

MEETING MINUTES
VILLAGE OF HEMINGFORD BOARD OF TRUSTEES
August 16, 2016

Pledge of Allegiance and opening prayer

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

Present: Dannar, Keegan, Annen

Absent: Luce, Planansky

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

Consent Calendar items included July 19, 2016 Regular Meeting Minutes, Claims against the Village in the amount of \$45189.66 and Utilities of \$97803.95. Hemingford Community Care Center Claims of \$122839.69, and the resignation of Electric Utility Worker Kevin Hardin effective 8/24/16.

Motion by Keegan, Second by Dannar to approve the consent calendar.

Voting Aye: Dannar, Keegan and Annen.

Brandy Stark explained the 8th grade fundraiser, painting Paw Prints or Bobcats logo on residential sidewalks and driveways and asks to be allowed to paint on public sidewalks if requested by residents.

Motion by Dannar, Second by Keegan to allow sidewalk and driveway painting of paw prints and/or bobcat logos on driveways and sidewalks within the Village.

Voting Aye: Dannar, Keegan and Annen.

Starr Lehl, Chelsie Herian and Joni Jespersen presented the Village of Hemingford a certificate designating Hemingford as a Leadership Certified Community. Lehl stated that Hemingford is the first community in Western Nebraska to receive this designation and is one of only 15 in the State. This designation provides communities a frame work to identify capacity, stimulate focused planning and the ability to utilize technology to provide a strong foundation to meet future challenges. This is a 5 year designation.

Steve Englehaupt of Gregory's Insurance shared information stating that in years past that Village property and vehicle insurance was awarded using a bidding process. Steve would like to see the insurance needs for the Village go back to the bidding process prior to any upcoming renewal dates. Chairman Annen directed the Clerk to make inquiries about the options for renewal with the current company as well as termination dates so that the insurance can be put up for bid in the future

Joe Stump of Almquist, Malzahn, Galloway & Luth, PC, presented and overview of the Fiscal Year 2015 Audit. The approved audit will need to be submitted to the State of Nebraska. Joe stated that the Hemingford Community Care Center does not have their audit completed and that will need to be done and sent to the state of Nebraska. Audit recommendations included establishing a Capitalization Policy for expenditures of \$5,000.00 or more, utility inventory needs to be done on an annual basis, Petty Cash should be a set amount and reimbursed periodically, and making the streets be its own fund.

Motion by Keegan, Second by Dannar to accept the Fiscal Year 2015 audit as presented by the firm of Almquist, Malzahn, Galloway & Luth, PC.

Voting Aye: Dannar, Keegan and Annen.

Trustee Luce had requested an update of the electric rate study and increases as discussed at the December 2015 board meeting. No action was taken.

Chief Bryner gave a report on the daily operations of the police department saying that all is going well with two full time officers and the use of one part-time officer. Chief Bryner told the board that the PD computer had been infected with a virus and all information on the ordinances was lost and would have to be recreated. Bryner related the need to consider a radio upgrade in the future and will be gathering more information and options for a future discussion. Bryner explained to the board that there is unused grant SRO grant monies currently and that next school year that grant would increase from \$3,000 to \$6,000. SRO grant money is unrestricted in that it can be used for the police department in any manor needed. Bryner would like to use the funds to purchase tires for the police Charger, taser upgrades, range targets and computer upgrade.

Motion by Dannar, second by Keegan to purchase tires for the Charger, 2 Taser upgrades, target with backers and holders, and a computer upgrade, keeping all costs within the Police department budgetary means.

Voting Aye: Dannar, Keegan and Annen.

Jayleen Forgey reported to the board that she had held a meeting with the Clerk and the utilities workers to talk about the projects that needed to be addressed in the Village and gather ideas for budget items, trying to prepare for upcoming budget workshops. The utilities crew is working on inventory and should have that completed by the time of the next board meeting. Jayleen also said that all three of her part-time employees have left heading off to school for the fall semester.

Jayleen Forgey would like to move into a full-time position as Utilities Supervisor for the Village of Hemingford.

Motion by Dannar, Second by Keegan to make Jayleen Forgey a full-time employee of the Village of Hemingford beginning August 15, 2016.

Voting Aye: Dannar, Keegan and Annen.

With the resignation of Kevin Hardin, there is a need to advertise for a full-time Utility Worker with electrical experience.

