

February 14, 2012

**VILLAGE OF WATERLOO  
REGULAR MEETING MINUTES  
February 14, 2012**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on February 14, 2012 at 7:00 p.m. at the Village Office, 509 S. Front Street.

**PRESENT:** Stanley E. Benke, Jr., Chairperson  
Garry Lee, Vice-Chairperson  
Jeff Barnes, Trustee  
Tom Harrie, Trustee

**ABSENT:** Bill Rotert, Trustee

**ALSO PRESENT:** Nancy Hert, Village Clerk  
Melissa Johnson, Assistant Clerk  
Ken Bunger, Attorney

**OPEN MEETING**

Chairperson Benke called the meeting to order at 7:01pm 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.

Motion was made by Benke to move item #22(Checks & Balance System for Service Credit) up to follow item #3(Accounts Payable), at which time it will be necessary to go into Executive Session. All in favor, motion carried.

**MOTIONS TO APPROVE**

Final approval of the January 24, 2012 Meeting Minutes was tabled until Assistant Clerk Johnson submits a corrected copy. Treasurer's reports were approved as accepted. Hert provided a new Quarterly Financial Report and asked the Board to let her know if they wanted to continue to receive it.

**ACCOUNTS PAYABLE**

Motion by Harrie, second by Benke to pay the bills, including the bills presented at the meeting. (Listed below). All in favor, the following bills will be paid:

All Flags-Flags 83.50, Barnes & Noble-Books 396.56, Black Hills-Heat 1669.65, BlueCross BlueShield-Health Insurance 1277.34, Bunger-Legal services 1275.00, Cox-Internet/Cable 562.62, Danko-Bunker gear 1845.00, Douglas County Gazette-Publications 250.57, Eastern

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Library Services-Workshop 34.00, Elkhorn Hardware-Miscellaneous supplies 29.97, Emergency Apparatus-Brush Truck repairs 936.49, Ford Motor Credit-Police SUV 629.72, FSH Communications-Payphone 63.90, Galls-Police Uniforms 158.95, Great Plains Uniforms-Police 405.00, In-Touch Communications-Office Phone line 141.29, JQ Office Equipment-Office copier 66.95, Hert-Petty cash 98.61, Johnson-Mileage 21.98, Jone's Automotive-Fire Dept. SUV 4760.53, Jorgensen-Mileage 31.64, JP Cooke-Police Badges 85.40, Lincoln National-Life Insurance 15.30, Matt Parrott-Tax forms 81.49, MUD-Cost of water (2 months) 15,680.00, Capital Facility Fees 1202.00, Micromarketing Associates-Library 238.39, Miller Monroe-Workman's Comp. Audit 1066.00, Nebraska Clerk's Institute-Clerk's School/Johnson 393.00, Nebraska Library Assoc.-40.00, O'Reilly Auto-Parts 12.98, Office Depot-Misc. supplies 162.31, Office Net-Library Copier 156.31, OPPD-Electricity 4011.45, Oyster-Petty Cash 96.61, Mileage 13.32, Papillion Sanitation-Trash pick-up 102.87, Payless Office Supplies-59.35, PeopleService-Utility Services 10,604.00, Publication Printing 121.00, Qwest-Refund 53.50, Rob's Oil-Village fuel (2 months) 3978.79, Schroeder-Foundation Letter 189.00, Ty's-Street equipment repairs, Upstart-Library 61.45, Verizon-Cell phones 94.24 and West-e-Con-Tower alarm 4400.55.

**Total Bills: \$ 57,840.08**

**Total Payroll: \$ 24,404.71**

#### **EXECUTIVE SESSION**

Motion by Benke, second by Harrie to go into Executive Session at 7:12 pm to discuss personnel issues. Roll call voting YES: Lee, Barnes, Harrie and Benke. Voting NO: None. Motion carried. Chairman Benke restated that they were going into Executive Session to discuss personnel issue.

Motion by Benke, second by Harrie, to return to Regular Session at 7:37 pm. Roll call voting YES: Barnes, Benke, Harrie and Lee. Voting NO: None. Motion carried.

