

**VILLAGE OF WATERLOO  
REGULAR MEETING MINUTES  
March 13, 2023**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on March 13, 2023 at 7:00 pm in the Village Office, 509 S. Front Street.

**PRESENT:**

Travis Harlow, Chairperson  
Bill Rotert, Vice-Chairperson  
David Rochford, Trustee  
Alicia Harlow, Trustee  
Corie Sass, Trustee -arrived at 7:51 pm

**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 Rotert, seconded by Rochford, to approve the February 13, 2023 Regular Meeting minutes. Upon roll call vote, voting YES: Rochford, Rotert, A. Harlow. Voting NO: none, Sass was absent. Motion carried.

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

**ACCOUNTS PAYABLE**

Motion by Rochford, seconded by Rotert, to remove the Properties Unlimited check for separate approval. Upon roll call vote, voting YES: A. Harlow, Rotert, T. Harlow, Rochford. Voting NO: none, Sass was absent. Motion carried. Motion by Rochford, seconded by Rotert, to approve payment of Properties Unlimited check. Upon roll call vote, voting YES: Rochford, Rotert, A. Harlow. Voting NO: none, Sass was absent and T. Harlow abstained. Motion carried. Motion by Rochford, seconded by Rotert, to approve accounts payable. Upon roll call vote, voting YES: Rotert, Rochford, T. Harlow. Voting NO: none, Sass was absent, A. Harlow abstained. Motion carried. The following bills were approved be paid: Andersen-repairs 165, Barco-supplies 315.70, Bistate-supplies 219.50, Black Hills-heat 2719.56, Cox-phone 1127.68, Cummins-repairs 1494.70, Demco-supplies 148.09, Gazette-publications 85.83, Elkhorn auto-cruiser expenses 78, First State Bank-redevelopment tax distribution 31355.29, Great Plains-uniforms 507.92, Harlow-hotel reimbursement for midwinter conference 128.41, Ingram-books 509.26, JDs Carwash-cruiser expenses 31.45, Jensen tire-cruiser repairs 699.56, JEO-w/ww

capacity study 4480, Lincoln National-life insurance 25.16, Marco-copier 217.80, Menards-supplies 179.06, MUD-cost of water 7809.50, Micromarketing-books 39.99, Mutchie-tree care 270.75, NLC-dues 292, NHS-contracted animal enforcement 533, NMVCA-dues 40, Office Depot-supplies 47.98, OPPD-electricity 4940.20, Orkin-bldg maintenance 239.97, Papillion Sanitation-trash 284.07, PeopleService-contracted maintenance 12,615, Properties Unlimited-redevelopment tax distribution 7458.01, Robs oil-fuel 3411.99, Staples-supplies 95.57, UMC-firework deposit refund 2,500, Verizon-cell 365.23, Vesperis-mosquito supplies 818.40, Visa-supplies 1020.57

**Total Accounts Payable: \$87,270.20      Total Payroll: \$48,550.46      GL Entries: \$62,366.03**

## **DEPARTMENT REPORTS**

Attorney Solomon went over the procedures and expectations to place items on the agenda with the Board members, department heads, and the public.

Nikki Ewing updated the board on the Park Board.

Matt Richman with PeopleService provided a report on the water and sewer system.

T. Harlow introduced and read Resolution 03-13-23-01, to approve bid for repairs to oxidation ditch at the wastewater treatment facility by JCI, LLC. Motion by T. Harlow, seconded by Rochford, to approve bid at a cost of \$295,860 with the understanding that they will be on site within 60 days. Upon roll call vote, voting YES: Rotert, T. Harlow, Rochford, A. Harlow. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow introduced and read Resolution 03-13-23-02, to approve bid for repairs to UV lights at the wastewater treatment facility by MC2. Motion by Rochford, seconded by Rotert, to approve bid#5042 at a cost of \$3,950 not including labor. Upon roll call vote, voting YES: T. Harlow, Rochford, Rotert, A. Harlow. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow provided an update on the fire department. Smith will forward all applications received for the new fire department position.

Officer Christensen was present to provide the police department report.

Jamie Bednar provided an update on the maintenance department.

Meagan Pruitt provided an update on the library.

Minutes from the last Planning Board meeting were provided to the Board.

Meagan Pruitt provided an update on the progress of the Waterloo Days 501(c)3 filing.

Clerk Smith provided an update on the office. Clean-Up Day has been scheduled for May 6.

