

MEETING MINUTES
VILLAGE OF HEMINGFORD BOARD OF TRUSTEES
December 20, 2016

Pledge of Allegiance and opening prayer

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

Present: Dannar, Annen, and Planansky

Absent: Luce, Keegan

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

Administration of the Oath of Office to new Board of Trustees members, Richard Wacker, Deb Hunter and Lynda Novotny. The new board members read the oath aloud and were thus installed onto the Village of Hemingford Board of Trustees.

The consent calendar, which included the minutes of the regular board meeting on November 15, 2016, claims against the Village of \$33824.61, claims against the Village Utilities of \$96824.69, and claims against the Hemingford Community Care Center of \$199800.97. Also included was the acceptance of the resignation of Linda Luce from the Hemingford Public Library Board effective Dec. 8, 2016, the Hemingford Community Care Center Variance and Profit/ Loss reports, Resolution 2016-6 Appointing the Bank of the West as the Village Depository as well as January 2017 Proclamation as National Radon Action Month per the request of the Panhandle Public Health District.

Motion to approve the consent calendar by Dannar, Second by Novotny

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

Discussion and action on the Election of a Chairperson

Motion by Dannar Second by Hunter to elect John Annen as the Village of Hemingford Board of Trustees Chairman

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

Abstaining: Annen

Discussion and action on the Election of a Vice-Chairperson

Motion by Hunter, Second by Wacker to elect Lori Dannar as Vice- Chairperson.

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

Abstaining: Dannar

Discussion and action on Appointment of the Village of Hemingford Administrator/Clerk-Treasurer.

Motion by Dannar, Second by Wacker to appoint Barb Straub as the Village of Hemingford Administrator/Clerk-Treasurer.

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

Discussion and Action on the Appointment of the Village of Hemingford Marshall, (Chief of Police)

Motion by Novotny, Second by Hunter to appoint Dusty Bryner as the Village of Hemingford Marshall.

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

Discussion and action on the Appointment of the Village of Hemingford Attorney, (Simmons Olsen Law Firm)

Motion by Dannar, Second by Wacker to appoint the Simmons Olsen Law Firm as the Village of Hemingford Attorney.

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

Discussion and action on the appointment for the Village of Hemingford Engineer, (MC Schaff)

Motion by Novotny, Second by Wacker to appoint Engineering Firm MC Schaff as the Village of Hemingford Engineer.

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

Discussion and Action on the approval of Resolution 2016-7 appointing a representative and alternate to the Solid Waste Agency of northwest Nebraska Board of Directors.

Motion by Hunter Second by Novotny to appoint Richard Wacker as the representative to the Solid Waste Agency of Northwest Nebraska and Lori Dannar at the alternate representative.

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

Discussion and Action on Resolution 2016-8 Appointing a representative and alternate to the Public Alliance for Community Energy Board of Directors.

Motion by Hunter and Second by Wacker to appoint Lori Dannar as the Village representative to the Public Alliance for Community Energy Board of Directors with Lynda Novotny as the alternate.

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

Discussion and Action on Resolution 2016-9 appointing a representative and alternate to the Members Council of the Nebraska Municipal Power Pool.

Motion by Dannar, Second by Novotny to appoint Deb Hunter as the Village representative and Richard Wacker as the alternate to serve on the Nebraska Municipal Power Pool Members Council.

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

Discussion and action on Resolution 2016-10 for the appointment of Jeff Wolfe of MC Schaff & Associates as Street Superintendent.

Motion by Hunter , Second by Wacker to Appoint Jeff Wolfe of MC Schaff & Associates as Village of Hemingford Street Superintendent.

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

Discussion and action on Resolution 2016-11 regarding the use of Electronic Board Packets and Village issued Tablets. The monthly Board Meeting Packets beginning in January 2017 will be electronically transmitted for each board member.

Motion by Dannar, Second by Wacker to pass Resolution 2016-11 for the use of Electronic Board Packets with Village of Hemingford issued tablets.

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

Discussion and Action on Resolution 2016-12 appointing a representative and alternate to the Box Butte Development Corporation Board of Directors.

Motion by Novotny, Second by Dannar to appoint Deb Hunter as the representative and Richard Wacker as the alternate to the Box Butte Development Corporation Board of Directors.

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

Discussion and action on the reappointment of the Board of Health Members, consisting of the Chief of Police, the Village Board Chairperson, and the Director of Nursing at the Hemingford Community Care Center.

Motion by Novotny, Second by Hunter to reappoint the Chief of Police, the Village Board Chairperson and the Director of Nursing to the Village of Hemingford Board of Health.

