

**VILLAGE OF WATERLOO  
REGULAR MEETING MINUTES  
December 27, 2011**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on December 27, 2011 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  
Ken Bunger, Attorney

**OPEN MEETING**

Chairman Benke called the meeting to order at 7:07pm 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 December 13 were approved as presented, with Lee abstaining.

**DISCUSSION/CONSIDERTION/ACTION**

Mike Goddard with PeopleService was present to answer any questions the board may have on his report from the previous meeting. Goddard requested a notice be put on the water bill reminding residents not to flush Swiffer pads into the sanitary sewer. The Board requested Goddard forward emails to the office when locates are requested in West Shores. Trustee Lee asked if we are in the season for water main breaks. Goddard informed him that the Village usually doesn't have problems until the frost gets deeper.

Julie Ogden with JEO Consulting presented projects included in the One and Six Year Street Plan. She asked for input on any changes from the board. Trustee Lee asked if sidewalks could be included. Ogden informed him that installation of sidewalks could be paid for with street funds and 100% grants from the federal Safe Route to Schools program may be available through the Nebraska Department of Roads to sidewalks offering direct access to the school.

December 27, 2011

Motion by Benke, seconded by Lee to approve the trustee replacement to replace Troy Peterson with Tom Harrie as the Plan Trustee for the Village of Waterloo 457 Retirement Plan. All in favor, motion carried.

Motion by Benke, seconded by Rotert to approve Resolution No. 12-27-11-01 to adopt 457 Plan Amendments, including Trustee Assignment. All in favor, motion carried.

Johnson had questions on the purchasing policy. The board decided to start using Purchase Orders for purchases over \$150. Johnson will put together a purchase order system and submit to the board for approval.

Motion by Lee, second by Rotert to change the classification of Chris Hansen from seasonal to permanent part-time to make him eligible for the staggered benefit plan. All in favor, motion carried.

**CORRESPONDENCE**

The following correspondence was reviewed:

- Mesner Development
- Employee Appreciation Dinner

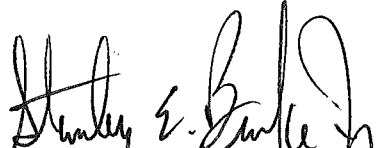
**TRUSTEE TOPICS**

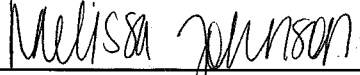
Rotert asked Johnson if there is a way for the employees to check their own time on the time clocks. Johnson informed him that she has the office time clocked connected to the computer and is working on the best way for everyone to review their time.

Lee suggested that Benke and Harrie trade their trustee assignments making Benke in charge of the Library and Harrie in charge of the office. Benke and Harrie agreed that is a good idea and will keep that in mind for next year.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 8:40 p.m. The next regular meeting is scheduled for January 10, 2011 at 7:00 p.m.

  
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Stanley E. Benke Jr., Chairman

  
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Melissa Johnson, Clerk's Assistant