTMENT REPORTS

T. Harlow introduced and read Resolution 12-12-22-01, to approve appointment of Sharon Carrigan an alternate on the Park Board. Motion by Rochford, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Rotert, Sass, A. Harlow, T. Harlow, Rochford. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

T. Harlow introduced and read Resolution 12-12-22-02, to approve appointment of Terry Smith a member of the Park Board. Motion by Sass, seconded by Rochford, to approve. Upon roll call vote, voting YES: Rotert, Rochford, Sass, T. Harlow, A. Harlow. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

T. Harlow introduced and read Resolution 12-12-22-03, to approve purchase of prizes for Christmas contest. Motion by T. Harlow, seconded by Rotert, to approve. Upon roll call vote, voting YES: Sass, Rochford, Rotert, T. Harlow, A. Harlow. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

Mike Adair was present to report on utilities. He discussed the state water inspection. Adair informed the board that exercising valves is not part of the contract and requested the board approve his proposal to have the Village pay \$250/hour to clean valve boxes. The board gave tentative approval pending review of the contract by the Village attorney.

T. Harlow introduced and read Resolution 12-12-22-04, to approve employment of Justin Switzer for the meter replacement project at \$20/hr for on-call and \$30/hr for the meter project. Motion by T. Harlow, seconded by Rotert, to approve. Upon roll call vote, voting YES: Rochford, T. Harlow, A. Harlow, Rotert, Sass. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

T. Harlow introduced and read Resolution 12-12-22-05, to approve Feld Fire quote for masks in the amount of \$3500. Motion by Rotert, seconded by Rochford, to approve. Upon roll call vote, voting YES: A. Harlow, T. Harlow, Rochford, Sass, Rotert. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

T. Harlow introduced and read Resolution 12-12-22-06, to approve appointment of Josiah Black to the Fire Department. Motion by Rotert, seconded by Rochford, to approve. Upon roll call vote, voting YES: T. Harlow, A. Harlow, Rochford, Rotert, Sass. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

T. Harlow introduced and read Resolution 12-12-22-07, to approve appointment of Wilma Updike as alternate on the Library Board. Motion by Rochford, seconded by Sass, to approve. Upon roll

call vote, voting YES: Rotert, Sass, T. Harlow, Rochford, A. Harlow. Voting NO: none, Motion carried. A true, correct, and complete copy is on file at the clerk's office.

Meagan Pruitt was present on behalf of the Waterloo Days Committee. Waterloo Days is planned for August 26-27, 2023. Pruitt submitted a letter to the board. Motion by T. Harlow, seconded by Rochford, to put the letter from Waterloo Days Committee on file. Upon roll call vote, voting YES: Rotert, A. Harlow, Sass, T. Harlow, Rochford. Voting NO: none, motion carried. Pruitt explained that the committee would like permission from the board to begin looking into creating a 501(c)3. The board thinks it's a good idea but warned Pruitt that it could be expensive.

T. Harlow introduced and read Ordinance 823, to increase the deputy clerk wage to \$21/hour. Motion by T. Harlow, seconded by Rochford, to waive the three readings. Upon roll call vote, voting YES: Rotert, Sass, A. Harlow, Rochford, T. Harlow. Voting NO: none, motion carried. Motion by T. Harlow, seconded by Rochford, to approve. Upon roll call vote, voting YES: Rotert, T. Harlow, Sass, Rochford, A. Harlow. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

#### **DISCUSSION/CONSIDERTION/ACTION**

Jeff Jorgensen from Inpsro Insurance was present to review the general liability insurance renewal. Motion by T. Harlow, seconded by Rochford, to put the handout from Jorgensen on file. Upon roll call vote, voting YES: A. Harlow, Rotert, Rochford, Sass, T. Harlow. Voting NO: none, motion carried.

T. Harlow introduced and read Resolution 12-12-22-08, to set number of firework stands and fees. Motion by T. Harlow, seconded by Rochford, to approve. Upon roll call vote, voting YES: A. Harlow, Sass, Rochford, T. Harlow, Rotert. Voting NO: none, motion carried. A true, correct, and complete copy is on file at the clerk's office.

T. Harlow introduced and read Resolution 12-12-22-09, to set mileage rate. Motion by T. Harlow, seconded by Rotert, to approve. Upon roll call vote, voting YES: Rochford, A. Harlow, Rotert, T. Harlow, Sass. Voting NO: none. Motion carried. A true, correct, and complete copy is on file at the clerk's office.

The board discussed the upcoming street project proposal and the special community meeting scheduled for January 9, 2023 at 6pm.

T. Harlow introduced and read Ordinance 824, to change time of regular board meetings to 6pm. Multiple board members stated the 6pm start time would be too early for them. The ordinance was tabled.

Motion by Rochford, seconded by Rotert, to approve the firework stand for United Methodist Church. Upon roll call vote, voting YES: Sass, T. Harlow, Rochford, A. Harlow, Rotert. Voting NO: none, motion carried.

### **CORRESPONDENCE**

Motion by T. Harlow, seconded by Rotert, to donate \$250 out of keno funds to each DC West Post Prom and West O Chamber Holiday Basket program. Upon roll call vote, voting YES: Rotert, A. Harlow, Sass, Rochford, T. Harlow. Voting NO: none, motion carried.

### **ATTORNEY TOPICS**

### **CHAIRMAN'S TOPICS**

T. Harlow would like to schedule an employee dinner. Rotert stated that he would like to keep it at Farmer Brown's. Smith will reach out to confirm available dates.

### **TRUSTEE TOPICS**


T. Harlow and Rochford updated the board on communications they have had with EAA and DC West Youth Sports regarding use of the Cedar Hollow baseball field. They will continue to coordinate field reservations. Solomon suggested having a resolution passed with each entity regarding their use.

Rotert updated the Board on communications that he's had with the Army Corps of Engineers regarding filling in the retention pond in Homes at River Road.

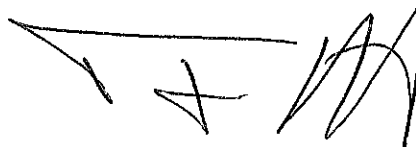
Motion by T. Harlow, seconded by Rochford, to go into executive session at 9:04pm for approximately 15min to discuss water and sewer system maintenance and protect the public's interest over possible litigation. Upon roll call vote, voting YES: A. Harlow, Rotert, T. Harlow, Sass, Rochford. Voting NO: none, motion carried. T. Harlow restated that the executive session was to discuss water and sewer system maintenance and protect the public's interest over possible litigation. Executive session ended at 9:27pm.

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:27pm. A special meeting is scheduled for January 9, 2023 at 6pm. The next regular meeting is scheduled for January 9, 2023 at 7pm.



Melissa Smith  
Clerk/Treasurer



Travis Harlow  
Chairperson