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

Discussion and possible action approving the Request of the Village Administrator for Medical leave beginning on December 27, 2016 until medically released by her physician. Motion by Dannar, Second by Novotny to approve the Medical leave request of the Village Administrator beginning December 27, 2016 until such time as she is released by her physician to return to work. Vacation time of 23.44 hrs and Sick leave of 51.44 hrs will be used until gone and time off after that has been exhausted will be unpaid leave.

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

With the Village Administrator on Medical Leave the accounting firm of Gardner, Loutzenhiser, & Ryan as offered to prepare the year-end payroll, W2 and 1099 forms. This service will be in addition the regular services provided by the firm.

Motion by Wacker, Second by Hunter to accept the offer of Gardner, Loutzenhiser & Ryan to prepare the year-end payroll, including the W-2 and 1099 forms.

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

Discussion and possible action approving Christmas Bonuses for the Village employees in the form of Village of Hemingford Chamber Bucks Chairman Annen proposed that the Village of Hemingford approve Christmas Bonuses for the Full and Part time employees. After discussion the amount of \$125.00 for full time employees and \$75.00 for part time employees was agreed upon.

Motion by Dannar, Second by Novotny to give the Village of Hemingford employees a Christmas Bonus of \$125.00 for full time employees and \$75.00 for part time employees in the form of Hemingford Chamber Bucks

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

2017 training request by the Village of Hemingford Water Operator, Mike Kesselring, on behalf of the Village water department.

No Action taken.

Motion to adjourn at 8:10pm by Dannar, Second by Wacker

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

	20-Dec-16	VILLAGE	
ADAMSON AUTOMOTIVE		REPAIRS	\$1,013.94
AMERICAN LEGAL		SUP	\$216.67
BANKCARD		SUP	\$224.87
BARCO		SUP	\$105.28
BOMGAARS		SUP	\$88.31
BYTES COMPUTER		CONTRACT SERVICE	\$75.97
C.N.A. SURETY		NOTARY BONDS	\$80.00
CARQUEST		REPAIRS	\$11.15
CASELLE		CONTRACT SERVICE	\$336.33
COUNTRY WOMAN		SUBSCRIPTION	\$19.97
DOCUSHRED		CONTRACT SERVICE	\$17.50
FARMERS COOP		SUP	\$46.47
GARDNER LOUTZENHISER & RYAN PC		PRO FEES	\$2,210.77
HEMINGFORD COOP TELEPHONE		PHONE	\$269.47
HTMC		ADVERTISING	\$146.34
HUSS AUTO		REPAIRS	\$346.77
JACKS HANDYMAN SERVICES		CONTRACT LABOR	\$350.00
KAAQ-FM		ADVERTISING	\$80.00
LEXISNEXIS		SUP	\$77.13
MC SCHAFF		PRO FEES	\$485.00
MC SCHAFF		PRO FEES	\$27.27
MIDWEST FARM SERVICE		SUP	\$22.99
MOBIUS		INTERNET	\$25.00
NATIONAL GEOGRAPHIC		SUP	\$13.90
NTO		SUP	\$13.00
PURCHASE POWER		POSTAGE	\$211.69
RABENS MARKET		SUP	\$10.96

READERS DIGEST	SUBSCRIPTION	\$14.98
ROAN RIVER RETAIL	SUP	\$31.90
SIMMONS OLSEN LAW FIRM PC	PRO FEES	\$1,796.44
STERLING COMPUTER PRODUCTS	SUP	\$68.76
STURDEVANTS AUTO PARTS	REPAIRS	\$241.33
SUSIE CHEEK	CONTRACT LABOR	\$83.34
THE LEDGER	ADVERTISING	\$84.97
THE OPRAH MAG	SUBSCRIPTION	\$19.97
VIAERO	CELL PHONES	\$194.70
WALMART	BANK FEES	\$28.97
WESTCO	GAS	\$607.67
WOMANSDAY	SUBSCRIPTION	\$8.00

