

MEETING MINUTES
VILLAGE OF HMEINGFORD BOARD OF TRUSTEES
Regular Meeting
December 18, 2018 6:00pm

Pledge of Allegiance

Opening prayer by Lori Dannar

Meeting called to order at 6:00 p.m.

Present: Dannar, Wacker, Hunter, Annen

Absent: Novotny.

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

Reorganization of the Village Council:

A. The reorganization meeting of the Village Board will begin with the election of Village of Hemingford Board of Trustees Chairman- currently held by John Annen

Motion by Hunter Second by Wacker to elect John Annen Chairman of the Village of Hemingford Board of Trustees.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

B. Election of Village of Hemingford Board of Trustees Vice Chairman- position currently held by Lori Dannar.

Motion by Hunter Second by Wacker to elect Lori Dannar Vice-Chairman of the Village of Hemingford Board of Trustees.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Motion by Dannar Second by Hunter to excuse Trustee Novotny from the meeting.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Consent Calendar items included the minutes of the November 20, 2018 regular meeting. Claims against the Village of \$52,435.63, Claims against the Utilities of \$85,600.89, and claims against the Hemingford Community Care Center of \$12,5219.17. November 2018, Village financial statements. November 2018 Library Report. Amended Resolution 2018-06. Appointment of Village Administrator Barb Straub, Appointment of Deputy Clerk Melanie Johnston, Appointment of Village Marshall Dusty Bryner, Appointment of Village Attorney Simmons Olsen Law Firm, Leslie Shaver, Appointment of Village Engineer MC Schaff. Resolutions 2018-08 for the appointment of Bank of the west as Village Depository and 2018-09 for the appointment of Jeff Wolfe of MC Schaff and Associates as Street Superintendent. Reappointment of Library board members, Carol Bennett, Barb Nikont, Sue Hennings, Susan Wurst, and Peggy Moser. Reappointment of Board of Health members to consist of Village Chief of Police, Village Chairman and Director of Nursing at the Hemingford Community Care Center. Resolution 2018-17 for the use of sick time for police department employees.

Motion by Dannar Second by Wacker to approve the consent calendar with the following corrections, addition of \$350.23 to claims against the Village (Dave's Pharmacy- Flu shots, Table Top Meats – Nutrition Center) and \$506.11 to the claims against the Utilities (Black Hills Energy).

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action: Resolution 2018-10 appointing a representative and alternate to the Solid Waste Agency of Northwest Nebraska Board. Positions currently held by Rick Wacker and Lori Dannar.

Motion by Annen Second by Hunter to approve resolution 2018-10 appointing Rick Wacker as representative and Lori Dannar as alternate to the Solid Waste Agency of Northwest Nebraska Board.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action on Resolution 2018-11 appointing a representative and alternate to the Public Alliance for Community Energy board of Directors (ACE). Positions currently held by Lori Dannar and Lynda Novotny.

Motion by Hunter second by Annen to approve resolution 2018-11 appointing Lori Dannar as representative and Lynda Novotny as alternate to the Public Alliance for Community Energy Board of Directors.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action on Resolution 2018-12 appointing a representative and alternate to the Members Council of the Nebraska Municipal Power Pool (NMPP). Positions currently held by Deb Hunter and Rick Wacker.

Motion by Annen, Second by Dannar to approve Resolution 2018-12 appointing Deb Hunter as representative and Rick Wacker as alternate to the Nebraska Municipal Power Pool Board, (NMPP)

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action on Resolution 2018-13 appointing a representative and alternate to the Box Butte Development Corporation Board of Directors. Positions currently held by Barb Straub, Deb Hunter and Rick Wacker.

Motion by Annen, Second by Dannar to approve Resolution 2018-13 appointing Barb Straub as representative with Deb Hunter and Rick Wacker as alternates.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action on Resolution 2018-14 appointing a representative and alternate to the Panhandle Area Development District Board of Directors (PADD). Positions currently held by Lori Dannar and Rick Wacker.

Motion by Annen Second by Hunter to approve Resolution 2018-14 appointing Lorie Dannar as representative to the Panhandle area Development District Board of Directors (PADD) and Rick Wacker as the alternate.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action on Resolution 2018-15 appointing a representative and alternate to the Nebraska Public Power District Board of Directors (NPPD). Positions currently held by John Annen and Rick Wacker.

