

**VILLAGE OF WATERLOO
RESOLUTION NO. 03-11-14-01**

WHEREAS, the Board of Trustees of the Village of Waterloo desires that a policy be put in place for utility bill flyers.

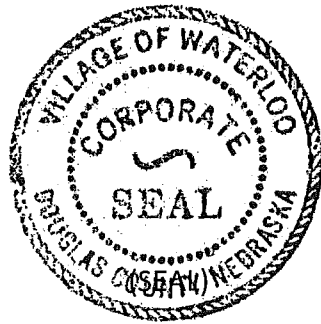
NOW THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE VILLAGE OF WATERLOO, NEBRASKA, AS FOLLOWS:

THAT, the Utility Bill Policy and Procedure, attached hereto, are hereby approved and shall go into effect immediately.

PASSED THIS 11 DAY OF MARCH, 2014

ATTEST:

Melissa Johnson
Melissa Johnson, Village Clerk



Village of Waterloo

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



Village of Waterloo

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Village Clerk

Utility Bill Flyer Policy

Those allowed to put flyers in Utility Bills

- Village Departments
- Non-profit organizations with participants within the Village
- DC West Schools

Procedures to have a flyer placed

- Submit flyer to Village Board for approval (no later than the last meeting of the month prior to month desired to mail out), consideration will be given to, but not limited to, the requirement of extra postage
- Flyers must be appropriate for all areas of town, Old town Waterloo, Cedar Hollow, Homes at River Road and West Shores, both residential and commercial
- Once approved, department or organization must contact the Village Office for number of flyers needed
- Correct number of flyers must be received in the Village Office, UNFOLDED, no later than the first of the month
- Utility bills will generally go out no later than the 5th of the month. Please plan mailing request and event date accordingly. Bills will not be sent out earlier or later to accommodate poor planning