

MEETING MINUTES
VILLAGE OF HMEINGFORD BOARD OF TRUSTEES
Regular Meeting
April 17, 2018

Pledge of Allegiance

Opening prayer by Lori Dannar

Meeting called to order at 7:00 p.m.

Present: Danner, Wacker, Hunter, Annen, and Novotny

Public Open Meeting Act poster location was pointed out on the front panel of Chamber Council

Consent Calendar items included the minutes of the March 20, 2018 regular meeting, minutes from the April 6, 2018 Special meeting, claims against the Village of \$35848.68, Claims against the Utilities of \$82142.05, and claims against the Hemingford Community Care Center of \$115809.25. March 2018, Village financial statements. Hemingford Community Care Center Variance and P & L reports for the Month of March 2018 as well as year to date. March 2018 Library Report.

Motion by Dannar, second by Hunter to approve the consent calendar with the correction to the date of Village financial statements.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Motion by Dannar, Second by Wacker to ratify the purchase of an E-Z Lift, hoier lift at the Hemingford Community Care Center in the amount of \$5086.95.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Discussion and possible action: Joni Jespersen explained to the board that the village is now eligible to apply for the Community Development Block Grant (CDBG) based on the blight and substandard designation and the Low to Moderate Income Index (LMI) now at 51.9%. A CDBG grant if awarded could be \$350000.00 plus an administration fee and contractor management fee. The thoughts of both Straub and Jespersen is that this grant would be used towards the street project. When applying for this grant work cannot be done prior to the award of the grant. Award announcements would not be until late fall of 2018 pushing the street project back to the spring of 2019. It was requested the board allow Straub and Jespersen to apply for the Public Works CDBG grant postponing the street project until the grant award announcement.

Motion by Hunter, Second by Dannar directing Straub and Jespersen to apply complete the application for the public works CDBG grant, waiting to start the street project until after the grant awards announcement.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Discussion and possible action: The League of Municipalities Accounting and Finance Conference is 6/20/18-6/22/18 and the Certified Grant Administrator training is 6/26/18-6/29/18. Accounting and Finance Conference helps with the completing the budget and a certified grant administrator would, if the grant were awarded to Hemingford, add another \$35000.00 on top of the CDBG grant. Straub would like to attend both but there is a conflict with already requested vacation time off by the Deputy Clerk, so there would be a need to have board members work in the office or if the utility crew could spare Whisper she could work in the office.

Motion by Novotny, Second by Hunter to send Barb Straub to both the Accounting and Finance Conference and the Certified Grant Administrator training both in Lincoln Nebraska.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Hemingford Community Care Center report: Census at the Care Center is 29 on the Nursing Home side and 11 on the Assisted Living wing. There is a waiting list for the Assisted Living wing. There will be one admit on Friday on the Nursing Home Side. The new call light system is installed, now tweaking the system to fit the needs of the Care Center. Kristy shared a card the center received from family of a resident that recently passed away, as well as an e-mail received by a vendor commending her on her patience, caring and compassion for a resident as witnessed by the vendor.

Hemingford Utilities report: Kyle and Colt have both attended water operator continuing training in Bridgeport as well as Waste Water Operator Certification classes in North Platte. It will be another week before test results are back on the Waste Water Certification exam. Josh, Andy and Whisper have been working on the new electric service to Table Top Meats property east of town. The service there is ready to hang transformers when their electrician is ready. There will be a service pole replaced behind Russ Frahm's when the weather straightens up. Interviewing for the seasonal part-time positions will take place the last full week of April, there have been three applicants.

Discussion and possible action: Kyle would like to see the utilities department add a fee to utility bills for technology. Most municipalities collect a small fee on their utility bills to be used to update meters and meter reading equipment, Hemingford has no such fee, there is however an administrative fee of \$1.50 on each utility bill that could be renamed and marked for technology and equipment upgrades.

Motion by Wacker, Second by Hunter directing the village attorney to draft a resolution to that effect. Renaming the administrative fees to technology fee to be used for the upgrades on meters and meter reading equipment.

