

REGULAR MEETING MINUTES

VILLAGE OF HEMINGFORD BOARD OF TRUSTEES

December 18, 2023-6:00pm

700 Box Butte Ave. Hemingford, NE. 69348

Zoom Virtual Meeting information

Meeting ID 854 4121 2320 Passcode 757428

Pledge of Allegiance

Opening prayer by – Jake Frost

Public Open Meeting Act poster location was pointed out on the north wall of Council Chambers located at the Village office.

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

Present: Frost, Hunter, Mahony, Wacker

Absent: Novotny

Motion to excuse absent Trustee Novotny from the December 18, 2023 meeting of the Hemingford Board of Trustees by Hunter, Second by Mahony

Voting Aye: Frost, Hunter, Mahony, Wacker

Reorganization of the Village Board of Trustees

Chairman Wacker turned the meeting over to the Clerk to call for Election of the Chairman, Hemingford Board of Trustees position.

The Clerk opened nominations for the Chairman position, to which Richard Wacker was nominated by Hunter and seconded by Mahony. Seeing no further nominations, nominations for the Chairman of the Board was closed. As a result of a voice vote Richard Wacker was unanimously elected as Chairman of the Hemingford Village Board of Trustees. Chairman Wacker opened nominations for the position of Vice Chair, to which Jake Frost was nominated by Mahony with a second from Hunter. Seeing no further nominations, nominations were closed followed by a voice vote that resulted and Trustee Frost being unanimously elected as Vice Chair of the Hemingford Village Board of Trustees.

Consent Calendar items included the Minutes of the November 21, 2023 Regular meeting Claims against the Village of \$56,942.38, Claims against the Utilities of \$126,199.85. November 2023 Village Financial Statements and Bank Reconciliations reports. November 2023 Library Report. Appointment of Village of Hemingford Administrator/Clerk -Treasurer Barb Straub, Appointment of Village of Hemingford Attorney Simmons, Olsen Law Firm, PC, Libby Stobel, Appointment of Village of Hemingford Engineer MC Schaff & Associates. Reappointment of the Hemingford Board of Health to consist of Village of Hemingford Code Enforcement Officer, Board of Trustees Chairman and the Director of Nursing at the Hemingford Care Center.

Resolution 2023-26 appointing Nebraska Bank as the Village Depository.

Resolution 2023-27 for the Appointment of Jeff Wolfe of Mc Schaff & Associates as Street Superintendent.

Resolution 2023-18 appointing a representative to the Solid Waste Agency of Northwest Nebraska Board of Directors. Richard Wacker

Resolution 2023-19 appointing a representative and alternate to the Public Alliance for Community Board of Directors. Jake Frost, representative and Riki Hunter, alternate

Resolution 2023-20 appointing a representative and alternate to the Members Council of the Nebraska

Municipal Power Pool (NMPP). Jake Frost, representative and Richard Wacker, alternate
Resolution 2023-21 appointing a representative and alternate to the Box Butte Development Corporation
Board of Directors (BBDC). The Village Clerk, representative and Richard Wacker, alternate
Resolution 2023-22 appointing a representative and alternate to the Panhandle Area Development District
(PADD). Will Mahony, representative and Richard Wacker, alternate
Resolution 2023-23 appointing a representative and alternate to Nebraska Public Power District Board
of Directors (NPPD). Will Mahony, representative and Richard Wacker, alternate
Resolution 2023-24 appointing a representative and alternate to the League Association of Risk management
(LARM). Lynda Novotny, representative and Riki Hunter, alternate
Resolution 2023-25 appointing a representative and alternate to the Box butte County E-911 Emergency
Communication Advisory Board. Will Mahony, representative and Lynda Novotny, alternate
Acceptance of resignation of Susan Winten from the Hemingford Housing Authority Board.
Appointment of Janelle Visser to the Hemingford Housing Authority Board.

Motion by Frost, second by Mahony to approve the consent calendar as read with corrections as follows.
Item d. should read November bank reconciliations rather than September
Item j. should read Nebraska Bank rather than Farmers State Bank.
Item s. should have the name Richard removed.

Voting Aye: Frost, Hunter, Mahony, Wacker.

Absent: Novotny

Discussion and possible action: First reading of Ordinance #822

AN ORDINANCE OF THE VILLAGE OF HEMINGFORD, NEBRASKA, ESTABLISHING SALARIES AND
COMPENSATION FOR VILLAGE OFFICIALS AND EMPLOYEES REPEALING ALL PRIOR ORDINANCES AND
PROVIDING AN EFFECTIVE DATE.

Motion by Frost, Second by Hunter to waive readings 2 and 3 of Ordinance #822 establishing salaries and
compensation for Village Officials and Employees.

Voting Aye: Frost, Hunter, Mahony, Wacker.

Absent: Novotny

Motion by Mahony, Second by Hunter to Pass and Publish Ordinance # 822 establishing salaries and
compensation for Village Officials and Employees.

Voting Aye: Frost, Hunter, Mahony, Wacker.

