

January 24, 2012

**VILLAGE OF WATERLOO  
REGULAR MEETING MINUTES  
January 24, 2012**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on January 24, 2012 at 7:00 p.m. at the Village Office, 509 S. Front Street.

**PRESENT:** Stanley E. Benke, Jr., Chairman  
Garry Lee, Vice-Chairman  
Tom Harrie, Trustee  
Bill Rotert, Trustee

**ABSENT:** Jeff Barnes, Trustee

**ALSO PRESENT:** Melissa Johnson, Clerk's Assistant

**OPEN MEETING**

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

**PUBLIC COMMENTS**

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

**MOTIONS TO APPROVE**

Minutes from the Regular Meeting on January 10 were approved as presented.

**DISCUSSION/CONSIDERTION/ACTION**

Lalit Jha with JEO Consulting presented an update on the Levee Recertification Project. He stated that JEO is in the process of putting together a comprehensive and user friendly Operations and Maintenance Manual for FEMA approval. The manual will first need to be approved by the Village Board. Jha will provide paper and electronic copies of the manual at the February 14<sup>th</sup> meeting for the Board to review and approve at the February 28 meeting.

Jha also provided an update on the Elkhorn River Bank Stabilization Project. A meeting has been scheduled with the Corps of Engineers to allow them the chance to review the preliminary plans before the 404 permit is sent in. Jha will present the preliminary plans and costs to the Board at the February 14<sup>th</sup> meeting.

Jha will have Kevin Kruse follow-up with Mike Collins about cleaning up the piles of debris located behind the Fire Station and across the railroad tracks from the Fire Station.

Jha informed the Board that the Levee Project will be receiving an Honor Award from the Association of Civil Engineering Companies. An awards banquet will be held in Lincoln.

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Benke informed the Board that the petitions to put the question of whether or not the Village should retain its current form of government on the ballot must be turned in no later than March 1. The Fire Department will hold a kick-off meeting Saturday morning to inform the volunteers of the rules for obtaining signatures and to make sure they can explain to the registered voters why this should be on the ballot. They want to make sure voters know that this is not a vote for or against, this is simply to put the question on the ballot. The Board will request that all petitions are turned into the Village Office by the end of the day on Monday, February 6 to allow the Board members enough time to go over them before turning them into the election commission. Motion by Benke, second by Rotert to request a check for \$150 to request a voter registration file. All in favor, motion carried.

Bill Clark approached the Board about the need for a Planning Board. He is concerned about some of the building that has been going on in the Village. The Board decided the best thing to do is to completely reorganize the Planning Board and start from scratch calling upon the Village residents to volunteer to serve. A letter will be sent to the current members to inform them of this choice. A request will be added to the Utility Bills asking for volunteers.

Harrie presented an idea of how to complete Performance Appraisals on Village Employees to make sure those who deserve recognition are receiving it. Johnson will send Harrie the job descriptions the Office has so he can finalize the template and present at the next meeting.

Chairperson Benke introduced, read and moved for approval of Resolution No. 01-24-12-01 to adopt the proposed Purchase Order System and Purchase Order Template. Trustee Harrie seconded. All in favor, motion carried. A true, correct and complete copy of resolution is on file at the Village Office.

The Board suggested changes for the Library Reimbursement Letter to be sent to the Library Foundation. Johnson will forward the changes to the accountant.


**CHAIRMAN TOPICS**

Benke informed the Board that he was approached about the Village selling the old library. He told the individual that the Village is not ready to sell it. Benke also requested a reminder be added to the utility bills that Waterloo has a leash law. He reminded the Board that the Employee Appreciation dinner is Thursday night, and it sounds like there will be a good turnout. He also encouraged the Board members to attend the Fire Department petition kick-off meeting Saturday morning. Benke stated the Western Douglas County Chamber of Commerce is having their annual banquet in February and asked if anyone was interested in attending.

**ADJOURNMENT**


There being no further business, the meeting was adjourned at 9:07 p.m. The next regular meeting is scheduled for February 14, 2012 at 7:00 p.m.

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**Melissa Johnson, Clerk's Assistant**

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**Stanley E. Benke Jr., Chairman**