PAYROLL 11/23/16	PAYROLL	\$12,470.87
PAYROLL 12/08/16	PAYROLL	\$11,645.96
		<hr/>
		\$33,824.61

20-Dec-16 **UTILITIES**

AMERICAN LEGAL	SUP	\$433.33
BAER, WILLIAM	SUP	\$150.00
BANKCARD	SUP	\$753.01
BLACK HILLS ENERGY	HEAT	\$389.62
BYTES COMPUTER	CONTRACT SERVICE	\$151.93
CASELLE	CONTRACT SERVICE	\$672.67
CRESCENT ELECTRIC	TOOLS	\$1,206.21
DHHS	WATER SAMPLES	\$713.00
DOCUSHRED	CONTRACT SERVICE	\$35.00
FARMERS COOP	SUP	\$116.46
GARDNER LOUTZENHISER &RYAN PC	PRO FEES	\$4,421.53
H&H	TRASH HAULING	\$4,267.24
HILL TOP ELLECTRIC	SUP	\$328.91
HTMC	ADVERTISING	\$292.66
HUSS AUTO	REPAIRS	\$90.54
JOHN DEERE	SUP	\$58.25
KAQ-FM	ADVERTISING	\$160.00
KRIZ DAVIS	SUP	\$501.82
MC SCHAFF	PRO FEES	\$54.53
MIKE KESSELRING	CONTRACT LABOR	\$990.00
NPPD	PURCHASED POWER	\$52,769.23
NTO	SUP	\$25.99
ONE CALL	CONTRACT SERVICE	\$4.53
PURCHASE POWER	POSTAGE	\$423.37

RABENS MARKET	SUP	\$53.05
ROAN RIVER RETAIL	SUP	\$95.46
SOLUTIONS EAP	CONTRACT SERVICE	\$73.70
STURDEVANT AUTO PARTS	REPAIRS	\$482.65
SUSIE CHEEK	CONTRACT LABOR	\$166.66
SWANN	TRASH DISPOSAL	\$5,969.30
TEREX	REPAIRS	\$605.61
THE LEDGER	ADVERTISING	\$169.93
VIAERO	CELL PHONES	\$226.94
WESCO RECEIVABLES CORP	SUP	\$16.05
WESTCO	GAS	\$328.32
PAY ROLL 11/23/16	PAYROLL	\$10,124.57
PAYROLL 12/08/16	PAYROLL	\$9,502.62
		<hr/>
		\$96,824.69

HCCC Claims 12/20/2016

Aflac	Benefits	\$	427.06
Allied Insurance	Insurance	\$	1,961.67
Bank Card Center	Supplies	\$	672.25
Bolek Bilt	Contract Labor	\$	680.00
Bloedorn Lumber	Supplies	\$	152.41
Blue Stauta	Software	\$	512.00
Bluffs Sanitary Supply	Supplies	\$	1,135.91
Buds Pest Control	Service Contract	\$	44.00
Briggs	Supplies	\$	8.91
Dave Randolph	Consultant	\$	300.00
Daves Pharmacy	Resident Supplies	\$	187.03
David Johnson	Professional Fee	\$	350.00
Dish Network	Cable	\$	288.27
IRS	Payroll Taxes	\$	516.78
Ecolab	Supplies	\$	736.72
Harris Sales	Food	\$	321.05
HCIS	Dues and Subs	\$	80.00
Hemingford Telephone	Telephone	\$	703.95
Hemingford Utilities	Utilities	\$	2,155.64
Ideal Linen	Service Contract	\$	85.56
Nebraska Red Cloud News	Marketing	\$	45.00
Karen Johnson	Consultant	\$	500.00
McKesson	Resident Supplies	\$	3,191.50
Nebraska Total Office	Supplies	\$	2,538.12

Peterson Drug	Resident Supplies	\$	359.00
Pitney Bowes	Postage	\$	252.07
Pitney Bowes	Contract	\$	103.78
QBE	Work Comp Ins	\$	2,702.83
Rabens Market	Food`	\$	634.06
Senior Insight	Consultant	\$	4,000.00
Black Hills Energy	GAS	\$	580.70
Standley Healthcare	Resident Supplies	\$	133.00
The Thompson Co	Food	\$	12,365.04
VSP Vision	Benefits	\$	178.05
Westco	Vehicle Expense	\$	169.28
A & T Electric	Contract Labor	\$	970.23
Doc U Shred	Service Contract	\$	28.00
Direct Supply		\$	32.46
Nebraska Fire & Safety		\$	1,649.89
Compufact		\$	\$33.00
Angie Wahl	Supplies	\$	\$54.35
Z & S Sheet Metal		\$	\$64,044.40
Blue Cross Blue Shield		\$	\$6,987.01
Allied Insurance		\$	\$1,961.66
Total Claims			114,832.64
Payroll	5-Nov	\$	44367.57
	20-Nov	\$	40600.66
TOTAL		\$	199,800.87

ATTEST:

Chairman, John Annen

Barb Straub, Administrator/ Clerk-Treasurer