Absent: Novotny

Discussion and possible action: Hemingford Volunteer Fire Department update. So far for the year 2023
there have been 20 fire calls and 104 rescue calls, there were also 19 training opportunities. There are 30
members on the roster with two of them enrolling in EMT classes. A request for proposal went out in
search of a new billing company for the department. Beginning January 1, 2024, the new company will be
One Billing Solutions. New rates will begin in January 1, 2024, the new base rate for emergent and non-
emergent rescue calls will be \$1000 with an additional \$20 charged per mile. A recent rate audit indicated
that the Hemingford department was on the very low end of rate ranges throughout the state. New rates

place the department in the center of the rate ranges. The new ambulance has been ordered and looks to be on a path for a 24-month delivery. (December 2025). The new date for EMT certification renewal is 3/31/2024. Since new billing rates are in place the interlocal agreement with the Village of Hemingford, Hemingford Volunteer Fire Department and the Hemingford Rural Fire Protection District will be revised for approval of each Board. - Barb Keegan

Discussion and possible action: Trustee Mahony opened a discussion regarding the potential of reopening the Hemingford Police Department. Mahony stated that there are no problems or complaints with the Sheriff's Office, but he wondered if it would be prudent for the Village to continue to search for their own law enforcement officers if some could be found. Other Board members offered a brief recap of events and activities related to the closing of the Police Department. After discussion it was suggested that Trustee Mahony do some research to see what is required by the state and what steps would need to be taken if the opportunity to reopen the Hemingford Police Department presented itself in the future.

Discussion and possible action: Ratification of 2023 Utility Bad Debt write off. This year there was a total of \$598.47 in uncollectable accounts. Meaning that all possible attempts have been made to collect the amount without success. This amount is approximately one half what it was a year ago. \$598.47 is 180 days past due and need to be written off.

Motion by Mahony Second by Hunter to approve and ratify the Utility Bad Debt write off in the amount of \$598.47

Voting Aye: Frost, Hunter, Mahony, Wacker.

Absent: Novotny

Discussion and Possible action: The lease on the Village Office printer expires January 14, 2024, there are 3 options at the end of the lease, option 1 is to purchase the current machine at fair market value of \$2569.53, option 2 is to release the current machine for 36 months at 87.26 per month that is \$55.74 less than the current lease payment of \$143. At the end of the second lease there could be a fair market purchase of the machine but no maintenance agreement available. Option 3 is a 60-month lease of a new machine the new lease payment would be \$135.49 and the rate for the maintenance agreement would be reduced by \$20-\$30 monthly dependent on the number and type of copies produced. This option offers a \$1 purchase of the machine at the end of the lease and would still have a maintenance agreement available.

Motion by Frost, second by Hunter to enter into a 60-month lease on a new Kyocera printer copier lease with Century Business Products.

Voting Aye: Frost, Hunter, Mahony, Wacker.

Absent: Novotny

Discussion and possible action: Succession plan proposal at the time of retirement of the Village Administrator. Village Administrator announced that she would be retiring on August 6, 2026. That is over 2 years away but is never too early to look to succession planning. It is the suggestion of the Administrator that the Board look to promote from within. Kyle Huss, the current Utility Superintendent, is interested in the position. Kyle has already proven himself to be invaluable to the Village and has vast knowledge of the utility side of Village operations. With training on the administrative side of operations the Village would have the very best of both worlds. The Administrator is asking the Village Board of Trustees to allow Kyle

to work in the office for up to two days a week for the next year to begin training in an effort to determine whether this might be a good future position for both Kyle and the Village. All members of the Board of Trustees supported the training for Kyle beginning in January 2024 for up to two days a week in the Village Office.

Administrators Report: Annual Highway maintenance agreement has been signed for 2024 and returned to the State for signature, Box Butte County Sheriff's office reports 7 calls for service and 4 traffic stops as well as 1 high school student ride along. Deputy Dannar was present and mentioned that the reports are made up only of information that the deputies remember to record once they return to their office, so there is more unreported assistance. The Village received \$4000 in grant funds from the mission store to go to the splash pad, the library received \$100 grant from the Mission store, and the Utilities Department received a water system security grant of \$10,000 from the Nebraska Department of Environment and Energy. Street project bond funds were received on December 8th, a check for preliminary engineering in the amount of \$17,528.25 was sent to MC Schaff and the remaining balance was put into a 6-month CD at Nebraska Bank as directed at the November 21, 2023 meeting. Caselle held a photo contest for their 2024 calendar, a photo that Barb submitted was chosen for the month of July, along with that we received a coupon for \$250 of one month of our support agreement -Barb Straub

Utilities Department Report: Christmas Decorations went up, there are still 7 of the old decorations that it would be nice to get replaced, working on the lead service line inventory, sewer jetting is done for the year after many break downs, have moved snow once this year, added lids to the downtown trash cans to help prevent over filling and trash blowing out of them, the new stop signs have been put up. -Kyle Huss

Code Enforcement Report: there are 18 open cases to date, in the last 30 days there were 3 new cases opened and 3 closed as well. Work is in progress on the open cases but is a very time-consuming process - Kyla Cotant

Public Comment: none

Motion by Hunter, Second by Mahony to adjourn at 6:55pm.

Voting Aye: Frost, Hunter, Mahony, Wacker.

Absent: Novotny

ATTEST:

Richard Wacker, Chairman

Barb Straub, Village Clerk