

January 11, 2011

**VILLAGE OF WATERLOO  
REGULAR MEETING MINUTES  
January 11, 2011**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on January 11, 2011 at 7:00 p.m. at the Village Office, 509 S. Front St.

**PRESENT:**

Stanley E. Benke, Jr., Chairman  
Garry Lee, Trustee-Vice-Chairman  
Bill Rotert, Trustee  
Jeff Barnes, Trustee

**ALSO PRESENT:**

Nancy Hert, Village Administrator  
Ken Bunger, Attorney  
Tom Harrie-Trustee Nominee

**OPEN MEETING**

Chairman Benke called the meeting to order at 7:03 pm and stated the location of the Open Meetings Act. Notice of the meeting was duly exercised and mailed per the bylaws.

**OATH OF OFFICE**

Benke nominated Tom Harrie, which motion was seconded by Barnes, to fill the vacant Trustee position on the Board of Trustees. All voted in favor, the motion carried. Benke then administered the Oath of Office to Tom Harrie.

**PUBLIC COMMENTS**

The meeting was opened for public comments, but there were none.

**MOTIONS TO APPROVE**

Minutes from the December 28, 2010 Regular Meeting and the December Financials were approved as presented.

**Accounts Payable:** Motion by Benke, second by Rotert to pay the bills with the exception of the OPPD bill. All in favor, the following bills will be paid:

Affinity-Long distance 17.76, Alamar-Police Uniforms 87.99, Barnes & Noble-Library books 424.92, Bednar-Shop computer 15.00, Bennington Implement-Equipment maintenance 1087.66, Black Hills-Heat 1818.17, BlueCross/BlueShield-Health Insurance 1193.78, Bunger-Attorney fees 1275.00, Cox-Phones/Internet 670.79, Davidson-Library books 325.99, Douglas County Gazette-Publications 287.74, Douglas County Register of Deeds-Lien 5.50, Elkhorn Hardware-Supplies 83.63, Fireguard-Fire extinguisher inspections 164.35, Flynn Heating & Air-Office furnace repairs 223.00, Ford Motor-Police car payment 652.38, FSH-Payphone 63.90, Garage Door Services-Repairs 1432.50, Inland Truck-

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Maintenance parts 358.59, JQ Office-Repairs/Office copier 75.49, JEO Consulting-Report 1000.00, Levee 26,860.86, Marking Refrigeration-Fire Department 398.63, Matt Parrott-Tax forms 79.78, Menards-Supplies 32.94, MUD-Cost of Water 6648.91, Capital Facility Fees 2312.00, Midwest Right-of-Way-Easement Services 239.50, Miller/Monroe/Farrell-Insurance 193.00, Monke Brothers-Chemicals 240.00, O'Reilly-Auto parts 108.81, Office Depot-Supplies 169.25, Oyster-Petty Cash 97.04, Papillion Sanitation-Trash 87.88, PeopleService-Utility Maintenance Contract 10,115.00, Schroeder-Audit 5219.00, Short Elliott-Levee 3487.26, Stevens & Associates-Levee appraisals 350.00, Valuation Services-Levee 1500.00 and Verizon-Cell phones 93.90.

**Total Bills: \$ 69,497.90**

**Total Payroll: \$ 25,969.22**

### **REPORTS**

Reports were provided by the following:

Fire & Rescue: Jim Cooke

Police: Tim Donahue

Water/Sewer: Mike Goddard/PeopleService

Maintenance: Jamie Bednar. Motion by Rotert, second by Lee to purchase the upgrade package at \$1950 for the Bobcat. All in favor, the motion carried.

Planning Board: Kelli Armstrong reported that the Planning Board will hold a Hearing on a Zoning Variance Request from Ryan Costanzo on January 25<sup>th</sup> at 7 pm at the Village Hall.

Library: Linda Oyster

Clerk's Report: Nancy Hert. Motion by Benke, second by Harrie to approve Hert's attendance at the Clerk's Academy in Kearney from March 16-18<sup>th</sup>. All in favor, the motion carried.

Clerk's Assistant Melissa Johnson presented a copy of a new utility bill format that she designed that would replace the current "post card bill". It is a full page bill that includes graphing of water usage, instructions for reading the bill and room for special notices. Although a cost analysis indicates the new bills will run slightly higher (about \$100 a year), the Board agreed that the new bill provides the customer more information and is much more "user friendly".

After discussions related to workloads Trustee Lee made a motion, which motion was seconded by Benke to increase the Clerk's Assistant hours from 35 to 40 hours a week. All in favor, the motion carried.

### **ORDINANCES/RESOLUTIONS**

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Chairman Benke introduced, read and moved for approval of Resolution No. 01-11-11-1, to place a lien on a property located at 25018 Mason Street for \$238.77 for delinquent utility bills. Barnes seconded the motion. All voted in favor, the motion carried. A true, correct and complete copy of Resolution No. 01-11-11-1 is on file at the Village Office.

### **DISCUSSION/CONSIDERATION/ACTION ITEMS**

**Audit Presentation:** Ed Schroeder, Village C.P.A. presented the 2009/2010 Audit and responded to questions from Board Members and Department Heads. Motion by Benke, second by Barnes to approve the 2009/2010 Audit as presented by Ed Schroeder. All in favor, the motion carried.

**MUD Rate Increase:** Motion by Benke, second by Barnes to table a decision on raising water rates until further research is done regarding sewer rates as a percentage of water fees. All in favor, the motion carried.

**Levee:** Motion by Benke, second by Barnes to approve Pay Application No. 2 from M.E. Collins Contracting Co. for \$73,154.8, with a 50% cost share with the NRD, for work done on the Levee Improvement Project through December 31, 2010. All voted in favor, the motion carried.

JEO representatives were not in attendance, but they provided a written report on a construction meeting held earlier in the day.

**One and Six Year Road Plan:** Board Members were given a copy of the plan to review prior to the hearing in February.

**Interlocal with NRD:** Attorney Bunger reported he is still working on some of the language on the Canoe Landing Interlocal Agreement.

### **CORRESPONDENCE**

The following correspondence was reviewed:

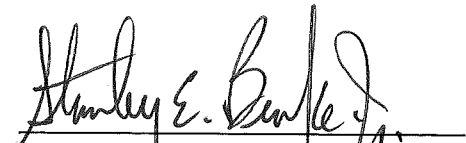
- Email response from Troy Peterson saying he will continue his role as Village Emergency Manager
- Letter from Valley Police Chief Brett Smith thanking Tim Donahue for his assistance during an armed robbery on December 28, 2010.
- Copy of "Social Security Number Protection Act of 2010"
- Letter from the State's Emergency Management Agency regarding disaster recovery timelines.
- Agenda & Registration information for League's Midwinter Conference
- MAPA's "What's Happening" Newsletter
- MUD's No. 1 2011 Newsletter

### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:45 p.m. The next regular meeting is scheduled for January 25, 2011 at 7:00 p.m.

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Nancy Hert, Village Clerk

  
Stanley E. Benke Jr., Chairman