Motion by Dannar second by Hunter to approve Resolution 2018-15 appointing John Annen and Rick Wacker as alternate to the Nebraska Public Power District Board of Directors.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action on Resolution 2018-16 appointing a representative and alternate to the League Association of Risk Management (LARM). Positions currently held by Lynda Novotny and Deb Hunter.

Motion by Dannar, Second by Wacker to approve Resolution 2018-16 appointing Lynda Novotny as representative and Deb Hunter as alternate to the League Association of Risk Management (LARM) Board.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Discussion and possible action on Resolution 2018-07 for the reporting to the Board of Public Roads Classification and Standards, as standardized system for annual reporting for the Village of Hemingford Street Resources. This is report and resolution prepared by the street superintendent annually to be filed with the State of Nebraska Department of Roads.

Motion by Dannar Second by Wacker approve Resolution 2018-07.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Hemingford Community Care Center Report: The center is looking for one full time day LPN/RN and two day shift full time Med Aides, and a Social Service Designee. The Administrator and staff will begin working on resident and family satisfaction surveys after the first of the year. The annual state survey was conducted and the facility received only 4 tags, all of which are easily corrected. There was a tag because the Dietary Manager had not completed course work and become certified, however he is enrolled and working on certification, a riser set was located on the floor rather than stored in an appropriate bag, the freezer in the kitchen needs to be replaced and there were two medications that had not been dated when opened. The surveyors complimented and commended the staff for a job well done. As a reference, surveyors said the state average is 10 tags per survey and the last survey done at the Hemingford Care Center had 17 tags.

Discussion and possible action: the Hemingford Care Center has an open Section 125 bank account. The account was opened in 1997, the last activity in the account was a deposit in the amount of \$425.00 in March of 2011. It is suggested that this account be closed and the balance be moved the Hemingford Community Care Center account.

Motion by Hunter, Second by Dannar to close the Hemingford Community Care Center Section 125 bank account and move the balance to the Hemingford Community Care Center general account.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Administrators Report: Believe Annual Tree Lighting was held on December 5, 2018. A little over \$1000.00 was raised. The Village was not awarded the CDBG grant funds that was applied for to go towards the proposed street project. At this point the board directed the Administrator to begin the bonding process for the street project. A burn site inspection was done by the Nebraska Department of Environmental Quality (DEQ) and found there were several items in or near the burn site at the dump that are not allowed to burn, (shingles, treated wood). After speaking with a representative at DEQ it is good practice for the village to inspect the site periodically for violations of policy. SWANN was also contacted and assured that the site had been cleaned up and the items removed from the burn site. Earlier in the year the board talked about a resolution establishing a dumping fee for companies that want to dump at the lagoons, A prior resolution was located and approved establishing a \$35.00 fee. There have been some accounts returned to the village from the collection agency as uncollectable, the office staff will strengthen an in-house collection process to be certain that all avenues are exhausted prior to sending accounts to the collection agency. In using the collection agency, we only pay fees on funds that are collected by the agency, however, village office staff might be more successful and have fewer accounts become uncollectable. Kyle will be looking at the new service ordinances and will work with Trustee Wacker to standardize the fees associated with building new service for customers.

Utility Department Report: Christmas lights went up, the tree and the office decorated in time for the Tree lighting on December 5, 2018. Snow removal has been minimal so far this year, branch piles at the lagoons have been burnt. Josh attended training in Gering, and Colt attended training in Mitchell. Water usage at well 3 (school football field water) was discussed with members of the school board and the school superintendent. Members of the school board felt that the calculations of usage was high and would like to meter the water usage. After the first of the year another conversation with superintendent Isom will take place to see if we can arrive at an agreement that will cover the costs of the water usage as well as fit into the school district budget.

Discussion and possible action: Communication options for the Utility Crew, it was thought that the old radios from the police department would be an asset for the utility crew, however those radios are not compatible with the village frequency. Action Communication quoted new radios and mics at \$1728.00, which would not perform the same functions as a cell phone. Village owned cell phones will remain the form of communication along with testing small handheld walkie talkie type radios for effectiveness. **NO ACTION TAKEN**

Hemingford Police Department Report: currently we are on step 2 of the nuisance ordinance enforcement on one property and January 1 we will begin step 3. So far there has been very little improvement in the property. The new vest carriers are in and are very comfortable.