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Hemingford Police Department Report: Chief Bryner has been looking into new radios for the police department, he estimates the needs for the department to cost approximately \$32000.00. Alliance PD has just replaced their radios and because the old ones were purchased with a government grant they have to be stored or repurposed to another law enforcement agency. Alliance has offered Hemingford the old radios, the only cost to the village then would be to program to fit the needs of Hemingford PD. Hemingford's old radios will be used by the utilities crew. There is not yet a time line for getting radios from Alliance, it is dependent on the completion of their upgrade.

Hemingford Administrators report: Clerk School was held in Grand Island March 25-29 and will return to Kearney next year. Arbor day Celebration will be on April 27th at 4pm at the park where 13 trees will be planted along with one near the railroad track behind the "Gina Jespersen" sign and three at the cemetery. The Box Butte Development Corporation board meeting was held upstairs at the Hemingford Village office on April 11, 2018, BBDC a Perfect Blend Tuesday Morning Coffee will be held at the Village office on May 8th. Community Redevelopment Authority (CRA) will hold a retreat on April 24th at Panhandle Public Health Offices working to create a redevelopment plan to present to the village board.

Hemingford Volunteer Fire Department Report: The Fire Department has a full roster with 30 firefighters of which 8 are EMT's and one RN. The department responded to 28 fire calls last season and 80 EMS calls in the past year. The fire hall expansion is complete with the exception of two small electrical issues. A bunker gear washer has been purchased and will be looking for approval in the future for the purchase of rapid intervention team bags. The department has also elected to participate in the Volunteer Emergency Responders Incentive Act, give department members that qualify a \$250 tax credit. Barbara Keegan has been designated as the certification administrator and will keep track of points earned for each fire department member and forward the information to the Village office for filing with the Nebraska Department of Revenue.

Discussion and possible action: Hemingford Rural Fire Department MFO request. The Rural Fire department submitted a request in the amount of \$104783.53. Due to some confusion and turnover in staff MFO funds had not been requested or disbursed since 2013. The Village board directed the administrator to work with Hemingford Volunteer Fire Department and the Rural Fire Department to research the situation and report back to the board at the May 2018 board meeting.

Second Reading Ordinance #805

AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, REPEALING ORDINANCES 780, §3-501, §3-502, AND §50.02 OF THE HEMINGFORD VILLAGE CODE, AND ESTABLISHING A COMPLETE UTILITY BILLING PROCEDURE; AMENDING THE HEMINGFORD VILLAGE CODE OF ORDINANCES AND REPEALING ANY OTHER ORDINANCES OR PROVISIONS IN CONFLICT THEREWITH, DIRECTING THE PUBLICATION OF THIS ORDINANCE AND PRESCRIBING THE TIME WHEN THIS ORDINANCE SHALL BE IN FULL FORCE AND EFFECT.

Motion to waive the third reading of Ordinance #805 by Dannar, second by Novotny

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Motion by Dannar, Second by Wacker pass and publish Ordinance #805

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

Motion by Hunter to go into executive session to protect the public interest for discussion of Care Center concerns.

Motion failed due to lack of a second.

Motion to adjourn at 8:48pm by Hunter, Second by Novotny

Voting Aye: Dannar, Wacker, Hunter, Annen and Novotny.

John Annen, Chairman

ATTEST:

Barb Straub, Village Clerk

17-Apr-18 **VILLAGE**

American Legal	code book	\$650.00	
Ackerman Ag	tree tags	\$85.00	
Alliance Floral Hoffhaus	Arbor day	\$4,633.00	
Bank Card	sup	\$184.01	
	contract		
Bytes	service	\$39.75	
	contract		
Caselle	service	\$336.33	
Demco	sup	\$62.58	
Farmers Coop	sup	\$76.40	
	contract		
Flannel Brothers	service	\$125.00	
Hansen's Locksmithing	keys	\$10.00	
Hemingford Coop Telephone	phone	\$452.30	
KCOW	adv	\$20.00	
			for
Keep Alliance Beautiful	mulch	\$2,585.00	approval
MCT Trucking	mulch hauling	\$160.00	
Menards	sup	\$179.00	
Mobius	internet	\$25.00	
NTO	sup	\$354.45	
Petty Cash	labor/sup	\$101.47	
Rabens Market	sup	\$15.27	
Simmons Olsen Law Firm	pro fees	\$1,815.40	
Sturdevants	sup	\$8.85	
Susie Cheek	contract labor	\$83.33	
The Hemingford Ledger	adv	\$210.20	
Viaero	cell phone	\$198.81	
Westco	fuel	\$379.94	
PAYROLL	3/29/2018	\$12,666.88	
PAYROLL	4/12/2018	\$12,206.11	