Motion by Keegan, Second by Dannar to advertise for a full-time Utility worker with electrical experience.

Voting Aye: Dannar, Keegan and Annen.

Discussion regarding the hiring of part-time Utility workers. Because the summer help has left and with the resignation on one full-time employee, it is noted that there is still a need for some part-time work to be done.

Motion by Keegan, Second by Dannar to advertise for two (2) part-time employees at \$9.00 per hour for the Utility Department and to have Barb and Jayleen accept application, do interviews and offer candidate position.

Voting Aye: Dannar, Keegan and Annen.

Hemingford Community Care Center needs to have the credit limit raised on the Mastercard issued by Bank of the West.

Motion by Keegan, Second by Dannar to have the clerk contact the Bank and raise the credit limit on the Hemingford Community Care Center Bank Card from \$1000.00 to \$2500.00.

Voting Aye: Dannar, Keegan and Annen.

Hemingford Community Care Center would like to move forward gathering estimates and replacing the heating/air-conditioning system at the Care Center.

Motion by Annen, Second by Keegan to have the Hemingford Community Care Center get estimates and go ahead and replace the current heating/ air-conditioning system as long as the new system is within the budgetary means of the Hemingford Community Care Center.

Voting Aye: Dannar, Keegan and Annen.

Lori Dannar and Jim Keegan interviewed the applicants for the Utilities Billing Clerk/ Deputy Clerk and gave a review of the interview process. Dannar and Keegan agreed that there were several qualified applicants and the choice was a difficult one to make.

Motion by Dannar, Second By Keegan to offer the Utilities Billing Clerk/ Deputy Clerk position to Ann Jacobs at \$16.00 per hour with a six (6) month probationary period. Should MS. Jacobs not accept the offer it will then be offered to Fred Knaub at @16.00 per hour with a six (6) month probationary period.

Voting Aye: Dannar, Keegan and Annen.

Trustee Luce had requested an executive session, however he was not present at the meeting so there was no action taken.

Motion by Dannar and Second by Keegan to adjourn at 8:20pm.

Voting Aye: Dannar, Keegan and Annen.

16-Aug-16 **VILLAGE**

ASSOCIATED SUPPLY	SUP	\$	205.22
BLUFFS SANITARY	SUP	\$	215.25
BANKCARD CNTR	SUP	\$	129.44
BOMGAARS	SUP	\$	37.52
SMARTSHIELD	CONTRACT SERVICE	\$	50.00
CASELLE	CONTRACT SERVICE	\$	336.33
DEMCO	SUP	\$	82.39
KELLI VAN METER	POOL LG CERT	\$	480.00
BYTES	CONTRACT SERVICE	\$	37.65
FARMERS COOP	SUP	\$	104.58
FOLLETT	CONTRACT SERVICE	\$	700.00
GARDNER LOUTZENHISER & RYAN PC	PRO FEE	\$	434.54
HUSS AUTO REPAIR	REPAIR	\$	33.60
HEMINGFORD TELEPHONE	PHONE	\$	1,436.33
LEAGUE OF NE MUNICIPALITIES	DUES	\$	1,495.00
MOBIUS	INTERNET	\$	25.00
NTO	SUP	\$	150.00
PURCHASE POWER	POSTAGE	\$	67.60
RABENS MARKET	SUP	\$	29.59
STAPLES	SUP	\$	53.75
THE LEDGER	ADVER	\$	98.02
TRITILE PLUMBING	CONTRACT SERVICE	\$	150.00
WAL-MART	POOL SUP	\$	29.00

WESTCO	GAS	\$	646.23
VIAERO		\$	209.85
PAYROLL 07/21/16	PAYROLL	\$	20,587.18
PAYROLL 08/04/16	PAYROLL	\$	17,365.59
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			\$45,189.66