Discussion and possible action: Lease of a new Color Multi- Functional Copier from Century Business Products with a maintenance agreement. The lease payment is \$143.76 per month with a maintenance agreement costing .008 cents per black and white copy and .035 to .075 cents per color copy, the maintenance agreement means no service charge for repairs or service calls and the village would not have to purchase toner for the machine that is included in the maintenance agreement. Savings to the village would be approximately \$50.00 in general. With the old machines the village spent \$2211.44 for toner during the year and that amount does not include any service calls or repairs on the older machines.

Motion by Hunter, Second by Dannar to lease a Kyocera color multi-functional device model # TASKalfa 3552ci for 60 months at \$143.76 per month with the maintenance agreement cost at .008 cents per black and white copy and .035 to .075 cents per color copy.

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny

Motion to adjourn at 7:15pm by Dannar, Second by Wacker

Voting Aye: Dannar, Wacker, Hunter, Annen.

Absent: Novotny.

John Annen, Chairman

ATTEST:

Barb Straub, Village Clerk

| | 18-Dec-18 | VILLAGE | |
|------------------------------|-----------|--------------|------------|
| BankCard | | sup/edu | \$1,447.07 |
| Box Butte Development Corp | | dues | \$467.50 |
| Bernies Ace Hardware | | sup | \$64.20 |
| Bloedorn Lumber Company | | repair | \$129.99 |
| Bluffs Sanitary Supply | | sup | \$173.14 |
| Box Butte Ag Service Inc | | repair | \$36.17 |
| Bytes Computer | | cont service | \$40.31 |
| Caselle, Inc | | cont service | \$336.33 |
| Darren's Carquest Auto Parts | | tools | \$27.99 |
| CNA Surety | | Bond ins | \$40.00 |
| Farmers Coop | | sup | \$24.96 |
| Hemingford Community FCU | | c. bucks | \$1,150.00 |

for approval

| | | |
|----------------------------------|--------------|-------------|
| Hemingford Coop Telephone | phone | \$450.95 |
| Hemingford Rural Fire Protection | MFO | \$15,601.12 |
| Huss Auto | repair | \$220.45 |
| Lori Dannar | cleaning | \$150.00 |
| Lori Dannar | believe/sup | \$72.32 |
| Main Street Designs | c.ornaments | \$914.16 |
| Mobius Communications Co | internet | \$25.00 |
| Neb Sec of State | Notary app | \$30.00 |
| Nebraska Total Office | sup | \$151.03 |
| Panhandle Clerks Assoc | dues | \$40.00 |
| PCAN | dues | \$20.00 |
| Rabens | sup | \$48.81 |
| The Radar Shop | cont service | \$129.00 |
| Russels Transmission | repair | \$794.25 |
| Sandberg Imp | repair | \$235.95 |
| Simmons Olsen Law Firm | pro fees | \$1,833.90 |
| Sturdevants Auto Parts | sup | \$201.82 |
| The Ledger | adver | \$50.40 |
| Viaero | cell phone | \$199.40 |
| WalMart | sup | \$78.46 |
| Westco | fuel | \$725.10 |

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|----------------|-------------------|--------------------|
| PAYROLL | 11/22/2018 | \$13,788.44 |
| PAYROLL | 12/6/2018 | \$12,737.41 |
| | | <hr/> |
| | | \$52,435.63 |

18-Dec-18 UTILITIES

| | | | |
|----------------------------|---------------|------------|----------|
| BankCard | postage | \$25.75 | |
| Black Hills Energy | heat | \$356.83 | for |
| Box Butte Development Corp | dues | \$935.00 | approval |
| Bytes Computer | cont service | \$80.64 | |
| Caselle Inc | cont service | \$672.67 | |
| Celena Fester | dep refund | \$139.15 | |
| Clint Krause | dep refund | \$14.08 | |
| Core & Main | sup | \$362.11 | |
| DHHS | water testing | \$15.00 | |
| Farmers Coop | sup | \$43.54 | |
| H & H | hauling | \$4,272.93 | |
| Hemingford Community FCU | c. bucks | \$900.00 | for |
| Hemingford Coop Telephone | phone | \$305.96 | approval |
| John Deere Financial | sup | \$77.53 | |