#### **HEARING-ONE & SIX YEAR STREET PLAN**

Motion by Benke, second by Barnes to adjourn the Regular Session and open the Public Hearing on the One & Six Year Street Plan at 7:40 pm. All in favor, motion carried. The Hearing was opened for public comments.

Motion by Benke, second by Harrie to close the Public Hearing and reopen the Regular Session at 7:41 pm. All in favor, motion carried.

Chairperson Benke introduced, read and moved for approval of Resolution No. 02-14-12-01, a resolution adopting the One & Six Year Plan for Street Improvements for Fiscal Years 2012 thru 2017. Trustee Barnes seconded the motion and all voted in favor. Resolution No. 02-14-12-01 was adopted. A true, complete and correct copy of said resolution is on file at the Village Office.

#### **REPORTS**

Reports were provided by the following:

**Utilities**-Mike Goddard-PeopleService

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**Fire & Rescue**-Jim Cooke  
**Police**-Report provided  
**Maintenance**-Jamie Bednar  
**Library**-Tom Harrie  
**Clerks Report**-Nancy Hert

**DISCUSSION/CONSIDERATION/ACTION**

**Bank Stabilization Project-Approval of JEO Invoice #67580:** Motion by Benke, second by Barnes to table approval of JEO Invoice #67580 until the February 28, 2012 Meeting. All in favor, motion carried.

**Levee Project-Rubble Clean-up:** Chairperson Benke asked Attorney Bunger to send a letter to Kevin Kruse of JEO about the clean-up of the two rubble piles on the northwest corner of the levee.

**Harvest Days:** Harvest Days Committee Members were not at meeting because they resolved the issue of hiring an amusement vendor.

**Approval of Special Designated Liquor Licenses:** Motion by Benke, second by Barnes to approve the Special Designated Liquor License Application from Jodi J. Crone dba Dog House Saloon for July 21, 2012, from 8:00 a.m. until 1:00 a.m. for the Day of the Hog MDA Fundraiser. All in favor, motion carried.

Motion by Harrie, second by Barnes to approve the Special Designated Liquor License Application from Jodi J. Crone dba Dog House Saloon for May 28<sup>th</sup>, 2012, from 10:00 a.m. until 5:00 p.m. All in favor, motion carried.

**Mowing Proposal:** Waterloo business owner Ryan Costanzo/Royal Lawns, Inc. presented a proposal for mowing, trimming and weed control for the levee at a proposed cost of \$13,293.00 annually. No decision was made.

**Silent Crossing Possibilities:** Trustee Harrie requested this agenda item on behalf of a Waterloo resident. Benke suggested Harrie contact Brian Claycomb from JEO because he has information on this. Harrie will also contact U.P. for information.

**Donation Request from D.C. West Post Prom Committee:** Motion by Barnes, second by Benke to approve a \$500.00 donation to the D.C. West Post Prom Committee for the Post-Prom Party on March 24, 2012. All in favor, motion carried.

**Performance Appraisals:** Trustee Harrie presented a spreadsheet with information on current positions, current job descriptions, etc. He said we need to make sure we have job descriptions before an appraisal system is rolled out, so the Board knows what the expectations of each position are before they can evaluate performance. The Board told Department Heads that job descriptions for all positions would be due on March 27, 2012, and should follow the template used for the maintenance positions.

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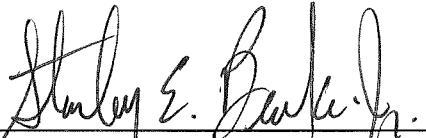
**CORRESPONDENCE**

The following correspondence was reviewed:

- Invitation to Funding Workshop
- Papio-Missouri River Cost Share Programs
- Mayor's Section Meeting Topics

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:22 p.m. The next regular meeting is scheduled for February 28, 2012 at 7:00 p.m.

  
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**Stanley E. Benke Jr., Chairperson**

  
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**Nancy Hert, Village Clerk**