16-Aug-16 **UTILITIES**

A&T ELECTRIC	CONTRACT LABOR	\$	115.00
BANKCARD CNTR	SUP	\$	74.70
BOMGAARS	SUP	\$	3.00
CASELLE	CONTRACT SERVICE	\$	672.67
DHHS	WATER SCHOOL	\$	178.00
BYTES	CONTRACT SERVICE	\$	75.30
SOLOMON	SUP	\$	6,463.95
DDHS	WATER TESTING	\$	15.00
EAP	INS	\$	36.85
GARDNER, LOUTZENHISER & RYAN PC	PRO FEE	\$	896.06
HEMINGFORD TELEPHONE	PHONE	\$	313.56
JAYLEEN FORGEY	REIMBURSMENT	\$	31.82
KRIZ-DAVIS CO	SUP	\$	266.99
LEAGUE OF NE MUNICIPALITIES	DUES	\$	550.00
MIKE KESSELRING	CONTRACT SERVICE	\$	860.00
NTO	SUP	\$	300.00
NPPD	ELECTRIC POWER	\$	60,787.72
NMPP	DISTRIBUTION SERVICES	\$	1,320.00
NORTHWEST PIPE FITTINGS INC	SUP	\$	44.34
ONE CALL	CONTRACT SERVICE	\$	13.26

PURCHASE POWER	POSTAGE	\$	135.19
RABENS MARKET	SUP	\$	38.83
SCOTT CANTRALL HARDWARE	SUP	\$	29.97
STATE OF NE	ELEC ASSESSMENT	\$	139.11
SOURCE GAS	GAS	\$	60.40
THE LEDGER	ADVER	\$	196.03
WESTCO	GAS	\$	550.04
VIAERO	PHONE	\$	138.69
H & H	HAULING	\$	4,456.30
SWANN	DISPOSAL	\$	6,574.71
PAYROLL 07/21/16	PAYROLL	\$	6,608.98
PAYROLL 08/04/16	PAYROLL	\$	5,857.48
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			\$97,803.95

16-Aug-16 **HCCC CLAIMS**

AFLAC	BENEFITS	\$831.38
ACCENT CHIROPRACTIC	SUP	\$85.00
DELUXE CHECKS	SUP	\$620.55
ALLIED INSURANCE	INS	
BANK CARD	SUP	\$546.45
BANK OF THE WEST	FEES	\$13.75
BERNIES SUPPLY	SUP	\$123.05
BLUE STAUTA	SOFTWARE	\$512.00
BLUFFS SANITARY	SUP	\$402.17
DHHS	EDU	\$110.00

BOLEK-BILT	SUP	\$362.50
BUDS PEST CONTROL	SERVICE CONTRACT	\$44.00
DAVE RANDOLPH	CONSULT	\$300.00
DAVES PHARMACY	SUP	
DAVID JOHNSON	PRO FEE	\$350.00
UNV OF ND	EDU	\$550.00
DISH NETWORK	CABLE	\$216.50
NEBRASKA FIRE & SAFETY	SERVICE CONTRACT	\$374.50
ECOLAB	SUP	\$1,278.30
HARRIS SALES	FOOD	\$177.99
HCIS	DUES	\$80.00
HEMINGFORD TELEPHONE	PHONE	\$855.44
HEMINGFORD UTILITIES	UTILITY	\$2,841.71
IDEAL LINEN	SERVICE CONTRACT	\$111.47
JODY SUTPHEN	EDU	\$1,227.30
KAREN JOHNSON	CONSULT	\$500.00
MCKESSON	SUP	\$2,931.21
NTO	SUP	\$187.26
QBE	INS	\$2,224.10
PETERSON DRUG	SUP	\$764.81
JODINE SORENSON	LABOR	
PITNEY BOWES	POSTAGE	\$164.15
PITNEY BOWES	SERVICE CONTRACT	\$100.00
STERI CYCLE	SERVICE CONTRACT	\$182.49
RABENS MARKET	FOOD	\$530.49

Z&S SHEET METAL	REPAIR	\$831.80
Z&S SHEET METAL	EQUIPMENT	\$2,089.75
SENIOR INSIGHT	CONSULT	\$4,000.00
SOLUTIONS EAP	BENEFITS	\$73.70
SOURCE GAS	GAS	\$444.85
FARRIS PLUMBING	LABOR	\$255.13
THE THOMPSON CO	FOOD	\$6,421.34
VSP VISION	INS	\$178.05
WESTCO	VEH EXPENSE	\$284.70
PAYROLL 07/07/16	PAY	\$42,556.83
PAYROLL 07/21/16	PAY	\$46,104.97
		\$122,839.69

Chairman, John Annen

ATTEST:

Barb Straub, Administrator/ Clerk-Treasurer