

September 25, 2012

**VILLAGE OF WATERLOO
REGULAR MEETING MINUTES
September 25, 2012**

The Board of Trustees of the Village of Waterloo met for a Regular Meeting on September 25, 2012 at 7:00 p.m. at the Village Office, 509 S. Front Street.

PRESENT: Stanley E. Benke, Jr., Chairperson
Garry Lee, Chairperson pro tempore
Tom Harrie, Trustee
Bill Rotert, Trustee

ABSENT: Jeff Barnes, Trustee

ALSO PRESENT: Melissa Johnson, Clerk's Assistant
Ken Bunger, Attorney

OPEN MEETING

Vice-Chairperson Lee 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 September 11 regular meeting and the September 18 special meeting were approved as presented.

Motion by Benke, second by Rotert to pay Accounts Payable as presented with the exception of the refunds requested by Harvest Day vendors. Upon roll call vote, voting YES: Benke, Rotert, Lee, Harrie. Voting no: none, motion carried. The following bills will be paid:

Barnes and Noble-Library Books \$490.18, BlueCross BlueShield-Health Insurance \$2,744.19, Elkhorn Hardware-Supplies \$113.29, Elkhorn Flower and Gift-Flowers \$60, Fireguard-Bunker Gear \$192.81, Grass Pro-Fire Dept Building Maintenance \$174.90, HDS White Cap-Library Repair \$430.00, JQ Office-Copier \$78.84, Julie Jorgensen-mileage \$31.08, Julie Jorgensen-Petty cash \$93.96, Thomas Korpela-Fire Dept supplies \$944.95, Lincoln National-Fire Dept Life Insurance \$137.70, NMPP Energy-meeting registration \$40, OPPD-Electricity \$4,602.96, Omaha Paving-Street Repairs \$20,000, OMNI-Asphalt \$221.54, PeopleService-contracted maintenance \$10,604.00, Pinnacle Htg and Cooling-Fire Dept Building Maintenance \$344.77, Rob's Oil-Fuel \$2,576.50, Ty's Outdoor Power-Park Equipment Repair \$184.08, US Post Office-Utility Bill Postage \$175.00

Total Bills: \$44,240.75

DISCUSSION/CONSIDERTION/ACTION

Clerk's Assistant Johnson reported that she has been in communication with an individual that would like to move into town who is currently a licensed animal rescue. Johnson understood the limitations of pets listed in the zoning regulations also applied to rescuers and asked the board if they would be interested in making exceptions to the maximum amount of pets in these kinds of circumstances. Motion by Rotert, second by Benke to table this topic until the interested party could attend a meeting. All in favor, motion carried.

Lee and Marie Sivertson, Jim and Pat Adler, and Angela Adler-Garcia, all residents on River Road Drive, approached the board about the continued speeding problem on River Road Drive again. Police Chief Donahue said that the mobile speed tracking device has been taken back by the county temporarily, but should return shortly. Donahue said they are continuing to patrol River Road.

Pat Adler asked the board why the Village Clerk was not attending each meeting and preparing the minutes. Her understanding was that the Clerk was the only one allowed to do so by state statute. The board told her that the reason the meeting obligations are split was to limit overtime in the office and the deputy clerk is allowed to prepare minutes. Attorney Bunker stated that there are not state statutes limiting minute preparation to the Clerk.

Johnson presented options to the board that would allow employees to better monitor their own time. One of the options was purchasing a different model time clock to allow employees to review punches at the time clock rather than having office personnel provide that information. Benke asked Johnson to research software compatibility and report back at the October 23rd meeting.

Johnson asked the board if they would be interested in hearing a presentation by United Way. Lee stated if the United Way would like to approach the employees for donations, they can. He didn't feel a need for the board to get involved.

