

**VILLAGE OF WATERLOO  
REGULAR MEETING MINUTES  
June 12, 2023**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on June 12, 2023 at 7:00 pm in the Village Office, 509 S. Front Street.

**PRESENT:**

Travis Harlow, Chairperson  
Bill Rotert, Vice-Chairperson  
Alicia Harlow, Trustee  
Corie Sass, Trustee

**ABSENT:**

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 Rotert, seconded by A. Harlow, to approve the May 8, 2023 Regular Meeting minutes. Upon roll call vote, voting YES: Sass, Rotert, A. Harlow, T. Harlow. Voting NO: none, Rochford was absent. Motion carried.

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

**ACCOUNTS PAYABLE**

Motion by Rotert, seconded by A. Harlow, to approve accounts payable. Upon roll call vote, voting YES: Sass, Rotert, A. Harlow. Voting NO: none, T. Harlow abstained and Rochford was absent. Motion carried. The following bills were approved be paid: Astro Concrete-repairs 28096, Bi-State Motor-supplies 25.86, Black Hills-heat 469.51, Bobcat Of Omaha-equipment 4450, Cox-phone 1135.89, Daily Record-publications 434.78, Desirae Solomon-attorney fees 1500, Econo Signs-signs 171.88, Elkhorn Automotive-repairs 55, First State Bank-TIF disbursement 81294.76, Goldstar Products-supplies 294.03, Great Plains Uniforms-uniforms 374.47, Harvest Heights-TIF disbursement 31396.56, Ideal Images-supplies 729.60, Ingram Library Services-books 490.50, JD's Carwash-cruiser expenses 25.50, JEO-engineering 1120, Jeremy Hike-IT support 300, League Of Nebr. Municipalities-training 505, Lincoln National-life insurance 454.77, Luke's Lawn-spraying 4129, Marco-copier 383.98, Marriott-travel 238, Menards-supplies 148.42, MUD-cost of water 20843.62, Micromarketing-library books 134.57,

NDEE-Fiscal Services-sewer loan 9010.29, Nebraska Humane Society-contracted animal enforcement 533, Nebraska Notary Association-dues 175.79, OPPD-electricity 4446.82, O'Reilly Auto-supplies 131.73, Orkin-building maintenance 239.97, Papillion Sanitation-trash pick up 284.07, Peopleservice-contracted maintenance 12615, Pro Track -tennis court 3900, Properties Unlimited-TIF distribution 24720.50, S2 Roll Offs-clean up day 4387.50, Ty's Outdoor Power-repairs 257.42, Usa Blue Book-supplies 1373.61, Verizon-phone 365.17, Viaduct Gardens-supplies 980, Visa-supplies 1659.42

**Total Accounts Payable: \$244,281.99    Total Payroll: \$51,174.77    GL Entries: \$33,232.15**

## **DEPARTMENT REPORTS**

Nikki Ewing updated the board on the Park Board. Ewing provided 3 bids for upgrades to the Cedar Hollow playground. The Board gave Ewing permission to apply for a Healthy Kids Initiative Grant and they will need to contact the accountant regarding bonding for the project.

Matt Richman with PeopleService provided a report on the water and sewer system. The Board questioned PeopleService and a representative from JCI regarding the oxidation ditch repairs. Deodorizer is being added to ease the malodor at the wastewater treatment facility. JCI is still waiting on the appropriate parts to come in to complete the repair.

T. Harlow introduced and read Resolution 06-12-23-01, to approve purchase of hose from Feld Fire at a cost of \$7,580.40. Motion by Rotert, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Rotert, A. Harlow, Sass, T. Harlow. Voting NO: none, Rochford was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

Sargent Schendt was present to answer questions regarding the police department. Attorney Solomon informed the board that t-shirts ordered by the police department must be screen printed with Waterloo Police to qualify as a uniform expense.

Jamie Bednar provided an update on the maintenance department. Bednar informed the board of a damaged trench drain manhole. He was directed to secure the manhole and have it repaired.

Meagan Pruitt provided an updated on the library. The board gave permission to have a StoryWalk along the trail again this year.

T. Harlow introduced and read Resolution 06-12-23-02, to approve employment of Hannah Hahn as an on-call library employee at a wage of \$16/hour. Motion by T. Harlow, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Rotert, T. Harlow, Sass, A. Harlow. Voting NO: none, Rochford 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 06-12-23-03, to approve employment of Jill Curtis as an on-call library employee at a wage of \$16/hour. Motion by Rotert, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Sass, T. Harlow, Rotert, A. Harlow. Voting NO:

none, Rochford was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

Clerk Smith provided an update on the office.