### **HEARINGS**

The Public Hearing was opened at 7:36 pm for rezoning Lot 2 of Elkhorn Valley Acres as part of their subdivision application, DOUGLAS COUNTY, NEBRASKA. No public comments were made. The hearing was closed at 7:37 pm.

T. Harlow introduced and read Ordinance 828, to change the zoning of Lot 2, Elkhorn Valley Acres from AG Agricultural to I Industrial. Motion by Rochford, seconded by A. Harlow, to waive the three readings. Upon roll call vote, voting YES: A. Harlow, Rotert, T. Harlow, Rochford. Voting NO: none, Sass was absent. Motion carried.

Motion by Rochford, seconded by A. Harlow to approve Ordinance 828. Upon roll call vote, voting YES: Rotert, Rochford, T. Harlow, A. Harlow. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

A hearing was opened at 7:38 pm for public input on the proposed changes to the Waterloo Floodplain Regulations. Smith gave a brief overview of the updates that were made. No public comments were heard. The hearing closed at 7:42 pm.

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

T. Harlow introduced and read Resolution 03-13-23-03, to approve temporary closure of N Front Street appx 150ft north of Third Street to the intersection on April 29, 2023 from 9am-6pm (with a rain date of May 6, 2023). Motion by T. Harlow, seconded by Rochford, to approve. Upon roll call vote, voting YES: A. Harlow, T. Harlow, Rochford, Rotert. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow introduced and read Resolution 03-13-23-04, to approve SDL from Saddle Creek Breakfast Club for April 29, 2023 (with a rain date of May 6, 2023). Motion by T. Harlow, seconded by Rochford, to approve. Upon roll call vote, voting YES: Rochford, T. Harlow, Rotert, A. Harlow. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow introduced and read Resolution 03-13-23-05, to reappoint Travis Harlow to the Health Board. Motion by Rotert, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Rotert, A. Harlow, Rochford. Voting NO: none, Sass was absent, T. Harlow abstained. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow introduced and read Resolution 03-13-23-06, to reappoint Tim Donahue to the Health Board. Motion by Rochford, seconded by Rotert, to approve. Upon roll call vote, voting YES: A. Harlow, Rochford, T. Harlow, Rotert. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow introduced and read Resolution 03-13-23-07, to reappoint Andrew Sass to the Health Board. Motion by Rotert, seconded by Rochford, to approve. Upon roll call vote, voting YES: T. Harlow, Rotert, Rochford, A. Harlow. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow introduced and read Resolution 03-13-23-08, to select engineer for wastewater treatment facility lift station project. Motion by Rochford, seconded by T. Harlow, to approve JEO Consulting as the project engineer. Upon roll call vote, voting YES: Rotert, A. Harlow, T. Harlow, Rochford. Voting NO: none, Sass was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow introduced and read Resolution 03-13-23-09, to approve temporary closure of Denton Street from Second Street to Thomas Drive on September 16, 2023 from 5pm to midnight. Motion by Rochford, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: T. Harlow, Rochford, A. Harlow. Voting NO: none, Sass was absent, Rotert abstained. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

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

#### **CORRESPONDCE**

Smith provided the Board with a golf invitation by COPE.

#### **CHAIRMAN'S TOPICS**

T. Harlow provided an update on the Street Project Committee.

#### **TRUSTEES' TOPICS**

A. Harlow brought up that the board discussed giving cost of living increases last year during the wage evaluation. Motion by Rochford, seconded by T. Harlow to increase full-time employee wages 5% effective April 1 with the understanding that there will be a discussion for a standard cost of living increase for October. Upon roll call vote, voting YES: Rotert, Sass, A. Harlow, T. Harlow, Rotert. Voting NO: none, motion carried.

A. Harlow discussed the need to update the comprehensive plan. She said that grants that she has found require a plan that is no older than 5 years old. She will reach out to MAPA to find out if there are any funding opportunities to help with updating the Village's plan.

Motion by Rochford, seconded by Sass, to enter executive session at 8:13 pm on a personnel matter for the prevention of needless injury to an individual, and such individual has not requested a public meeting. Upon roll call vote, voting YES: Rotert, T. Harlow, Sass, Rochford, A. Harlow. Voting NO: none, motion carried. Rochford restated the reason for the executive session for a personnel matter for the prevention of needless injury to an individual, and such individual has not requested a public meeting.

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Executive session ended at 8:36 pm.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:36 pm. The next regular meeting is scheduled for April 10, 2023 at 7:00 pm.



Melissa Smith  
Clerk/Treasurer



~~Travis Harlow~~ Bill Rotert  
Vice-Chairperson