

December 20, 2016

**VILLAGE OF WATERLOO
REGULAR MEETING MINUTES
December 20, 2016**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on December 20, 2016 at 7:00 pm in the Village Office, 509 S. Front Street.

PRESENT: Ken Hitchler, Chairperson
Garry Lee, Vice-Chairperson
Bill Rotert, Trustee
Jeremy Pojar, Trustee
Travis Harlow, Trustee

ALSO PRESENT: Ken Bunger, Attorney
Melissa Johnson, Clerk

OPEN MEETING

Chairperson Hitchler 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 Pojar, seconded by Harlow to approve minutes from the November 22, 2016 Regular Meeting. Upon roll call vote, voting YES: Harlow, Hitchler, Lee, Rotert, Pojar. Voting NO: none, motion carried.

Motion by Pojar, seconded by Rotert to approve the November Treasurer's Report. Upon roll call vote, voting YES: Hitchler, Lee, Rotert, Pojar, Harlow. Voting NO: none, motion carried.

ACCOUNTS PAYABLE

Motion by Lee, seconded by Rotert to pay the following bills. Upon roll call vote, voting YES: Lee, Rotert, Pojar, Harlow, Hitchler. Voting NO: none, motion carried. ASFPM-dues 100, Barnes & Noble-books 590.56, Benke, Cheryl-cleaning 450, BiState-supplies 95.35, Black Hills-heat 494.91, Bunger, Ken-attorney fees 1275, Cox Business Services-phone 851.05, Custom Electric-repairs 185.76, Demco-supplies 290.17, DC Gazette-publications 104.40, EMC Insurance-insurance 33,511, Fireguard-supplies 285.50, Galls-supplies 80.91, Great Plains Uniforms-supplies 282.95, HD Supply Wateworks-water meters 1844.60, Hike, Jeremy-IT support 400, Jelinek-supplies 59.94, Johnson, Melissa-petty cash 132.28, Jorgensen Grading-repairs 400, Jorgensen, Julie-petty cash 96.31, reimbursement 89.88, Kenkel, Jeffrey-UB deposit 38.64, Lincoln Financial-insurance 509.68, Marco-copier 127.13, Matthew Bender-supplies 138.17, Menards-supplies 317.34, MUD-cost of water 7365.58, Micromarketing-books 196.99, Mutchie Lawn and Tree-repairs 2030, NDEQ-water loan 12816.34, NHS-animal enforcement 468.50, NE Clerk's Institute-training 446, NE Sweeping-street cleaning 1787.30, NMPP-software 4734, Office Depot-supplies 188.75, OPPD-electricity 6766.54, Papillion Sanitation 137.81, PeopleService-contracted maintenance 23404, Publication Printing-supplies 65, Rabe-Murphy, Denise-UB deposit 31.44, Ed Schroeder-

audit 8500, Staples-supplies 109.77, Utilities Service Group-maintenance 350, Verizon-phones 198.53, Wattier, Nathan-UB deposit 37.73

Total Accounts Payable: 112,385.81

Total Payroll: 30,726.20

DEPARTMENT REPORTS

Department reports were presented.

REORGANIZATION

Chairperson Hitchler swore in re-elected Trustees Lee and Rotert.

Chairperson thanked the board members and stepped down as Chairperson and Trustee.

Motion by Harlow to nominate Lee as Chairman Pro Tempore. Lee declined. Motion by Lee, seconded by Harlow to nominate Rotert as Chairman Pro Tempore. Upon roll call vote, voting YES: Rotert, Pojar, Harlow, Lee. Voting NO: none, motion carried.

Rotert asked for nominations for a Chairperson. Motion by Lee, seconded by Rotert to nominate Harlow. Upon roll call voting, voting YES: Rotert, Lee, Harlow, Pojar. Voting NO: none, motion carried.

Harlow asked for nominations for a Vice-Chairperson. Motion by Pojar to nominate Lee. Lee declined. Motion by Pojar, seconded by Harlow to nominate Rotert. Upon roll call vote, voting YES: Lee, Harlow, Pojar, Rotert. Voting NO: none, motion carried.

Motion by Harlow, seconded by Pojar to approve the following appointments. Upon roll call vote, voting YES: Lee, Pojar, Harlow, Rotert. Voting NO: none, motion carried.

Appointed Offices

Village Attorney	Ken Bunger
Village C.P.A.	Ed Schroeder
Administrator/Clerk/Treasurer	Melissa Johnson
Maintenance Supervisor	Jamie Bednar
Zoning Administrator	Melissa Johnson
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

Chairperson Harlow assigned the following Trustee responsibilities:

Travis Harlow	Office/Maintenance/Streets/Parks
Garry Lee	Water/Sewer/Levee
Bill Rotert	Police/Fire
Jeremy Pojar	Planning/Zoning/Library

DEPARTMENT REPORTS

Department reports were presented.

December 20, 2016

DISCUSSION/CONSIDERTION/ACTION

Harlow introduced Resolution 12-20-16-01, to approve appointment of Andrew Naylor to the Fire Department. Motion by Rotert, seconded by Lee, to approve. Upon roll call vote, voting YES: Harlow, Pojar, Rotert, Lee. Voting NO: none, motion carried. A true, correct and complete copy is on file at the Village Office.

Harlow introduced Resolution 12-20-16-02, to approve appointment of David Komasinski, Jr. to the Fire Department. Motion by Lee, seconded by Rotert, to approve. Upon roll call vote, voting YES: Rotert, Harlow, Lee, Pojar. Voting NO: none, motion carried. A true, correct and complete copy is on file at the Village Office.

Harlow introduced Resolution 12-20-16-03, to set the number of firework stands and fees for 2017. Motion by Lee, seconded by Rotert, to approve the same regulations as 2016. Upon roll call vote, voting YES: Pojar, Rotert, Lee, Harlow. Voting NO: none, motion carried. A true, correct and complete copy is on file at the Village Office.

Pat Adler was present to receive a response from the board regarding questions she had on the Sidewalk Improvements done on River Road Drive. Attorney Bunger summarized the process and statutes applicable to such projects and explained the actions taken by the Board.

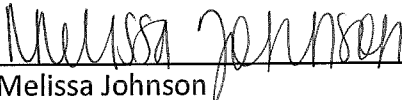
Harlow introduced Resolution 12-20-16-04, approve bid from Jorgensen Grading to install drainage grate in the trail North East of the East Lincoln Avenue and Avenue A intersection at a cost of \$2,200 to be done in the Spring of 2017, weather permitting. Motion by Pojar, seconded by Rotert, to approve. Upon roll call vote, voting YES: Lee, Pojar, Rotert, Harlow. Voting NO: none, motion carried. A true, correct and complete copy is on file at the Village Office.

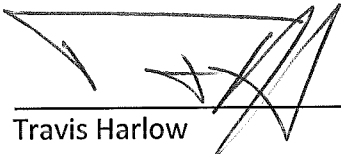
Motion by Rotert, seconded by Harlow, to send a donation of \$250 to the Western Douglas County Holiday Basket program. Upon roll call vote, voting YES: Rotert, Pojar, Harlow, Lee. Voting NO: none, motion carried. Harlow asked Johnson to request a financial report for the program.

Attorney Bunger explained to the Board the steps that will need to follow notification of the vacancy on the Village Board. Johnson will place a publication in the Gazette.

ADJOURNMENT

There being no further business, the meeting was adjourned at 7:50pm. The next regular meeting scheduled for December 27, 2016 is canceled. The next regular meeting is scheduled for January 10, 2017 at 7:00pm.


Melissa Johnson
Clerk/Treasurer


Travis Harlow
Chairperson