### **HEARINGS**

A Public Hearing was opened at 7:39pm for a variance application made by Robin and Julie Knowlton at 412 1<sup>st</sup> St to waive the regulation regarding accessory buildings in the front yard. No public comments were made. Motion by Sass, seconded by Rotert, to place the documents containing project plans on file. Upon roll call vote, voting YES: A. Harlow, Rotert, T. Harlow, Sass. Voting NO: none, Rochford was absent. Motion carried. The hearing was closed at 7:42 pm. Motion by T. Harlow, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Sass, T. Harlow, A. Harlow. Voting NO: none, Rotert abstained and Rochford was absent. Motion carried.

T. Harlow excused himself from the meeting for the following two resolutions.

A Public Hearing was opened at 7:44 pm for a proposed redevelopment plan by Business Park West at 2546 River Road Drive. The hearing was closed at 7:45 pm. Rotert introduced and read Resolution 06-12-23-04, to approve the Redevelopment Plan for Business Park West. Motion by Rotert, seconded by Sass, to approve. Upon roll call vote, voting YES: A. Harlow, Sass, Rotert. Voting NO: none, T. Harlow and Rochford were absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

Rotert introduced and read Resolution 06-12-23-05, to approve Redevelopment Contract for Business Park West. Motion by Rotert, seconded by Sass, to approve. Upon roll call vote, voting YES: Sass, Rotert, A. Harlow. Voting NO: none, T. Harlow and Rochford were absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

T. Harlow rejoined the meeting.

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

T. Harlow introduced and read Resolution 06-12-23-06, to approve street closure of Lincoln from 6<sup>th</sup> to 7<sup>th</sup> on July 1 from 5p-11p. Motion by Rotert, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Sass, A. Harlow, T. Harlow, Rotert. Voting NO: none, Rochford 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 06-12-23-07, to approve street closure of N Front Street from 3<sup>rd</sup> to 4<sup>th</sup> on September 29, 2023 at 3pm to September 30, 2023 at 7pm. Motion by T. Harlow, seconded by Rotert, to approve. Upon roll call vote, voting YES: Rotert, T. Harlow, Sass, A. Harlow. Voting NO: none, Rochford was absent. Motion carried. A true, correct, and complete copy is on file at the Village Clerk's office.

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T. Harlow introduced and read Resolution 06-12-23-08, to approve changes to the employee handbook to add Juneteenth as an employee holiday. Motion by T. Harlow, seconded by Sass, to approve. Upon roll call vote, voting YES: Rotert, A. Harlow, Sass, T. Harlow. Voting NO: none, Rochford 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 06-12-23-09, to approve SDL for ML Brands for 304 3<sup>rd</sup> St on July 30, 2023. Motion by T. Harlow, seconded by A. Harlow, to approve. Upon roll call vote, voting YES: Sass, T. Harlow, Rotert, A. Harlow. Voting NO: none, Rochford 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 06-12-23-10, to approve policy for marquee signs. Motion by Rotert, seconded by T. Harlow, to table until the next meeting. Upon roll call vote, voting YES: Rotert, Sass, T. Harlow, A. Harlow. Voting NO: none, Rochford was absent. Smith was approved to place Village only news on the signs should the electrical get connected before the next meeting.

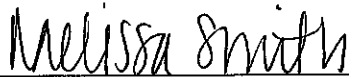
#### **ATTORNEY TOPICS**

Attorney Solomon went over a notice sent by USACE regarding fill brought in near the levee. Solomon stated that she is working with USACE to get this resolved and it is currently in the administrative phase.

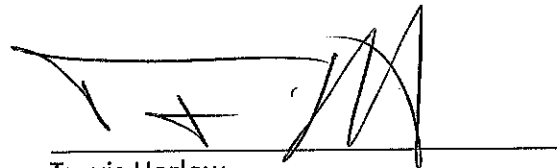
Motion by Rotert seconded by T. Harlow to go into executive session at 8:00pm to protect the attorney client relationship and to discuss possible litigation. Upon roll call vote, voting YES: A. Harlow, Sass, T. Harlow, Rotert. Voting NO: none, Rochford was absent. Motion carried. T. Harlow restated the reason for executive session was to protect the attorney client relationship and to discuss possible litigation. Motion by Sass, seconded by T. Harlow, to end Executive session at 8:34 pm. Upon roll call vote, T. Harlow, A. Harlow, Sass, Rotert. Voting NO: none, Rochford was absent. Motion carried.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:42 pm. A special meeting is scheduled for June 16, 2023 at 8:00 am and the next regular meeting is scheduled for July 10, 2023 at 7:00 pm.



Melissa Smith  
Clerk/Treasurer



Travis Harlow  
Chairperson