\$37,664.08

20-Mar-18 **UTILITIES**

Alliance Tractor	sup	\$7.26	
Bank Card	sup	\$76.10	
			for
Black Hills Energy	gas	\$671.24	approval
BNSF	rent	\$830.55	
Border States	sup	\$546.11	
	contract		
Bytes Computer	service	\$79.50	

Carquest	sup	\$29.42	
	contract		
Caselle	service	\$672.67	
Core & Main	sup	\$323.46	
DHHS	water testing	\$489.00	
Farmers Coop	sup	\$23.96	
GNMSS	office visit	\$129.00	
H & H	hauling	\$4,151.79	
Hansen's Locksmithing	keys	\$20.00	
Hemingford Coop Telephone	phone	\$308.00	
John Deere	sup	\$56.50	
KCOW	adv	\$40.00	
			for
NDEQ	testing	\$150.00	approval
NMPP	dues	\$783.17	
	power		
NPPD	purchase	\$43,250.35	
NTO	sup	\$64.64	
	contract		
One Call	service	\$43.20	
PADD	blight study	\$39.92	
Petty Cash	travel	\$31.57	
Print Express	sup	\$399.30	
Purchase Power	postage	\$447.80	
Rabens Market	sup	\$29.70	
Radiology Imaging of Ne	x-rays	\$59.00	
Roller Hardware	sup	\$53.58	
	contract		
Solutions EAP	service	\$36.85	
Sturdevants	sup	\$7.14	
Susie Cheek	contract labor	\$166.67	
SWANN	disposal	\$6,056.82	
The Hemingford Ledger	adv	\$420.40	
Viaero	cell phone	\$66.24	
Westco	fuel	\$439.28	
PAYROLL	3/29/2018	\$10,690.47	
PAYROLL	4/12/2018	\$10,451.39	
		\$82,142.05	

HCCC Claims	4/17/2018		
Aflac	Benefits	\$576.30	
Bank Card Center	Supplies	\$870.16	
Bernie's Ace Hardware	Supplies	\$6.37	
			APPROVAL
Black Hills Energy	GAS	\$609.59	ONLY
Bloedorn Lumber	Supplies	\$188.41	
Blue Stauta	Software	\$512.00	

Bluffs Sanitary Supply	Supplies	\$687.47
Buds Pest Control	Service Contract	\$44.00
Compufact	Recruitment	\$33.00
Dave Randolph	Consultant Resident	\$300.00
Dave's Pharmacy	Supplies	\$94.34
Direct Supply	supplies	\$71.00
Dish Network	Cable	\$226.15
Dr. Mark Chu	Consultant	\$750.00
Ecolab	supplies	\$130.48
EZ Way lift	Capital Project	\$5,086.95
Harris Sales	Food	\$365.55
HCIS	Dues and Subs	\$80.00
Hemingford Telephone	Telephone	\$727.80
Hemingford Utilities	Utilities	\$2,592.06
Huss Auto	Service Repair	\$21.00
Ideal Linen	Service Contract	\$143.88
Karen Johnson	Consultant	\$500.00
Kristy Bolek	Equipment Resident	\$700.99
McKesson	Supplies	\$2,609.07
Nebraska Total Office	Supplies Resident	\$265.08
Northwest Respiratory	Supplies	\$647.00
QAA Payment		\$9,467.00
Rabens Market	Food	\$558.84
Solutions EAP	Benefits	\$73.70
Steri Cycle	Service Contract	\$304.62
The Thompson Co	Food	\$5,727.16
United Healthcare	Insurance	\$3,982.34
Westco	Vehicle Expense	\$346.03
Z and S Sheet Metal	Contract Labor	\$312.00

APPROVAL
ONLY

Total Claims \$39,610.34

5-Mar \$36,007.21
20-Mar \$40,191.70

TOTAL \$115,809.25