| | | |
|--------------------------------|--------------|-------------|
| Lori Dannar | cleaning | \$150.00 |
| Michael Todd | safety | \$48.14 |
| Nebraska Public Power | purch. Power | \$46,445.90 |
| Nebraska Safety and Fire Equip | safety | \$125.00 |
| | diggers | |
| One Call | hotline | \$2.28 |
| Purchase Power | sup | \$322.54 |
| Rabens | sup | \$9.97 |
| Solutions EAP | benefits | \$36.85 |
| Stacey Kamen | dep refund | \$16.53 |
| Swann | disposal | \$5,893.36 |
| The Ledger | adver | \$100.80 |
| USA BlueBook | sup | \$486.60 |
| Viaero | cell phone | \$66.60 |
| Wesco | sup | \$2,058.15 |
| Westco | fuel | \$353.40 |

| | | |
|----------------|-------------------|--------------------|
| PAYROLL | 11/22/2018 | \$10,657.83 |
| PAYROLL | 12/6/2018 | \$10,625.75 |

\$85,600.89

HCCC 12/18/18

| <u>COMPANY</u> | <u>PURCHASES</u> | <u>COST</u> |
|---------------------------|----------------------|-------------|
| Aflac | Insurance | \$270.34 |
| Alliance Floral Hoffhaus | Flowers | \$48.15 |
| Bank of the West | Supplies | \$1,792.90 |
| Black Hills Energy | Heat | \$461.19 |
| Bernie's Ace Hardware | Repair supplies | \$210.96 |
| Bloedorn Lumber | Repair supplies | \$18.99 |
| BlueStrata E H R | Contract Service | \$512.00 |
| Bluffs Sanitary | Kitchen supplies | \$335.65 |
| Box Butte Ag Service, Inc | Parts | \$143.31 |
| Bud's Pest Control | monthly services | \$44.00 |
| Century Business Products | Contract Service | \$98.05 |
| Compufact Research | Background checks | \$87.00 |
| Dave's Pharmacy | Resident supplies | \$226.18 |
| David Randolph, RPh | Pharmacy Reports | \$300.00 |
| DHHS | Estate Recovery | \$959.83 |
| Dish Network | TV | \$1,713.16 |
| Dr Mark Chu | Medical Director | \$750.00 |
| Ecolab | Laundry | \$418.09 |
| Farmer's Coop | Maintenance supplies | \$440.91 |
| Faris Plumbing | Replaced gas line | \$856.87 |
| Harris Sales | food supplies | \$295.71 |

For
Approval

| | | | |
|----------------------------|---------------------|---------------------|----------|
| Hemingford Ledger | adver | \$22.68 | |
| Hemingford Telephone | Phone | \$775.55 | |
| Hemingford Utilities | Utilities | \$2,092.61 | |
| Ideal Linen | Cleaning services | \$71.95 | |
| Karen Johnson | Dietician | \$500.00 | |
| McKesson | Medical supplies | \$1,716.33 | |
| Nationwide Insurance | Insurance | \$2,110.28 | |
| Nebraska Total Office | Office Supplies | \$142.02 | |
| | Bipap Unit / Oxygen | | For |
| Northwest Respiratory | Cylinders | \$474.00 | Approval |
| | | | For |
| Peggy Ratzlaff | Reimburse | \$397.85 | Approval |
| | | | For |
| Pitney Bowes | Mailstation Red Ink | \$82.95 | Approval |
| Pitney Bowes | Lease agreement | \$100.00 | |
| Raben's | Groceries | \$432.73 | |
| RXCareAssurance | Core with Keys | \$309.49 | |
| Solutions EAP | Benefits | \$147.40 | |
| Stanley Healthcare | Resident supplies | \$365.50 | |
| | | | For |
| State Fire Marshall Office | Inspection Fee | \$50.00 | Approval |
| The Thompson Co | Kitchen supplies | \$6,368.14 | |
| UnitedHealth Care | Insurance | \$3,575.19 | |
| West Bend | Workman's Comp | \$2,466.40 | |
| WestCo | Fuel | \$183.13 | |
| | | \$32,367.49 | |
| Payroll 11/20/18 | | \$44,835.90 | |
| Payroll 12/05/18 | | \$48,015.78 | |
| TOTAL | | \$125,219.17 | |