Johnson stated Trustee Barnes requested the board discuss extending the utility bill due date to at least the 25th of the month. She informed the board that the bills are typically sent out by the 5th of the month but the code book states they are to be mailed no later than the 10th. This month, the bills were sent on the 10th. The board stated that since the bills are usually sent out early in the month, they don't feel a need to change the due date.

The Library Board submitted a request to the board to remove the Library from the Office Supply purchase policy. After much discussion, it was decided that Harrie will go back the library board and ask them for more detail.

The board reviewed the sales tax flyer prepared to go for mailing in the utility bills. Johnson will make sure any decimals are changed to fractions to avoid confusion and will put a sample ballot on the back. The flyer will be mailed with the October bills.

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Lee introduced and read Resolution No. 09-25-12-01, a resolution authorizing the sale of the John Deere tractor. Motion by Harrie, seconded by Rotert to approve. Upon roll call vote, voting YES: Benke, Rotert, Lee, Harrie. Voting NO: none, motion carried. A true, complete and correct copy of said resolution is on file at the Village office.

Lee introduced and read Resolution No. 09-25-12-02, a resolution to approve a bid to replace a screen at the wastewater treatment facility in the amount of \$6,204.00. Motion by Rotert, seconded by Lee to approve. Upon roll call vote, voting YES: Rotert, Lee, Harrie, Benke. Voting NO: none, motion carried. A true, complete and correct copy of said resolution is on file at the Village office.

Lee introduced and read Resolution No. 09-25-12-03, a resolution to approve the purchase of cutting edges from Michael Todd in the amount of \$627.92. Motion by Lee, seconded by Rotert to approve. Upon roll call vote, voting YES: Lee, Harrie, Benke, Rotert. Voting NO: none, motion carried. A true, complete and correct copy of said resolution is on file at the Village Office.

Lee introduced and read Resolution No. 09-25-12-04, a resolution to approve the employment of Mark Wilson for part-time police. Motion by Benke seconded by Harrie to approve. Upon roll call vote, voting YES: Harrie, Benke, Rotert, Lee. Voting NO: none, motion carried. A true, complete and correct copy of said resolution is on file at the Village Office.

Johnson asked for approval for office personnel to attend the annual software refresher course. She stated that in the past she and Clerk Hert each go one day to avoid closing the office down but this year there will be two two-day courses which will allow each to go to both days. Motion by Lee, second by Bill to approve refresher course attendance. Upon roll call vote, voting YES: Harrie, Rotert, Lee, Benke. Voting no: none, motion carried.

CORRESPONDENCE

A letter from US Corps of Engineers approving the plans provided for the retention pond at Homes at River Road was reviewed. Johnson will contact JEO for some clarification on the letter and report back at the next meeting.

The flyer for the 2012 MAPA annual dinner was reviewed. Benke would like to attend, Johnson will submit the reservation paperwork.

Johnson presented the recent updates to the website. She has begun creating archives for agendas, minutes, resolutions, and ordinances of previous years. The board was pleased with the updates and Bunger suggested putting a sample ballot on the front page.

CHAIRMAN'S TOPICS

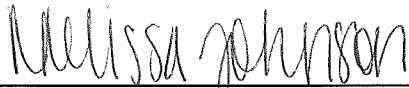
Benke stated the new asphalt patches need to be sealed to prevent them from deteriorating. Lee suggested having Street Superintendent Ogden provide specs for seal coating and maintenance will get prices for the next meeting.

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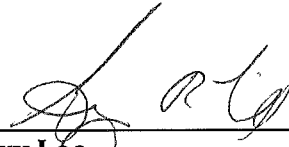
Lee asked what was happening on the Bank Stabilization. Johnson stated that JEO sent an email that something caused the bid advertising to be postponed by two weeks. She will follow up with JEO.

ADJOURNMENT

There being no further business, the meeting was adjourned at 8:10pm. The next regular meeting is scheduled for October 9, 2012 at 7:00 p.m.



Melissa Johnson, Clerk's Assistant



**Garry Lee
Chairperson pro tempore**